



FUTURE LEADERS

— LEARNING CENTER —

DEVELOPING LEADERS FOR THE FUTURE

**PARENT
HANDBOOK**

2023-2024

Future Leaders Learning Center, at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time with notice.

Welcome to *Future Leaders Learning Center Preschool Programs!*

We are pleased to have you and your child as part of our program. We believe the strongest partnership in a child's life is that between the family and the school in which your child attends. The goal that we strive to achieve is for our Staff to team with the family to make this an excellent experience. We are committed to providing the highest quality of care to your child and to your family. We value our parent's participation and involvement and believe it is one of the most valuable gifts you can provide for your child. Parents will have the opportunity to work close with teachers in monitoring your child's growth and plan extra curriculum activities pertinent to the learning process for all children. We are so honored to be allowed to teach your child.

Future Leaders Learning Center is a 3 Star Center; we serve children between the ages of 6 weeks old and 12 years old. Our daily program promotes your child's intellectual, social, physical, and emotional development. We aim to individualize our program to meet your child's needs. We continually train our staff using the most current research in child development and early education.

We are partners with Memphis Shelby County School PreK, Memphis Shelby County HeadStart and PreK-3 Solutions. Our daily curriculum includes the Big Day for Preschool and STEAM curriculums as well Spanish. We also partner with Lebonheur LEADS to ensure each child is well equipped emotionally and socially. Transportation is offered from certain schools. Future Leaders Learning Center offer three (3) full meals daily.

The beginning of school is an important time and please know that we are available to answer any questions that may come up. It is our hope that you and your child will develop a lifetime of wonderful memories while enrolled. Together we will work hand-in-hand to further facilitate your child's total development. We are excitedly looking forward to working with you!

Regards,

Corliss Horton

Director

Future Leaders Learning Center

Mission Statement

FUTURE LEADERS LEARNING CENTER provides a safe learning environment for infant, toddlers, preschool, and school age children. Our mission is to design a program which assists children with developing positive learning habits and to sharpen, as well as enhance social skills, through tutoring, field trips, language, and the arts treating every child with love and respect, while serving their families and our community.

Philosophy

The management and staff of Future Leaders Learning Center believe the family is the primary unit of society. Future Leaders Learning Center is supportive of family structure and partner with the parents/guardians to ensure total enrichment of their children's lives. The early years are formative to the child and set a pattern for future progress. Play is child's work and learning should be fun. We value each child with unconditional acceptance.

Goals

Our goal is to provide a quality child development program which enhances the cognitive, physical, and social enrichment of children. As well as maintaining a professional staff that is well trained and educated in early childhood development.

Objectives

- To provide daily plans of appropriate activities both active and quiet in a safe and well organized environment that will foster the children's overall development.
- To provide a well trained staff with knowledge and understanding of children's stages and physical growth patterns.
- To provide opportunities for parents to observe their children participating in classroom activities.
- To encourage parents to attend workshop and training sessions.

Center Location & Hours

Future Leaders Learning Center hours of operation are Monday – Friday 5am – 7 pm.

Transitional Provisions

In the event the Director is out, Ms Melissa Bryant or Ms Amber Jackson will be the point of contact. Also, if any teacher is on leave, sick, or vacation, the teacher's assistant or a substitute teacher will take over the classroom until the teacher returns.

Rules of Discipline

The following means of disciplines are not condoned by Future Leaders Learning Center. Action will be taken against any employee who is seen using these means of discipline:

- Making a child jump for any length of time
- Shaking, spanking, pinching or rough handling a child
- Making a child sit or stand while facing a corner or wall
- Taking a child away from the rest of the class
- Placing a child outside of the classroom
- Yelling, shouting or loudly scolding a child
- Intentionally mocking and/or embarrassing a child

Challenging Behavior Disciplinary Policy

It may become necessary for disciplinary problems that the teacher cannot handle be reported to the Director. In the case where the Director cannot resolve disciplinary issues; parents will be required to attend a conference regarding their child/children's behavior. Matters not resolvable may result in a referral being recommended for counseling. This recommendation will be made by the Director. Possible termination from the center may be considered.

Physical Activity Policy

- Children ages 12 months shall be offered 60 minutes of *physical activity* per day, either indoors or outdoors. For children ages three and older the physical activity must be a balance of structure and unstructured play, both indoors and outdoors (weather permitting) utilizing age appropriate activities. This is documented in the daily schedule.
- In regards to footwear, children are often building and playing outdoors, etc. Because of this, **it is REQUIRED that all children wear a pair of closed toed shoes each day.** Please remember that learning is often accomplished through play.
- Children attending less than a full day will be offered a proportional amount of the physical activity time as required by Tennessee Department Human Services licensure rules.
- Viewing of television, videos, and other visual recordings shall be limited to 5 minutes per day of educational programs or programs that actively engage movement. Children shall not be allowed to *remain sedentary or to sit passively* for more than 60 minutes continuously, except for scheduled rest or naptime.
- Future Leaders Learning Center will ensure physical activity is a positive activity experience for children and is never used negatively or to control behavior.

Tobacco & Smoking Policy

Future Leaders Learning Center campus is tobacco free.

For the health of all Future Leaders Learning Centers children, parents, and staff, smoking is prohibited anywhere on agency property. Staff are prohibited from smoking in the building, on the grounds, and in the parking lot of Future Leaders Learning center. Future Leaders Learning Center campus is free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Child care employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities) Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children. "No Smoking" signs are posted conspicuously at each child care provider entrance, as required by state law.

Nutrition Policy

Future Leaders Learning Center will ensure appropriate infant and child feeding patterns, including breastfeeding. Staff will be sensitive to breastfeeding mothers and infants, and their eating patterns. Each infant will have a feeding plan on file, which is completed by the parents and facility as a team to address their unique feeding patterns. Future Leaders Learning Center will ensure appropriate infant and child feeding patterns, including adequate time for meal consumption. Adequate time for meals and snacks will be allowed for all children, and will be included in classroom schedules. Future Leaders Learning Center will ensure appropriate infant and child feeding patterns including appropriate portion sizes. Appropriate portion sizes will be assured through staff training and adherence to portion sizes as found in child CACFP food program.

Reporting Child Abuse

All personnel working Future Leaders Learning Center must report suspected child abuse or neglect. There is a criminal penalty for violation of the reporting law.

Disciplinary Plan of Action

- Problems which threaten the safety of another child must be reported to the Director.
- Children will be referred to a service that practices behavioral modification with recommendations from that agency being sent to Future Leaders Learning Center.
- As long as the child/children are attending counseling; they will be allowed to attend the center.

Parent Code of Conduct

Future Leaders Learning Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Future Leaders Learning Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Future Leaders, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.

Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff or children.

Threats

Threats of any kind will not be tolerated. In today's society, Future Leaders Learning Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

Physical/Verbal Punishment of your child or other children

While Future Leaders Learning Center does not condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress.

Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director. Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the

teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Policy for Handling Parent Concerns

If a parent has a concern, he/she should first discuss it with the Administrative Team Mrs. Horton, Ms. Melissa Bryant or Ms. Amber Jackson. A conference may be arranged at any time a parent have further concerns. Please know that Future Leaders Learning Center will resolve any/all concerns that our families may encounter while enrolled.

Social Media

This social media policy applies to parents, employees and students of Future Leaders Learning Center. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Snap Chat, Instagram, etc.)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e., You Tube)
- Micro-blogging (i.e., Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families and employees. We therefore require that:

1. No photographs taken within Future Leaders Learning Centers settings or Future Leaders Learning Centers special events and outings with the children are to be posted for public viewing, except those of your own child.
2. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for the children's online learning journal, which are sometimes used for display in the setting, for use on Future Leaders Learning Center website and in other advertising material if parental permission is given).
3. No public discussions are to be held or comments made on social media sites regarding Future Leaders Learning Center Children, Staff or Administrators (except appropriate use for marketing fundraising events) or that could be construed to have any impact on Future Leaders Learning Center's reputation or that would offend any member of staff or parent using the center.
4. If a parent names Future Leaders Learning Center any social media platform, they must do so in a way that is not detrimental or derogatory to the center.
5. Parents are not permitted to set-up private or public social media (i.e., Facebook, Instagram, Twitter) accounts/groups related to Future Leaders Learning Center without expressed written consent from the Executive Director.

Violation of Social Media Policy

Any parent found to be in violation of the above or by posting remarks or comments that breach confidentiality, bring Future Leaders Learning Centers into dishonor or that are deemed to be of a detrimental nature to Future Leaders Learning Centers, its employees, or other children could result in immediate dismissal from the center.

Court Orders Affecting Enrolled Children

In cases where an enrolled child is the subject of a court order (Custody Order, Restraining Order or Protection from Abuse Order), Future Leaders Learning Center will NOT honor any changes in release list. Future Leaders Learning Center will not limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Future Leaders Learning Center suggests that the parent keep the child with them until all court matters are resolved.

Parent Academy Monthly Meetings

It is mandatory for parents to attend our monthly parent meetings. Future Leaders Learning Center will provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice a year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan. Also during the parent meeting, the following topics are shared by professional educators and counselors during these sessions:

1. Health & Safety
2. Children with challenging behaviors.
3. Nutritional learning experiences & adequate meal & snack times and age appropriate portion sizes.
4. Regulations mandated by the Department of Human Services, Shelby County Schools, and CACFP.
5. Any changes that have occurred or will occur within the center.
6. Curriculum implementation and any program plans.

Communicable Diseases and Medical Clearance

Children with communicable diseases or who are acutely ill will not be accepted. Any child showing symptoms of a developing illness after acceptance will be isolated until pick-up by a parent/guardian/designee. Parents must pick-up ill children within one hour after being notified by the center. Isolation areas will be thoroughly cleaned and sanitized after each use. By signing in children daily, parents will be verifying that their child is in good health. **Future Leaders Learning Center does NOT give medication (prescribed or over the counter) to children for any reason.**

COVID Pandemics

Our Preparedness and Response Plan (available upon request) will be followed during any pandemic period. Center for Disease Control, Department of Health and/or State Child Care Licensing Rules will be followed. Response will include, but is not limited to, monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communication with families and regulating agencies.

Parent Responsibility

- Parents MUST respect our environment by ensuring

- Parents are responsible for paying childcare fees the first day of enrollment. Other payment arrangements MUST be approved by Director prior to enrollment.
- Parents MUST physically check child(ren) prior to dropping children off and picking children up from the Learning Center.
- Parents are responsible for ensuring that Future Leaders Learning Center has all updated contact telephone numbers at all times.
- Parents are also responsible for ensuring that child release forms are updated.
- Parents should NEVER send a person to pick up child(ren) that are NOT on child release form.
- Parents MUST call center to see if inclement weather policy is implemented in case of inclement weather
- Parents MUST ensure they, as well as child(ren), don't bring any weapons into the Learning Center. This includes plastic and or toy weapons.
- Parents MUST ensure child(ren) doesn't bring electronics and cellular devices to the Learning Center.
- Parents MUST ensure ALL children are at the Learning Center before the 8:50 breakfast CUTOFF.
- Parents MUST ensure their child has an extra full set of changing clothes at the Learning Center at all times.
- Parents MUST ensure their child wear clothes and shoes that won't be effected during outside play, arts & crafts, etc. during the day
- Parents MUST ensure that all children MUST not wear beads in hair as this is a choking hazards
- Parents MUST ensure children don't wear expensive earrings to school as Future Leaders Learning Center will NOT replace them NOR pay for the earrings.
- Parents must ensure children are awake before admittance. Future Leaders Learning Center does NOT accept children that are asleep.

CHILDCARE WEEKLY RATES

Infant (6 weeks – 12 months)	\$282.00
Toddlers (13 months – 30 months)	\$246.00
Preschool (31 months – 5 yrs)	\$192.00
School Age/School In	\$95.00
School Age/School Out	\$143.00

SCHOLARSHIP AND DISCOUNTS

Child scholarships AND Sibling Discounts will become available November 2023 upon request.

Inclement Weather Policy

In the event there is inclement weather, Future Leaders Learning Center WILL CLOSE the center. Inclement weather is considered as snow, ice, storm, tornado, hurricane, heavy rain etc. **PARENTS WILL BE CONTACTED VIA OUR REMIND APP. PARENTS MUST ENSURE CENTER HAS ALL UPDATED CONTACT INFORMATION FOR THE REMIND APP.**

Future Leaders Learning Center Gold Sneakers Policies

Policy 1: Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules

Physical activity for children ages three years and older must be a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age appropriate activities

Policy 2: Future Leaders provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan

Policy 3: Children are not allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime
Child care director shall take Go NAP SACC Self Assessments (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards

Policy 4: Future Leaders Learning Center ensures physical activity is a positive experience for children and that it is never used negatively or to control behavior

Policy 5: Future Leaders Learning Center ensures appropriate infant and child feeding patterns, including breastfeeding. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, and feed infants according to their individual needs, and store expressed breast milk properly. Center publically displays their support for breastfeeding infants and mothers by posting signage or other publically facing information (i.e., participate in Breastfeeding Welcomed Here through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding)

Policy 6: Future Leaders Learning Center educators ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size. Educators provide education to families twice each year. All eating opportunities shall consist of a respect for the child and promotion of a positive attitude toward food. Educators apply evidence-based early food preference learning strategies such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods

Policy 7: Future Leaders Learning Center campus is free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Center employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities). Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children
“No Smoking” signs shall be posted conspicuously at each child care provider entrance, as required by state law

I acknowledge receipt of the Future Leaders Learning Center Parent Handbook and Transportation Policy. I understand that I must adhere to all rules and regulations set forth in this handbook.

Signature

Date

Child (ren) Name
