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Parent Handbook of Policies & Procedures

2025-2026

Philosophy:

A better educational outcome for your child comes from teaching that is constantly evolving, differentiated and flexible. This is the philosophy of Hola Atelier

Our vision is to offer your child endless opportunities and empower them to positively influence the world. To make that goal a reality, we spend each day making it our mission to foster a safe, innovative environment and high-quality education, inspired by the Reggio Emilia Approach.

Hola Atelier Early Learning & Care is a Spanish immersion Family Child care dedicated to providing the highest quality of care, education and enrichment to children from 8 weeks to 5 years old. Our program will help your child apply learning experiences to their daily life. This provides a flexible, differentiated education that provokes inquiry, active learning, collaborative work, and problem-solving skills.

We are committed to:

- Instilling a love of learning by providing an integrated learning experience through a mix between a Reggio Emilia Curriculum and Play- Based as well, providing a true Spanish immersion environment with music, Literacy, science, Math, art and lot of hands-on activities.
- Preparing children for a thriving social and academic future with a concerted effort to:
Raising self-esteem, promoting confidence and feelings of self-awareness o
Fostering decision-making skills, development of communication, and cooperative resolutions
- Nourishing young minds, bodies and the planet

To the Parents/Guardians: Please read this handbook carefully. If you do not understand any provision, please feel free to ask to your provider for further clarification. This contract and Handbook establish your legal rights and responsibilities and those of our program

regarding your child's enrollment at Hola Atelier. Throughout this handbook the term "HA" will refer to Hola Atelier. Please return the "Parent/Guardian Signature" page to the provider.

Admission and Enrollment Procedures

Interview Procedures: We will not accept any family into care without conducting a complete interview first both parties must feel comfortable and confident that the arrangements will work

Registration Package: All parents MUST complete and signed the following forms and return it's BEFORE a child will be admitted into care:

- Health Forms
- Emergency Form
- Immunization record
- Child Care Enrollment/Contract & Signed Receipt Handbook policies
- And others

Family Child Care Registration

I am a registered family child care provider regulated by the Office of Child Care in Montgomery County, MD. A copy of my current registration is posted on my bulletin board.

I am mandated to keep the children's records and follow state-wide regulations called COMAR.

My Ongoing Learning

As an educator, I believe that learning never stops. I've had the joy of participating in a wide range of trainings, conferences, and hands-on workshops inspired by the Reggio Emilia approach. These experiences have not only shaped my teaching, but also strengthened my passion for creating a nurturing, creative, and meaningful environment for children to grow, explore, and thrive.

As a registered provider, I must provide all families with a copy of the "Parent's Guide to Regulated/ Licensed Child Care". An electronic copy of this will be send to your email.

Daily Schedule/Our Program Routine

7:30am - 8:00m	Arrival/Indoor play time/Diaper Checking
8:00am - 8:45am	Handwashing/ Breakfast snack
8:45am - 9:30am	Toileting Time/ Infant Nap Time
9:30am - 10:30am	Circle Time/ Morning Activity
10:30am - 10:45am	Snack Time
10:45am - 11:45am	Toileting time/ Outdoor Time(Physical Activity)
11:45am - 12:00pm	Handwashing /Toileting
12:00pm - 1:00pm	Lunch/ Diaper Check/Preparing for Nap
1:00pm - 3:00pm	Nap Time
3:00pm - 3:30pm	Afternoon Snack
3:30pm - 4:00pm	Afternoon Meeting (Story Time)/ Toileting
4:00pm - 4:45pm	Outdoor Play
4:45pm - 5:30pm	Diaper Check/Short Indoor Activity/Pack up Belongings/Dismissal

This schedule is flexible to meet the needs of every child. Transitions from one activity to another include songs,

games and visual cues. Infants and young toddlers follow their own schedule for napping; diapering and feeding.

Parent Communication:

Parent Provider Conferences: Parent/Guardian Provider Conferences will be held twice. We strive to provide advance notice for our Parent Conferences, so parents have ample time to make arrangements to attend.

I will inform you about the conference dates by posting a reminder on my bulletin board and communicating verbally when it is time for your child's conference. Please choose a day and time that works for you. You can let me know during arrival or pick up time or by writing your name in the sign-up sheet. I will put out a sign-up sheet a week before family conferences. If you have a concern, please let me know and we will arrange a time to talk.

Parents are required to check their child in and out of school each day using the form sheet.

Parent Concerns: Please do not hesitate to share your questions, comments, and concerns with me as they arise. We strive for HA to be a safe, fun, and engaging learning environment for your child and want to work with you to ensure we are doing our best to meet the needs of you and your family at all times.

Parental Involvement at Hola Atelier, we believe parental involvement is crucial to the developmental success of the child. We encourage you to join us and feel free to participate in a daily activity with us such as Circle Time, Art Activity, Dance and Music Time during the Afternoon, read a Book or any other activity you would like to share with the program. We understand that working parents are faced with hectic schedules so if you need to discuss your child's progress but are unavailable to talk during arrival or pick up time please contact the provider by phone or email.

Our program provides many social networking opportunities for our families including:

- Celebrating Earth Day
- Mother's Day
- Father's Day
- Family Day
- Halloween party and parade
- Celebrating Earth Day
- Christmas party ...
- Special Celebrations: We encourage all families to celebrate their child's birthday and other special celebrations with their class. For all special celebrations, we ask you be mindful of our policies to provide nourishing snacks to our children. When planning to provide snacks to your child's class, please

contact me/your provider to make an appointment, avoiding classroom scheduling conflicts, and have all snacks pre-approved and allergy safe so all students are able to enjoy. Please provide a healthy snack option for

your child's class. Examples are provided in HA Healthy Eating Suggestions, and include mini muffins, dipped fruit, smoothies, or frozen fruit popsicles!

Our Curriculum

We offer a Holistic and Experiential Early Education

Every activity and experience are designed to give children opportunities to grow and develop in multiple areas at once. Our curriculum is based on the Reggio Emilia Approach and Play- Based combines all early learning domains to ensure that children are prepared for success in school and in life.

Children will experience a curriculum that focuses on hands-on learning and deeper understanding.

- **CHILD-LED LEARNING:** A classroom's curriculum stems from the particular interests of the children. Curriculum topics derive from talking with children and their families as well as from readily known interests (such as puddles and dinosaurs).

Academic skills are learned best when children are interested. For example, learning about dinosaurs often leads to a math experience adding dinosaur figurines, writing a story or reading a book about dinosaurs, and a science experience about dinosaurs in the garden.

- **MAKING LEARNING FUN:** Often times, children learn more from the process of learning as they do from the visible end result that goes home to parents at the end of the day.

We encourage this through collaborative long-term projects that enable children to explore, analyze, and evaluate various concepts and topics. Educator document your child's thought process each step of the way, and by integrating different areas of the classroom, each child's learning process is respected.

- **INTEGRATED STEAM LEARNING:** Our program features age-appropriate technology materials, and children are always encouraged to build, create, theorize, question and dream. Our educational environment is inspired by the Reggio Emilia Approach where children are viewed as capable researchers and active learners.
- **Rather than separating STEAM learning** into a standalone enrichment program, science, technology, engineering, art and math are integrated into our curriculum and practiced in the children's everyday life.

Our Core Beliefs:

- **Every child is creative and full of potential:** We believe that each child is born curious. We provide a stimulating environment that uses this natural trait to create a lifelong love of learning.
- **We learn best when we're engaged:** Children learn most deeply when
- they are following their natural curiosities. At Hola Atelier, learning is an active process, initiated by the child, not a transmission of pre-planned knowledge.

- **Relationships are vital:** Learning is a social endeavor. At Hola Atelier, we value and respect the role that our parents and the community play as Educator, and encourage active participation with other children.

It's all about real-world interactions and environmental learning experiences.

Educational Program and Activities

we have designed an environment that will support the developmental needs of children through exploration, creativity and self-expression. Our classrooms are equipped with an art center, dress-up center and more. We believe that creative play supports not only a child's language development but their social development as well and therefore is greatly encouraged. Throughout the day the children are exposed to music, which plays quietly in the background. We believe that designing a calming environment will allow children to open up their minds and absorb the learning process. Although they are encouraged to explore their environment independently, we do believe in the benefits of interaction and therefore assign various group activities throughout the day.

Infants: The infant program serves children from the age of eight weeks until the age of 23 months. The program is designed to promote feelings of belonging and the loving care which help infants to grow and develop to their full potential. Children eat, sleep, and play according to his or her own schedule. Every infant is an individual with unique abilities, desires and emotions. My program is designed to meet the individual needs of each child and to provide them with educational experiences.

Toddlers: The toddlers program serves children from 24 months to 36 months. The toddler activities are designed to provide stimulating experiences for the children where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess. Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table, art, music, language and science activities geared to little hands are also introduced. Hola Atelier offers the tenderness, warmth, and patience so essential to this young age. Deep respect for each child ensures that your toddler will truly love his or her school environment and, from that, develop a long-lasting love for learning.

Preschool: The preschool program prepares children socially and academically, as well as, supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in kindergarten. The educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands on activities for the child to explore. Our preschool is designed to actively engage each child in developmentally age appropriate activities exploring the content areas of literacy, mathematics, science, social studies, and arts through the Reggio Emilia Approach. Hola Atelier prepares a program that is exciting and challenging, as well as supportive of each child's own learning style and interests. In our program the room arrangement creates the optimum learning environment. It allows children easy access to

educational toys, materials and books, enabling them to initiate and expand their activities.

Child Observations and assessment of development

Thoughtful observation and assessment of children helps me learn more about children's unique qualities, develop individual goals, plan and implement effective curriculum, and make referrals as appropriate. I observe children, talk with them about their ideas, record interesting things they do and say, and document their progress in development and learning.

- Within the first 60 days of your child attending the program, I will complete a developmental checklist using the Center for Disease Control Milestone Checklist [CDC's Developmental Milestones | CDC](#) and other formal developmental screening and assessment tools as well as informal observation and documentation.
- Children will be observe and assess in their authentic play environments. Information gathered is shared with families at least quarterly through conversation, documentation or parent conferences. Formal conferences are offered to each family at least twice annually and compiled assessment information is presented in portfolio format. Additional conferences may be scheduled whenever the need is identified by families or me.
- The plan includes the specific screening and tools being used, the timeline for parent conference for each age level, as well as opportunities for family involvement. I conduct formal assessment twice a year, (December and May). All the assessments are kept in the child's portfolio, which follow the child from the time enrolled at my care to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with the program philosophy.

Health and Safety

The health of your child is extremely important to us and therefore we take great measure to ensure your child's wellness and safety. We believe that a child's overall success begins with good health

Every day, we conduct a health check of each child. This health check is conducted as soon as possible after the child enters our program and whenever a change in the child's behavior or appearance is noted while that child is our care.

We gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable by conversation with the child.

Illness: We understand your child has a love for learning and attending school each day, though we ask that you please keep in mind the health of all of our Hola Atelier children when your child becomes ill.

• **Illness Policy:** Please assist us in keeping your child home on days they are not feeling well. It is in the best interest of all children for your child to remain outside of the program when they exhibit any of the following:

- A temperature over 100 degrees (Please do NOT administer a fever-suppressant and bring your child to the Child Care)
- Vomiting or diarrhea
- Persistent cough or purulent drainage
- Contagious illness such as Conjunctivitis, Chickenpox, Fifth Disease, Head Lice, or any other illness or disease
- Any conditions with a specific diagnosis (Strep throat, head lice, Influenza, etc.)
- COVID-19, we will follow current directions of the CDC and the OCC.

If your child becomes ill while at the Child Care, you will be called to pick-up your child as soon as possible.

You will be notified should your child be exposed to a contagious disease. Please notify me should your child become ill so that we may notify other parents of a contagious disease.

If your child exhibits any of the above, or they are unable to participate in all aspects of the program, you will be notified and must arrange for your child to be picked up within one hour of notification/ as soon as possible. Your child may not return to school until they have been symptom free and without a fever for a minimum of 24 hours. If your child has a contagious illness, or has been absent from school for three or more days due to illness, there must be written documentation giving permission for your child to return to HA from your child's physician.

We request medical and up to date immunization records for all children attending Hola Atelier. This information must be provided prior to the child's first day of care. We ask that your child's medical information be updated yearly and immunizations must be kept current. Frequent hand washing can help minimize the spread of germs so we ask that the first step children take upon arrival is to wash their hands. Once you drop your child off in the morning, we will direct them to the bathroom where they will find all the necessary materials for proper hand washing

Safety:

The safety of your child is a top priority, so to ensure your child's safety we schedule emergency evacuations. Our program is equipped with an emergency evacuation route and a list of proper protocol to follow in the case of an emergency.

- **Drop Off and Pick Up Procedures:** We understand drop off and pick up are busy times for all of our HA families. To ensure child safety, we ask all Parents to hold their child's hand from the car to the program each morning and from the program to the car each afternoon.
- **Emergency Contact Pick Up:** If for any reason you are unable to pick up your child from school, and an alternative relative or friend will be picking up in the afternoon, please inform the administration by phone or email, and ensure the alternate pick up is able produce a photo ID.
- **Policy for Prevention of Child Abuse:** All employees will have thorough reference and background checks through the State of Maryland and FBI. All staff and

volunteers will be trained in signs of possible child abuse and neglect and will be made aware of their legal responsibility to report child abuse to the appropriate authorities.

- **Prohibited School Items:** Children are not allowed to bring electronic devices (including phones, iPads, Kindles, video games, apple watches, etc.), money, matches, pocketknives, weapons, or expensive items to the program. These items will be confiscated and returned to the parent/guardian. Children may wish to bring toys from home, but they will be asked to keep their toys in their cubby, unless otherwise specified by the provider. Hola Atelier will not be responsible for lost, stolen, or broken items. If a child is found with a weapon or dangerous item, or makes dangerous threats, the proper authorities will be contacted.

Emergencies: For any emergency situation, we will make every effort to contact you and provide updates as needed. Providers are CPR certified and have the most up to date health and safety training to successfully assist all children during any emergency. Please see below for details on specific emergency situations.

- Fire Drills: We complete monthly fire drills as recommended by the Maryland State Department of Education. Parents will not be notified of our monthly fire drills, but please direct any questions you may have to me (Provider).
- Lock Down Policy: In the event of a lock down, Parents will be contacted via email, SMS text message. Please note, you will not be able to pick up your child for any reason during a lock down.

Emergency: Should your child have a medical emergency; the following steps will be taken:

- o First Aid will be administered.
- o If necessary, 911 will be called and a staff member will accompany your child to the nearest hospital.
- o I will call you and other listed emergency contacts.
- o I will file an incident report.

Please note HA is not responsible for any cost incurred for such injuries or treatment.

Inclement Weather Policy

Hola Atelier follows the guidance of Montgomery County Public School Administration (MCPSA) regarding inclement weather. Please see detailed table of closures and delays below:

HOLA ATELIER INCLEMENT WEATHER POLICY

MCPS	MCPSA (Admin)	Hola Atelier
2 Hour Delay	Open	2 Hour Delay; Open at 9:30am
Closed	Open	3 Hour Delay; Open at 10:30am HA Final Decision Regarding Closure by 9:00am
Closed	Closed	Closed
Early Dismissal	Open	Early Dismissal at 1:00pm *Final Decision by 11:00am

- In the event that MCPSA is delayed, HA reserves the right to determine school closure.
- Fees remain the same even if we close due to inclement weather or open late/close early due to inclement weather.

Medication Administration Policy

For any prescription medication, over the counter medication, or topical cream, a Medication Administration form must be completed by both parents and a physician and approved by HA Provider. All medications and topical creams must be labeled with your child's first and last name.

- **Medications:** If your child requires any medication to be administered while in the care of HA, the medication must be in the original container with the exact directions for administering the medication on the container. The medication must be accompanied by a prescription order from your child's physician. Medications will be stored at HA and administered on an as needed basis, unless otherwise specified by your child's physician with instructions of when to administer the medication and a definitive start and stop date that the medication will be as needed, not to exceed 12 months. Children may not carry any medication in their possession or in their backpacks.
- **Emergency Medication:** It is the responsibility of the child's Parent or Guardian to ensure HA has a sufficient supply of medication and to replace medication prior to the expiration date, if your child requires emergency medication such as an Epi Pen.
- **Sunscreen and Bug Repellent:** During the summer months of May through September, it is important to apply sunscreen on your children each morning at home. Once the Medication Administration form is received and you supply your child's provider with labeled sunscreen and bug repellent, they will reapply each afternoon as needed.
- **Diaper Cream:** If you wish for your child to have diaper cream applied daily, please be sure to complete the Medication Administration form detailing the requested applications and times. Please note, the Medication Administration form for diaper cream requires a start and stop date, not to exceed 12 months.

Physical fitness and Outdoor Play

We have one morning and one afternoon outdoor time every day weather permitted. Please dress your child appropriately for the current weathers, and in play clothes as we may get dirty. We require closed-toes shoes, no flip-flops or sandals please. Children will be using outdoor toys and equipment such as balls, riding toys, hula hoops, jumping ropes, etc.

While the provider will provide age-appropriate supervision and enforce safe play, children might have accidents. The provider cannot accept liability when a child is injured. The provider is released from any liability due to regular play during childcare hours.

Initials _____

Accident Report Form

If your child is involved in a mishap that requires any type of attention or first aid, and we do not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy will be left in your child's personal belongings. Should an accident require emergency medical treatment, the child will be taken to the Hospital

Emergency Room. The parents will be contacted immediately, if neither can be reached, we will call the emergency contact person designated on the child's information form.

Injuries and Other Emergencies

All minor cuts and abrasions will receive proper care. By regulations, I need to have a CPR-First Aid current certification and will follow the required procedures. I will complete an accident report and the incident and treatment provided will be logged. I will inform you of the injury.

I am required to do a daily check of the children upon arrival and I will log any injuries I observe on your child while in my care which have occurred outside of my care.

If a medical emergency arises, I will attempt to contact a parent/guardian first, unless doing so endangers the child's life. In that case I will take the necessary steps, putting the child first (calling hospital, doctor, poison control, etc.) If a parent/guardian is unable to be reached, I will contact the Emergency contacts listed in your enrollment form.

Substitute/ Emergency

In case of an emergency, provider's substitute(s) may care for the children in our home until they can be picked up. On occasion, substitute(s) may also provide short-term non-emergency care for the children. Parents will be notified in advance if substitute care is planned.

If for any reason/Emergency I am unable to locate my substitute, I will contact you, and you will need to make arrangements to pick your child up accordingly.

Absences: If you will be late dropping off your child or your child will not be in the program for any reason, please notify by 9:15 a.m. via phone or email. All families are responsible for paying the full tuition even if a child is absent due to illness, vacation, or other causes such as inclement weather, power outages, or holidays.

Dismissal Procedures-Releasing Your Child

Your child will only be released from care to those persons listed on your Registration Form. If someone other than designated persons will be picking up your child, I must receive advanced written notice or your child WILL NOT be released. Notification will consist of the person's full name, address, telephone number, relationship to the child and other pertinent information that will help me identify the person. Once I have been notified that another designated person will be picking up your child, I will require picture ID and other proof of identification from that person BEFORE releasing your child. This is a security measure for all involved. Parents will be notified immediately if someone not on the list comes to pick up their child.

You and anyone transporting your child must have an age-appropriate car seat. Please take the time to talk with me about any custody issues relating to your child. Custodial Parents: If there is a custody arrangement in place for your child, the full custody agreement must be provided to HA. We will work with you to ensure the safety

of your child is being met at all times, while following the details outlined in your custody agreement. Please direct all custody specific questions, comments and concerns to the provider.

Supplies provided by the family

Parents are required to provide Disposable diapers and diapers wipes, Bibs Bottle or cups of ready to feed Changes of clothes, Pacifiers, if used Blankets and crib sheet (will take for wash on last day of week care and return on first day of week care.) Diaper rash cream, if used.

You will be notified when your supply is running low. I may request special supplies (for projects). I will send home a special request form for you at that time.

Clothing: We believe the outdoors should be an extension of our classrooms and make it a priority to enjoy daily sunshine, fresh air and activities during all four seasons. Your child should come to HA dressed comfortably and for the weather each day.

- **Required Items:** Comfortable, secure footwear is a must for children; flip-flops, crocs and clog-type shoes are not permitted. We require sneakers or a closed toe sandal to help prevent squished toes and unnecessary falls. We also recommend keeping an extra pair of rain boots at HA for rainy days and soggy grounds.
 - o If your wish is for your child to not participate in outdoor time due to illness, forgotten weather gear at home or any additional reason, please consider keeping your child at home as ratios do not allow for one-to-one indoor care and all children will continue to venture outdoors each day during all four seasons.
 - **Prepare for Mess!:** Please do not send your child to HA in something that cannot get dirty. Children will be playing in grass, dirt, mulch and sand outdoors and will be using a variety of art supplies and other materials for STEAM experiments in the classroom. It is not uncommon for children to come home with dirt and paint on their clothing from an exciting activity that occurred during the HA day.
 - **Change of Clothing:** Please be sure to keep at least one complete change of clothing including shirt, bottoms, underwear, socks and shoes for your child at HA in case of a spill or accident. We ask that you be mindful of the season, and switch out your child's clothing as the seasons require. Hats are recommended for the summer months to help keep the sun off little faces, while layers are recommended for cooler weather.
 - **Labels:** We require all items to be labeled! Your child's belongings can easily become misplaced or mixed up with other children's things – labeling all loose items is extremely helpful for ensuring their return to you.
- o Please note:** Unclaimed clothing and miscellaneous supplies are kept in a bin labeled "Lost and Found" located in our program. Periodically, items without nametags that are not claimed will be donated to a charitable organization.

Transportation Policy

I/We give consent for my Child Care Provider to transport my child in his/her car in case of emergencies. The provider will use car seats and seat belts as required by Maryland law. Provider will provide notification/permission slip prior to transporting my child, except for emergencies, in which case the provider will notify as soon as possible.

Initials_____

Nutrition and food services

HA will supply fresh, organic and nutritious Breakfast, one morning and afternoon snacks to fuel children throughout each day. Each snack will be provided with organic milk or water supplied by HA. Families will need to supply child's lunch daily.

- **Sweet Treat Options:** We encourage you to limit the number of "sweets" in your child's lunch and ask that you please try to include a fruit and vegetable daily. Please do not pack candy, sodas, cakes and other sugary snacks in your child's lunch
- Lunches and snacks brought from home must be nutritious; the meal must include protein and vegetables, and have little to no crackers/cookies.
- Clean, sanitary drinking water is available to children throughout the day. We will discard any foods with expired dates.
- Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.
- For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program in individualized care plan prepared in consultation with family members and specialist involved in the child's care.
- Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day.

Nap Time/ Rest time Arrangements

Naps are an important part of your child's busy day at HA. Children are typically more active at school than at home with lots of outdoor exercise, ongoing activities, new learning and consistently navigating through new social interactions with their friends and teachers. This is hard work for our little guys! Daily naps allow children the opportunity to get the physical and mental rest needed to ensure a great rest of the day at HA.

- **Infant Nap:** Infants will nap in their assigned crib using a HA provided crib and families will need to bring a crib size fitted sheet. We encourage each infant to have a Sleep Sack with a zipper, to ensure warmth and comfort while napping. Parents will need to complete and periodically update an Infant Activity Plan to communicate to the child's provider your child's napping schedule. Infants typically take both a morning and afternoon nap at HA.

Infants normally have two nap times, one in the morning and another after lunch.

- **Toddler and Preschool:** Children will need to bring a cot size fitted sheet or a light weight blanket for naptime to dress their provided napping cot. A small pillow and one lovey can also accompany your child, as long as all nap items are able to fit inside your child's backpack.

- **Pre-K (4-5):** HA will provide a rest mat in which children will have 30 minutes of quiet time to rest their minds. If a child falls asleep we will not force them to wake up and if after 30 minutes they are awake we will assign low activities. such as coloring, painting,

books or other activities that are friendly to the nap time of infants, toddlers and preschoolers.

Parents are welcome to leave their child's nap bag at school during the week, though it is the parent's responsibility to take all nap items home to wash each Friday, and return promptly on Monday mornings.

Toys

HA is not responsible for your personal toys or any other items brought from outside. Please leave any toys from home in your child's cubby upon arrival.

Initials _____

Pets

Our home has one small dog. The dog is kept upstairs all the time. The home pet is up to date with their vaccines and rabies certificate.

Recycling: Reduce, Reuse, recycle is a year-round theme at HA and we are always looking for donations of the following items: cardboard boxes, water bottles, paper towel tubes and plastic bottle lids, plastic drink containers and more. With your donations, we are able to expand children's knowledge of recycling, and provide materials for weekly classroom art, math, and science activities! If you have any of the above items available to donate, please place in the blue recycling bins located near the reception area.

Behavior and Discipline Policy

Hola Atelier strives to follow the guidelines of positive discipline, where children are encouraged and assisted by their teachers to make age appropriate decisions. The goal of HA behavior policy is to make the experience positive for every child, to help the child recognize their abilities to make appropriate choices and develop self-control.

- Positive Discipline: Our Positive Discipline Behavior Policy helps children to feel a sense of belonging and significance while teaching valuable social and life skills for good character. We invite children to discover their own capabilities and use their person power in constructive ways. When addressing behaviors with your child, I/We will remain kind but firm, while guiding your child towards positive resolution.
- Behavior Redirection: I/We will work to set limits and redirect behavior to the following desired behaviors:
 - o Follow directions
 - o Use appropriate language
 - o Show respect for each other, adults, and other's belongings
 - If your child should break any equipment or cause damage to the facility, the Parent or Guardian will be informed and payment arrangements will be made with the Provider.
 - o Keep their hands and feet to themselves
 - o Treat others the way they want to be treated
 - o Solve problems without becoming angry or violent
 - o Refrain from participation in any type of violent play, as our program philosophies and goals center on the promotion and necessity of non-violent methods

- **Behavior Incidents:** If your child engages in behavior that is physically or verbally harmful to others, an incident report will be generated for you and HA. If your child has harmed another child, the Parent/Guardian of the harmed child will be informed of the incident, but not the identity of the aggressor. If a child repeats the physically or verbally harmful behavior, a Parent/Guardian/Provider conference may be scheduled. The purpose of this conference is to develop a joint strategy between the Parent/Guardian(s) and Provider, which will have a positive effect on your child's behavior.
- **Behavior Plan:** If undesired behaviors persist, a behavior plan will be created for both the program environment as well as home environment to promote consistency and partnership. If the behaviors continue, outside assistance or a professional evaluation will be recommended. It is HA primary goal to ensure the safety of all students and to provide the best learning environment possible. Please note that although Hola Atelier has an open-door policy and encourages parent involvement, we ask that each parent be responsible for their own child and allow redirection of other children to remain the responsibility of HA Provider/Providers.

Non-discrimination and Inclusion Policy

We include families and children regardless of race, color, sex, age, national origin, religion, language, disability, or special health care need. My program welcomes all children including children with disabilities and special health care needs. All children will be included in all program activities and activities will be adapted to respond to the children needs. I am willing to make accommodations to adequately care for your child/children and collaborate along with your family and early intervention specialists. My home is open for early interventionists to come to the house and observe the child and provide services according with their IFSP/IEP upon your consent.

If your child has an IFSP or IEP, please provide a copy of it. This will help me to be familiar with your child's needs and plan activities accordingly. This is voluntary and it is not conditional for enrollment.

Does the child have an IFSP/IEP? Yes____ No____
Are you voluntarily willing to provide a copy? Yes____ No____

Screen Time Statement: Use of electronic devices

I am dedicated to the development and well-being of the children. It is my intent to provide the children with many opportunities to move, investigate and explore the world around them with hands-on learning activities while in care. In our program we will only use Electronic device such as an Overhead projector with the sole purpose of using these to show images related to research, learning and educational topics, light exploration, contrast, pictures observation. (Projector)

The use of these device is related to learning activities. I follow the recommendations of the American Academy of Pediatrics (AAP).

- All materials used are with educational purposes and aligned with the activities that I have in our lesson/daily activities plan.

Parent Communication: We have an open-door policy for all of our HA families and work to ensure parent communication is occurring daily throughout our school via in person, phone, Brightwheel and email correspondence.

Brightwheel: Brightwheel allows parents to remain informed on their child's day. Brightwheel will update Parents regarding naps, feedings, and other activities your child participates in throughout the day.

Parent Concerns: Please do not hesitate to share your questions, comments, and concerns with us as they arise. We strive for HA to be a safe, fun, and engaging learning environment for your child and want to work with you to ensure we are doing our best to meet the needs of you and your family at all times.

Parent Handbook Receipt Acknowledgement

Please initial, sign and return the following page along with your child's enrollment paperwork. By signing this handbook, parent/guardians agree to abide by the written terms and policies of the provider.

The provider can amend any of the contract policies at any time during the year by providing the parent/guardians a copy of the new or changed policies at least 3 weeks before they go into effect. This Handbook is to be renewed by both parties every year during the month of _____.

_____ I have received a copy of the Hola Atelier Parent/Guardian Handbook. I have read and agree to abide by the policies. I have reviewed Inclement Weather Policy.

_____ I give permission to Hola Atelier to perform CPR and First Aid to my child as needed and if deemed necessary to call a doctor or obtain medical and/or surgical care for my child, should an emergency arise.

_____ I approve my child to be transported off the program premises for medical emergencies. It is understood that a conscientious effort will be made to contact me and that any expense incurred herein will be accepted by me.

_____ I give Hola Atelier permission to take photographs of my child for purposes of labeling my child's belongings and portfolio, uploading to Hola Atelier's website and social media and use on marketing materials and displays. I understand any photographs taken will not be sold to an outside party.

_____ I understand my child will not be released from Hola Atelier's care to anyone other than the Parent/Guardian or the person listed on the child's emergency pick up authorization. In the event that my emergency contact will be picking up my child, I understand I will need to communicate this pick up to my child's Provider and that this person will need to provide a photo ID.

Parent/Guardian/Guardian Name and Signature

Date

Parent/Guardian/Guardian Name and Signature

Date

Hola Atelier Provider Name and Signature

Date