

Orange Blossom Childcare

NON-DISCRIMINATION POLICY

In accordance with state family childcare licensing regulations, Orange Blossom Childcare will not discriminate against any family or child. Off the basis of race, color, national origin, sex, religious creed, disability, age or sexual orientation.

OPEN DOOR POLICY

We have an open-door policy. If at any time you need to speak to us, please feel free; our door is always to you. Be assured that "Open Door" does not mean that we keep our doors unlocked. We encourage you to drop in and check on your child at any time, however, we appreciate the respectfulness of quiet time between the times of 1:30 pm-3:30 pm.

CHILD BEHAVIOR GUIDANCE

We will use redirection as the primary method of child guidance, and encourage positive behaviors PRAISE, REDIRECTION, AND POSITIVE REINFORCEMENT. We will use behavior guidance that is positive, consistent, clear, and understandable to your child. Children will be guided by use of descriptive words to take appropriate action. Children will NEVER be punished by corporal means or humiliation. Our goal is to coach the children so they can negotiate, compromise, brainstorm, and work it out together. Only when and if appropriate, a time out will be given. This will give the child a chance to calm down and a chance to regain control and calm themselves.

ALL DAYCARE AND STAFF ARE CERTIFIED IN ADULT AND INFANT/CHILD CPR AND FIRST AID.

**Orange Blossom Childcare strictly prohibits the possession or use of toxic and
Illegal substances on the property.**

_____ / _____

_____ / _____

SIGN

DATE

Registration Form

Please print clearly with blue or black ink.

Child's Full Name: _____ Birth Date: _____
Address: _____ Home Phone: () _____
City: _____ State: _____ Zip Code: _____
Nickname: _____ Social Security #: _____

Mother's Full Name: _____ Home Phone: () _____
Address: _____ Social Security #: _____
City: _____ State: _____ Zip Code: _____
Occupation: _____ Work Phone: () _____ ext. _____
Employer: _____ Cell Phone: () _____
Address: _____ City: _____
Work Hours: _____ Driver's License # _____

Father's Full Name: _____ Home Phone: () _____
Address: _____ Social Security #: _____
City: _____ State: _____ Zip Code: _____
Occupation: _____ Work Phone: () _____ ext. _____
Employer: _____ Cell Phone: _____
Business Address: _____ City: _____
Work Hours: _____ Driver's License # _____

Parent/Guardian with legal custody _____

Parents are: Married ___ Living Together ___ Divorced ___ Separated ___ Widowed ___ Single ___

Other Household Members:

Names: _____ Ages: _____ Relationships _____

Names: _____ Ages: _____ Relationships _____

Names: _____ Ages: _____ Relationships _____

Emergency Contacts

Primary Emergency Contact (other than parents or guardian) _____

Home Phone: _____ Work Phone: _____

Relationship to Child: _____

Address: _____

Secondary Emergency Contact (other than parents or guardian) _____

Home Phone: _____ Work Phone: _____

Relationship to Child: _____

Address: _____

Person (s) authorized to pick up my child: (Besides parents, guardians, or emergency pick-ups)

Name: _____ Comment _____

Name: _____ Comment _____

Kid Code: _____ (*Secret word between parent & child for identification and pick up*)

Person (s) **NOT** authorized to pick up my child: (Besides parents, guardians, or emergency pick-ups)

Name: _____ Comment _____

Name of other school child attends: _____ Phone: _____

Emergency Release

Consent to Emergency First Aid & Transportation:

I hereby give permission that my child, _____, may be given emergency treatment by a staff member at Orange Blossom Childcare I also give permission for my child to be transported by car, ambulance, or Aid car to an emergency center for treatment, and agree to hold _____ and its employees harmless.

Parent's Signature _____ Date: _____

Consent to Medical Care and Treatment:

In the event that I cannot be contacted immediately, medical of surgical treatment can be administered to my child in the case of an accident or emergency, as prescribed by a treating physician, and hold _____ and its employees harmless.

Parent's Signature _____ Date: _____

Emergency Information

1. Child's Physician: _____ Phone: () _____
2. Preferred Hospital: _____ Phone: () _____
3. Insurance Company: _____ Policy #: _____
4. Regular Medications: _____
5. Blood Type: _____
6. Medicine allergic to: _____
7. Food Allergies: _____
8. Any other Allergies: _____
9. Any special health conditions: _____

Orange Blossom Childcare Expulsion and Suspension Policy

High quality child care and early learning programs are important to preventing suspensions and expulsions in the early learning setting. Early childhood education programs are responsible for creating positive learning environments that focus on preventing expulsions and suspensions, encouraging partnerships between programs and families to support healthy development, and ensuring fairness, equity and continuous improvement to support children's social, emotional and behavioral health.

It is recommended that early childhood programs focus on fostering social emotional development and responding to challenging behaviors by incorporating positive discipline practices and policies before ever considering expulsion or suspension from early childhood programs.

Guidance for prevention of expulsion and suspension:

In an effort to prevent expulsion and suspension of children, Orange Blossom Childcare shall adopt the following, in policy and practice and in a consistent and non – discriminatory manner:

- Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments and knowledge of research based evidence and best practices in child development, early learning and education.
- Invest in professional development, training and education to ensure educators have the competencies to support children's social and emotional health.
- Develop and implement classroom schedules that meet the needs of the children.
- Adapt learning environments to promote healthy social interactions with others.
- Develop healthy and nurturing relationships with children.
- Develop strong partnerships and relationships with parents.
- Develop and implement classroom expectations that are developmentally appropriate, clear and consistent.
- Provide family engagement opportunities.
- Ensure fairness and equity.

Other Options Prior to Expulsion

Prior to the expulsion of any child from this program, Orange Blossom Trail will follow these guidelines:

- Identify and engage mental and behavioral health consultants and community resources after obtaining parent permission.
- Reduce the number of days or amount of time in care for a specified amount of time.
- Conference with parents to discuss positive behavior interventions and development of goals.
- Document efforts to prevent and reduce expulsion.
- Provide reasonable accommodations.

Early Childhood Expulsion and Suspension Policy

Transition Procedures

If an expulsion must occur, the child care agency will assist the child and family in transitioning to another program by identifying and engaging mental / behavioral health consultants and community resources to assist in determining the most appropriate placement for the child. Resources

The process to support the family in identifying agencies for services including but not limited to:

- a. Supports to address challenging behaviors.
- b. Early childhood mental health consultations.
- c. Early intervention (First Steps)
- d. Intervention (Preschool special education)

Orange Blossoms expulsion and suspension policy will be clearly communicated to all staff (if any) and parents of enrolled children.

Employees - The Expulsion and Suspension Policy will be incorporated into employee / staff handbook and training practices. The agency Director will explain suspension and expulsion policies to all current staff and any new staff. All existing staff and any new staff are required to be knowledgeable of the policy and will sign a statement acknowledging they have received and read the agency's Expulsion and Suspension Policy.

Parents / Guardians – The Expulsion and Suspension policy will be incorporated into the parent handbook. Within thirty (30) days of adopting the policy, the Director shall disseminate and review the policy with parents / guardians of all currently enrolled children. A copy of the policy will be disseminated and reviewed with newly enrolled children upon enrollment. All parents / guardians will sign a statement acknowledging they have received and read the agency's Expulsion and Suspension Policy.

Parent Acknowledgement

I, the parent / guardian of _____ / _____

Child's Name

acknowledge that the Expulsion and Suspension Policy was explained to me and I have read and received a copy of the Expulsion and Suspension Policy.

Parent checklist

Immunization records (signed by the Dr.)

Physical (signed by the Dr.)

Copy of your child's birth certificate

Handbook read with all pages signed

Contract

Registration forms

Discipline policy form

Expulsion and suspension form

Two complete changes of clothes

Diapers, pullups, and wipes

Formula, breast milk and baby food

Bottles, bibs and spoons.

All these items need to be completed
before care can start.