



Policy Agreements for *Learning on Main* 2025-2026

Please initial the acceptance of each policy as defined in the book of policies and procedures.

_____ **(Discipline)**—Learning, Praise, and positive reinforcement are effective methods of behavior management for children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief, Learning on Main uses a positive approach to discipline and practices the following discipline and behavior management techniques. Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of other children after interventions and documentation, the Director on Duty has the right to terminate child care services for that child.

WE DO

- ♦ Communicate to children using positive statements.
- ♦ Communicate with children on their level.
- ♦ Talk with children in a calm quiet manner.
- ♦ Explain unacceptable behavior to children.
- ♦ Give attention to children for positive behavior.
- ♦ Praise and encourage the children.
- ♦ Reason with and set limits for the children.
- ♦ Apply rules consistently.
- ♦ Model appropriate behavior.
- ♦ Set up the classroom environment to prevent problems.
- ♦ Provide alternatives and redirect children to acceptable activity.
- ♦ Give children opportunities to make choices and solve problems.
- ♦ Help children talk out problems and think of solutions.
- ♦ Listen to children and respect the children's needs, desires and feelings.
- ♦ Provide appropriate words to help solve conflicts.
- ♦ Use storybooks and discussion to work through common conflicts.

WE DO NOT

- ♦ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- ♦ Use any strategy that hurts, shames, or belittles a child.
- ♦ Use any strategy that threatens, intimidates, or forces a child.
- ♦ Use food as a form of reward or punishment.
- ♦ Use or withhold physical activity as a punishment.
- ♦ Shame or punish a child if a bathroom accident occurs.
- ♦ Embarrass any child in front of others.
- ♦ Compare children.
- ♦ Place children in a locked and/or dark room.
- ♦ Leave any child alone, unattended or without supervision.
- ♦ Allow discipline of a child by other children.
- ♦ Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

_____ **(Insurance)**—Learning on Main's Commercial Liability Insurance, the Policy ID # is 253232- 001

_____ **(Privacy)**—Our priority is to protect your child's health and safety. To ensure that we are operating with your full understanding and agreement about your family's privacy, we ask that you grant permission to conduct the following activities. Please check items for which you do NOT give your consent.

- Placing photos of your child around the center
- using photos of your child on our Website/Private classroom Facebook page
- Posting artwork and other crafts that include your child's name around the center
- Listing the name of your child or other members of your family in our newsletters/bulletin boards

_____ **(Confidentiality)**—Please note that we take each child's confidentiality very seriously. Only staff, DHEC, DSS, and you (the parent) may have access to view your child's file.

_____ **(Tracking/Release of Children)**—*Proper identification must be verified if you are unable to pick up your child. * If the caregiver is UNABLE to pick up the child, you may send a note stating who will pick up the child. Phone calls will be accepted if a letter is *not* sent in; however, we will ask for a family passcode, contact information, and relation to the child. Picture ID must be presented in all scenarios. Please note that court papers MUST be held on file if the parents are separated and may not pick up their child. Otherwise, we cannot withhold a child from their legal parent/guardian.

Please be advised that we are implementing a tracking policy. Children will be tracked via their teacher/caregiver every 30 minutes to one hour. Each child will be called by name, and his/her location will be recorded. These sheets will be kept on file daily.

**No child will be released to anyone who appears to be intoxicated or under the influence. Law enforcement will be immediately.*



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_____ (**Medication**)—Prescription medication must be in the original container labeled with the child's name, a date, directions, and the physician's name. The center must administer the medication as stated on the prescription. A parent is required to fill out and sign a current medication authorization form, which grants our staff permission to administer medication. This includes both prescription medications AND over-the-counter medications. The center will not administer medication after the expiration date. Examples of over-the-counter medications that may be given include: Antihistamines, Decongestants, Non-aspirin fever reducers/pain relievers, Cough suppressants, Topical ointments, such as diaper cream or sunscreen, etc. I am aware that I must fill out the medication administration sheet before applicable.

_____ (**Payment**)—Payment of Care— Payment is due before Friday at 10:00am; following this time, a late fee will occur.

If a child attends one or more days, the rate remains the same. If a child is absent for the week, a \$70 fee will be charged (summertime included).

_____ (**Medical Treatment/Transportation**)—In case of a medical emergency with a child, an attempt will be made to notify parents immediately. If parent(s) cannot be reached, or if the situation warrants, an attempt to contact the child's doctor will be made, and the child may be transported to an appropriate facility to receive medical assistance. The child (depending on injury/medical reason) may be transported via the director/co-directors' vehicle if a statement is signed and placed in the child's folder.

The local fire department or center staff conducts routine fire drills monthly. In the event of an actual fire, appropriate procedures will be followed. When a watch or warning is issued by the National Weather Service for tornadoes, severe thunderstorms, etc., or in the event evacuation from the center becomes necessary, procedures outlined by the County Coordinator for Civil Defense for the center will be followed. If power, heat, or water is temporarily not available, the Center will endeavor to remain open if possible. However, we cannot compromise the health and safety of the children. Therefore, parents may be notified to come earlier than usual to pick up their child(ren).

You acknowledge and accept the policy and its plan of transportation.

_____ (**Policies and Procedures Booklet**)—I acknowledge that I have received a copy of Learning on Main's center policies.

Parent/Legal Guardian Signature: _____ Date: _____