



Seeds of Jesus Daycare, LLC
(302)993-1234 (302)993-1233 (302)668-1143
Infor@seedsofjesusdc.com
Sarah.reyes@seedsofjesusdc.com
www.seedsofjesusdc.com

Parent Handbook

Welcome to the Seeds of Jesus Daycare, LLC

Welcome to Seeds of Jesus Daycare, LLC. Thank you for choosing SOJDC as the early learning centers for the education of your young child(ren). We provide Christian and bilingual education for infants and young children up to 5 years old. The program meets the qualifications to be licensed and insured with the State of Delaware. A copy of the OCCL Regulations are available in the administration office upon request. Our teachers and staff meet all the certifications and trainings required by the Office of Child Care in Delaware. This includes, CPR and First Aid and, Medicine Administration Certification. Our program is certified by Delaware Stars, a quality rating and improvement system for Early Care and Education Programs in Delaware. We are happy to serve you and to your family and, to provide the quality care that meets your child needs.

Att. Sarah Fabiana Reyes, Director & Owner

Vision

To provide Christian principles along with world class early childhood experience which focuses on quality, nourishment, and bilingual services through education and family support. In addition to expanding the Spanish language as the primary or second language.

We believe that Jesus is the Son of God. Jesus was sent as a man, to save human kind from their sins. We strongly believe that the heart of the child is like the Bible describes:

Luke 8:8

“Still other seed fell in good soil. It came up and yielded a crop, a hundred times more than was sown.”

Proverbs 22:6

“Train a child in the way he should go,
And when is old he will not from it.”



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Spiritual Education

The teachers and staff are to model Christian values to the children and teach about the love of God to us and to his own creation. We also give grace for the food and pray before the class activities.

Operation Hours and Daily Schedule

The center's operation hours are Monday to Friday from 6:30 AM to 5:30 PM.

The following is an example of the daily schedule. The times and activities are subject to change.

6:30 Am to 8 AM	Combine Groups
8 AM to 9 AM	Greeting and Free Play
NO CHILD WILL BE ADMITED AFTER 9 AM WITHOUT PREVIOUS AUTHORIZATION OF THE ADMINISTRATION OF DOCTOR'S NOTE.	
9 AM to 9:30 AM	Breakfast
9 AM to 10:30AM	Cleaning, Diaper change, potty, morning circle and routines
10:30 AM to 11:30 AM	Outside Playing
11:30 AM to 12:00 PM	Lunch
12:00 PM to 12:30	Clean-up, potty, and get ready for nap
12:30 PM to 2:30 PM	Nap time
2:30 PM to 3:00 PM	Potty, Diaper change, and get ready for snack
3:00 PM to 3:30 PM	Snack
3:30 PM to 5:30 PM	Reading, and Free Play

Language

We promote the use of English and Spanish conversational, in literacy and writing. We post labels in areas of toys in English and Spanish. Our goals are to expand their language conversational, reading and writing and expose their minds to a new language.

Curriculum

Funshine Express, our program curriculum, encourages inventive thinking, reasoning, decision-making, and problem-solving. The lecture is in Spanish for children ages six weeks to 3 years old and including some sign language words in

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each of the lesson. For preschoolers from 3 to 5 years, lectures are primary in English language and secondary Spanish language. The teachers use the Early Learning Foundations guide to create a stimulating learning environment. Also, the center utilizes the Teaching Strategies GOLD as the assessment tool to monitor for developmental milestones and to evaluate the child progress.

Parent or guardian involvement

The parents must schedule a quarterly parent or guardian conference to report the child's progress. Parents or guardians will receive a monthly newsletter and a weekly newsletter informing them about the activities during the month and over the following week. Also we will hold meetings to plan for activities for the family such as trips, breakfast with mom or dad, graduations, fall festival, Three Wise Mans celebration, picture day and many others. We encourage the parents or guardians to assist and to be a volunteer on these activities. Our doors are always open for the parents or guardians; they are welcome all the time. Also they are always welcome to volunteer in the class.

Infant's objectives and goals- 6 weeks to 18 months

For the infants play and caring is learning. Holding them, cuddling, changing, rocking, feeding, and talking to them is a very strong part of the curriculum. Making a safe environment for the infants can develop curiosity and motivation to explore around. For infants/toddler's activity kits develop gross and fine motor skills, as well as provide music, language, and art, cognitive, social, and sensory experiences. Each class is schedule for outside (weather permitted) one hour of physical activities. This will include neighborhood walks, jumping, running, and climbing in the playground, to stimulate body gross motor skills.

Toddler's objectives and goals-18 months to 36 months

Toddlers loved to explore, touch, and move. The toddlers are sensory learners and observing they actively learn. Promote the language development through reading activities, letter introductions during small and large group playing time activities. Each class is schedule for outside (weather permitted) one hour of physical activities. This will include neighborhood walks, jumping, running, and climbing in the playground, to stimulate body gross motor skills.

Preschooler's objectives and goals-3yrs.to 5yrs old

The preschoolers start to understand their roles and engage more in social play. Our goals are in their emerging reading skills, writing skills, and speech. The classroom is reach in printing words and in English and Spanish to promote their emerging reading and letter identification. We are focus in their independent writing skills and to be able to recognize, write and, spell their name. Also we will support the shapes and numbers recognition. Each class is schedule for outside (weather permitted) one hour of physical activities. This will include neighborhood walks, jumping, running, and climbing in the playground, to stimulate body gross motor skills.

Classroom transitions

Getting closer to the child age to be promoted to another class, the child will visit the new classroom for few hours. This is for the child to be familiar with the new

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classroom, with the teacher and with the new friends. The parent/guardian will be notified in advance in behalf of the transitions. The daycare teachers will keep the parent/guardian inform about how the child is getting adjusted to the changes every day through the daily note or verbal communication.

Observations

Observations are focus on how the child develops socially, linguistically, cognitively, physically in fine and gross motor skills. The observation process will contribute to the lesson planning to reach learning goals for the class and child individualization. Parent will receive emails or notifications through our Tadpoles application system, in some circumstances verbally or over the phone if necessary. In the monthly parent letter, you can also read about learning goals and the activities that we are including to reach those goals.

Inclusion

All the children are included in the daily activities. However some accommodations are done for some children with disabilities, inside and outside the classroom. We set goals as a team with therapist and parents according to their disabilities or Individual Educational Plan (IEP) or Individual Family Service Plan (IFSP). We don't disregard the importance of making the child an integral part of the group. Our goal is to increase their self-esteem and to offer stimulation, through varied responsive experiences throughout the school day.

Nondiscrimination Policy

In Seeds of Jesus Daycare, we do not discriminate any client or staff based on race, religion, color, national origin, sex, sexual orientation, physical disability, or any other form of discrimination.

Code of Conduct

SOJDC offer a structured daily routine to keep the children moving and learning through the day. Between children developing socio-emotional skills challenging behavior may take place. If your child is affected by any aspect throughout the day, parents will be notified.

“Time IN” or positive timeout is when the child that is having a difficult time is kindly invited to face the distress with the support of the caregiver. The caregiver will assist the child to find words he/she can use to express feelings and to guide them to make better choices.

Suspension and/or Expulsion Policy

- WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM**
- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision. Staff will always use positive methods and language while disciplining children. Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally.



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- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- Recommendation of evaluation by professional consultation.
- The center operates in collaboration with the Delaware Early Childhood Mental Health Consultation program. The ECMHC provide support and coaching to the staff and counselling to parents when a child behavior
- The director, ECMHC consultant, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.

- SCHEDULE OF EXPULSION**
- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

- PARENTAL ACTIONS FOR CHILD'S EXPULSION**
- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records. Verbal abuse to staff.
- Parent threatens physical or intimidating actions toward staff members.

- CHILD'S ACTIONS FOR EXPULSION**
- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.

- A CHILD WILL NOT BE EXPELLED**
- If child's parents:
- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other childcare arrangements.

<http://www.preschoolplace.com/aboutus/documents/InitialFormsEXPULSIONPOLICY.pdf>

Contingency days

The center closes in any state of emergency or when the RED CLAY SCHOOL DISTRICT calls for no school. Parents/guardians will be receiving text/email notification through the school Tadploes App. During the year the staff have schedule four in-service days for staff development, clients will notify families in advance so arrangements can be made.

Potty train

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To be potty trained we will start after the 2 years old. And the parents or guardians will agree to continue at home with the same routine.

Sleeping accommodation

The infants younger than one year will nap on demand. Children over 12 months after can walk will sleep on an assigned cot. The toddlers and preschoolers will have a nap after the lunch. The center provides a crib or cot for each child. The cribs and cot will have a clearance of 18 inches between each other. Cribs and cots are sanitized daily after sleeping with bleach solution. The center provides swaddles for infants nap time. Blankets are not permitted in the infant's crib.

Child Release

Names of those permitted to pick up child from care should be stated on the child information form. If any arrangements are to be made, a parent or guardian must contact the daycare before the child will be released to anyone who is not preauthorized and this person should bring photo I.D. If there are custody or visitation issues between parents a copy of any custody and visitation orders must be provided at the time of enrollment or upon ordered by the court.

Confidentiality

Concerns and observation should be discussed with parents in private. It is very important to work together- teachers and parents are partners. Please communicate if there are any important matters such as health, family losses, divorce, fosters child or any other personal important event that may affect the child. For this reason is our responsibility to keep that information confidential unless any investigation is conducted to the family by any recognized State Agency and require our cooperation.

Fire drills and emergencies:

Fire drills are conducted and document each month. It is highly important to sign in and out your child after dropping off each morning and sign-out when pick-up to have an accurate attendance report. Please keep the emergency information such as emergency contacts and phone numbers updated. A written emergency plan has been prepared and revised by the Office of Child Care Licensing and it is posted on each classroom bulletin board, in an event of any kind of unexpected situation.

Child injury

In the case of any child injury (Examples: broken bone, skin cut) the parents will be contacted immediately. Staff is trained for CPR and first aid to take control of the injury until the child gets the professional services intervention. In case of any other emergency that require the presence of the emergency services department an authorized staff will be with the child along with the 'Child Emergency Card' until the parent arrived to the hospital. Parents will receive a written Child Injury Report form with the incidents details. The incident will be report to The Office of Child Care Licensing with the report's copy, and the daycare will keep a copy in the child's file.

Incidents procedure



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In case of an incident, the teacher will take a picture and will write a note then she will send it to the parents using the Tadpoles application.

Illness Policy

If the child presents symptoms of communicable illness parents will be contact to take the child to the doctor or to rest at home. Please understand that children share everything even illness.

These are some of the symptoms of communicable illnesses:

- Temperature of more 100 degrees
- Uncontrolled coughing
- Wheezing or difficult to breath
- Uncontrolled diarrhea
- Vomiting for more than two times
- Pink or red eyes
- Scabies, head lice
- Strep throat
- Varicella, or chicken pox
- Or irritably that limits the child to eat, drink, play, or participates in any activity or to be comfort in any ways.

Child must stay at home and visit a doctor and will not be admitted back in day care without a doctor's written documentation. If your child it's not feeling well, please keep your child at home. We

Medication Administration

SOJDC staff members are trained to administer medication authorized in accordance with State law to administer medication to children. However medication is not administered to a child unless the parent or guardian signs medication log for each medication to be administered. The medication has to be in the original container and label with the child name, date of birth, pharmacy information, health care provider information, name of the medication, dosage, how to administrate the medication and, the expiration date. Non-prescription medication it has to be in the original container label with the dosage appropriate for the child age. And this one will be administrated only if is necessary.

Child abuse or neglect

We are responsible to observe and report by law any abnormal signals, evidence of suspected child abuse, or neglect to the Division of Child Protective Services of the Department of Child Youth and Their Families.

Screen time usage

Children over three years old may have an educational movie or music during the day. Tablets, or computers may also be used. These activities will be supervised, age appropriate, educational, and not exceed more than an hour in length.

Food and nutrition

Day Care is a food federal program participant. Please do not bring any outside food. Serving healthy meals is our compromise. The milk that I serve is 1% for

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children older than 2 years old. For toddlers younger than 2 years they will consume whole milk. A daily portion of whole grain will be included on the daily menu. **Do not bring any snack of food from home. We have other children with food allergies, and we will provide for food except for infant formula.**

Breastfeeding

A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the center's refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Staff is trained to handle breast milk. All center staff have general knowledge in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers.

Menu guide

Breakfast	Lunch	Snack (2 different groups)
<input type="checkbox"/> Milk <input type="checkbox"/> Fruit <input type="checkbox"/> Bread or cereal	<input type="checkbox"/> Milk <input type="checkbox"/> Meat <input type="checkbox"/> Vegetable <input type="checkbox"/> Fruit <input type="checkbox"/> Pasta or rice <input type="checkbox"/> Whole wheat bread	<input type="checkbox"/> Milk <input type="checkbox"/> Meat <input type="checkbox"/> Fruit <input type="checkbox"/> Whole wheat Bread or cereal

Parents/Guardian should bring:

- **Infants and toddlers:**
 Diapers and wipes. The teacher will enter the diapers and wipes amount in a classroom's log and the parents have to sign and dated every time that brings diapers or wipes.
 Extra clothes, swaddles and bibs. **NO BLANKETS** will be permitted.
 The bed clothes and the receiving blanket will take back home on Fridays and will have to bring one back clean on Monday.
- **Preschoolers**
 Bring clean receiving blanket and extra clothes. In addition, a book bag with notebook and folder for daily communication and homework.

Safe Environment

- Procure

The child registration & schedules are done using Procure Software system. Enhance family service keeping the record of contacts, adult child release information, immunization records, and payments.

- Tadpoles App for Daily Communications

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Download the application on smart devices or computers to received daily communications including meals, naps, diaper changes, lesson plans, pictures, send messages or received messages.

Security cameras

All activities are being recorded inside and outside the building including classroom's activities are being recorded.

Photographing Videotaping Children

Daily activities and observations are recorded on photos or videos. Parents had right to accepted or denied permission to share pictures in the center's website, Facebook, and Instagram page.

Child Information

Provide contacts, child release, immunization records information facilitation the parents and the center to keep records and payments.

Parents Right to Know

“UNDER THE DELAWARE CODE, YOU ARE ENTITLED TO INSPECT THE ACTIVE RECORD AND COMPLAINT FILES OF ANY LICENSED CHILD CARE FACILITY. TO REVIEW A CHILD CARE FACILITY RECORD CONTACT: the administrative specialist, OFFICE OF CHILD CARE LICENSING, 3411 SILVERSIDE ROAD, CONCORD PLAZA | HAGLEY BUILDING, WILMINGTON, DELAWARE 19810, phone (302) 892-5800.

You may also view substantiated complaints and compliance review histories by visiting the Office of Child Care Licensing's childcare search at <https://kids.delaware.gov/occl/search-for-child-care.shtml>.”

<https://kids.delaware.gov/occl/forms-all/parents-right-to-know-notice-new-castle-county-for-tours.docx>

Parents or Guardian Agreement

It is highly important that we understand that we are in a residential area and the speed needs to be minimal, and inside the parking space the speed needs to be 5 miles maximum and volume of the radio in your car must be moderate. Maintain a healthy conduct for everyone, as for the clients and for the residents as well. There is no smoking allowed in the surroundings, and nevertheless use offensive language in any way. Not compliance of these rules, will result on the cancellation of the agreement immediately.



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Acknowledgements of Policies

I, _____ and _____
Have read and understand all the policies and guidelines of Seeds of Jesus Daycare, LLC.

We agree to abide by all policies stated in the Parent Handbook. We understood that we will be notified in writing of any changes in these policies. Any complaints, concerns, or grievances against Seeds of Jesus Daycare, LLC will be made in writing and will followed up in a timely manner.

We also understand that any breach of the policies may be grounds to terminate childcare. A two-week notice will be given in such circumstance unless the infraction is severe enough to warrant termination without notice.

This arrangement will come into effect on _____.

Parent/Guardian Signature _____.

Parent/Guardian Signature _____.

SOJD Signature _____ Position _____.

Today date _____.