



Future Generation Early Learning Center

PARENT HANDBOOK

2025 - 2026

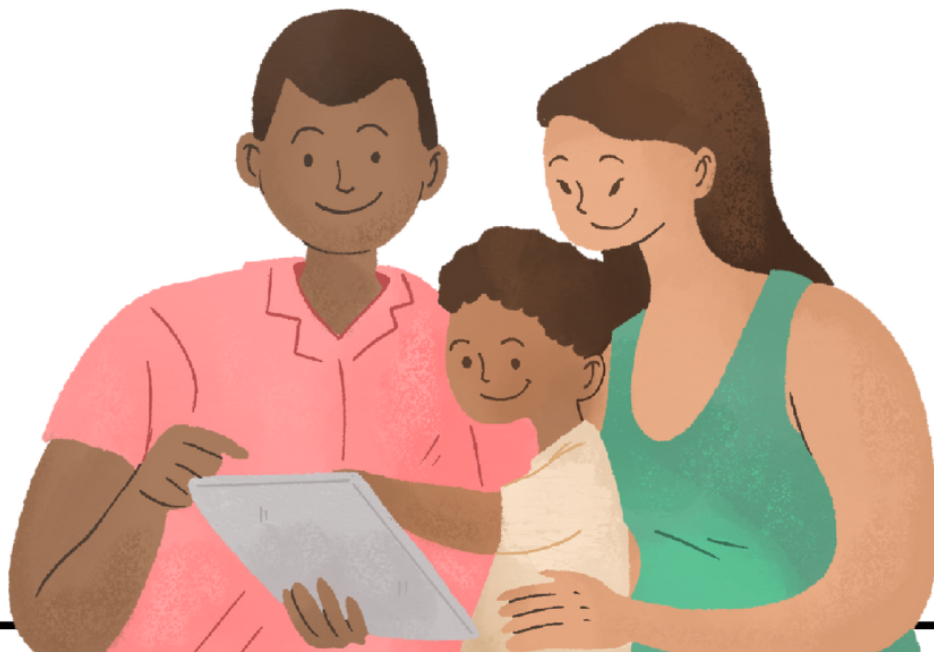


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TO THE PARENTS:

We are excited to welcome you and your child to our Future Generation family, where the foundation for lifelong learning is built with love, care, and dedication. Our center is designed to provide a nurturing environment that encourages curiosity, creativity, and the development of essential skills for young children. We believe that each child is unique, with their own strengths, interests, and learning style. Our mission is to support your child's growth through a blend of structured activities and play while fostering a strong sense of community and respect. Future Generation is committed to promoting a Home/School partnership in which the lines of communication are always open and where the parents are provided the knowledge and capability to extend our High Scope curriculum into their home. Our dedicated and highly trained faculty are always willing and able to provide assistance on this journey.

This Parent Handbook is designed to provide you with important information about our programs, policies, and practices. It serves as a guide to help you navigate your child's journey with us and to ensure that we are partners in the development and success of your child. Together, we will work to create an enriching, safe, and supportive environment where your child can explore, grow, and thrive.

Our partnership hinges on open communication and information exchange. We aspire to provide you with current information and to work with you in an educational partnership. Our door is always open!

On behalf of the Future Generation's faculty and administration, we look forward to partnering with you to establish a strong base for your child's growth and education. Our children are our future, and they need to have a strong foundation of trust and love in order to become independent, responsible, and confident problem solvers and decision-makers.

Together we can give them the start they deserve.

We work best when we work together.

Learning Together,

Future Generation Early Learning Center Administration

OUR PHILOSOPHY & EDUCATIONAL APPROACH

Our Philosophy

We believe that children develop in a pro-social atmosphere. Growth is a culmination of positive attitudes and interactions shared by parents, caregivers, and children. We strive to promote a successful learning experience for the development of the whole child- cognitively, socially, emotionally, physically, and creatively. Our hands-on approach allows children to be actively involved in the learning process where they can explore, experiment, evaluate, and discuss their results. We recognize and foster the individuality of each child and promote a positive self-image while developing self-confidence, self-discipline, and cooperation. Through the interactive partnerships of parents, caregivers, and children, we will continue to enrich the lives of our future generation.

Future Generation's Core Values

- ✚ Love- to share a love of learning with our school family.
- ✚ Engage - engage the whole child and establish critical foundations for all our children.
- ✚ Create- create a relevant and established community sharing love, laughter, and fun.
- ✚ Family - our school family is an extension of the family we grew up with.
- ✚ Serve- we serve our community with passion and purpose.

Educational Approach and Philosophy

At Future Generation, our educational philosophy is grounded in the High Scope Curriculum, which emphasizes active learning and supports the development of young children through a hands-on, interactive approach. We believe that children learn best when they are actively engaged in their own learning process, exploring the world around them through play, exploration, and problem-solving. The High Scope Curriculum encourages children to take initiative, make decisions, and engage in meaningful activities that foster independence and critical thinking. With a focus on building positive relationships, fostering a love for learning, and promoting social, emotional, cognitive, and physical development, our approach helps children develop the skills they need to succeed in school and in life. By creating a nurturing and stimulating environment, we ensure that every child's unique interests and abilities are respected, allowing them to grow at their own pace while building a strong foundation for lifelong learning.

ADMISSION & ENROLLMENT PROCEDURES

Eligibility

Our program is open to children ages 6 weeks to 12 years. Consult center rate sheet for age appropriate programs. It is important to note that Future Generation may not be the least restrictive environment for your child. Please consult your Center Director for further information.

Non-Discrimination

Enrollment shall be granted without regard to the enrolling child's race, color, creed, religion, national origin, gender (which includes sexual orientation/gender identity), genetic information or disability; and without regard to the enrolling child's parent's or guardian's race, color, creed, religion, age, gender (which includes sexual orientation/gender identity), national origin, pregnancy, disability, genetic information, or veteran status.

Additionally, Future Generation does not tolerate hate, prejudice, bias, or discrimination against any person by any person anywhere throughout our programs. Any person displaying hateful, prejudicial, biased, or discriminatory behavior towards anyone will be immediately removed from the program.

Application/Tour Process

At the time of pre-application, parents and/or guardians can schedule a tour of the program. Parents and/or guardians must provide a government-issued photo ID at the time of entry into the facility for their scheduled tour. Only the child's parents and/or guardians will be allowed access to the facility for the tour. At all times while in the facility for the tour, the parents and/or guardians MUST remain under the direct supervision of the employee conducting the tour and may not be left alone in any part of the facility. Video and/or photographs or video calling are not permitted during the facility tour to protect the rights of privacy of the children in attendance and for building security purposes.

Pre-Enrollment Requirements

All children are required to have a Tennessee Department of Health Official Immunization Certificate on file at Future Generation. All required vaccinations must be completed by 18 months of age.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Future Generation. The well child examination indicates a child's fitness to attend Future Generation, must be completed by a licensed healthcare professional and returned to the Center Director before the child begins the program.

Waiting List & Enrollment Offers

Waiting List

The center maintains waiting lists which are updated as needed. The waiting list is on a first come first served basis. A family's place on the list is determined solely by the date of completing an Advanced Enrollment Agreement and paying the non-refundable waiting list fee.

Enrollment Offers

When an opening comes available in a Future Generation program, the Director will contact the responsible party on file to make a formal offer which will include the days and hours available. At the time of acceptance of the enrollment offer, the responsible party must pay the first two weeks of tuition to "hold" and guarantee the child's learning space. This payment is non-refundable in the event the responsible party decides not to "utilize" the learning space.

Enrollment

Initial enrollment is contingent upon receipt of the completed enrollment paperwork, signed Tuition Information and Agreement, payment of the application fee and security deposit, submission of health and immunization records, and any other records required by licensing regulations and signed Parent Handbook receipt.

If the enrolling child has an IEP, IFSP, 504 Plan or other Behavior Management Plan, these documents should be provided prior to enrollment to aide the enrolling child's transition into the program and so employee can be consistent in their expectations, communication, and interaction with the child. If the enrolling child will be receiving one on one care and/or therapist support in the child care facility, the parent(s), therapist(s) and child care team must have a meeting to review the services being provided, rules and procedures for outside therapists entering and working within the building and set expectations for regular progress review and communication.

Continued enrollment at Future Generation is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Future Generation as outlined in this handbook including, but not limited to timely payment of all fees and tuition.

Parents are required to keep all enrollment paperwork up to date and must notify Future Generation immediately, should any of the information collected at the time of enrollment or any time thereafter change. Parents are required to update the child's immunization record each time the child receives an immunization. Failure to do so may result in the child(ren) being suspended until all paperwork is brought up to date or dismissal from the program and forfeiture of any deposit.

All enrollment paperwork is required per child care licensing regulations and the program can be cited for non-compliance if parents are late or missing required information. There is no "grace period" and licensing inspectors do not care if a parent missed an appointment, if they left the form at the doctor's office and have to go back to get it, or simply forgot and are just a few days late. The information **MUST** be up to date at all times, and we have no option but to suspend care until these items are up to date.

Future Generation reserves the right to dismiss any parent or child at any time with or without cause.

PROGRAM OVERVIEW & CURRICULUM

Class Assignment

Children are assigned to a care group/class based on their chronological age to meet licensing regulations for employee to child ratios and supervision. Children will not be prohibited from being assigned to a classroom based on a developmental delay, disability, or medical condition. Reasonable accommodation(s) will be provided in the chronological age-appropriate group/room as required by law. There will be times when children will visit other classrooms. This will typically signify the beginning of their transition to another classroom.

Supervision of Children

The foremost responsibility of the employees at Future Generation is the appropriate supervision of all children assigned to their care. Employees are required to comply at **ALL TIMES** with ratio requirements as outlined by the licensing authority and all other licensing regulations related to the appropriate supervision of children.

Educator/Child Ratios and Maximum Group Sizes

Under 15 months	1:4	Group Size 8
15 to 30 months	1:6	Group Size 12
24-35 months	1:7	Group Size 14
3 years	1:9	Group Size 18
4 years	1:13	Group Size 20
5 years	1:16	Group Size 20
School Age	1:20	Group Size - None

Toys

Although we do appreciate special books or music for curriculum enhancement, we request that toys remain at home. Rest assured we have an adequate supply of toys for all classes. Guns and war toys are taboo in the center. We realize the needs of children to express feelings of aggression, but we encourage them to use other outlets such as clay (to pound and mold), finger paints (to soothe frazzled nerves), movement and boisterous outdoor play (to vent emotions). If a toy is used as a transition object, it must be placed inside the child's cubby upon entering the center. Future Generation is not responsible for lost items.

Holidays

New Year's Day	Labor Day
Martin Luther King	Columbus Day
President's Day	Veterans Day
Good Friday	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Thursday and Friday before the first day of the school year	Christmas Day

Birthdays

Another year older, a milestone in life we want to celebrate. If parents would like to do something special for their child's birthday, they can make arrangements with the classroom teachers. Please be advised that candy will not be consumed on Future Generation grounds. All items that are supplied by the parents for a child's birthday party must be store bought and be accompanied by a label.

End of Year Ceremony

While we support and commend the closing of the year, the End of Year Ceremony is not graduation. Each class will perform and we encourage parents to attend to support their children. Pre-K students will receive certificates during the ceremony.

Sharing of Cultures

The Future Generation family is made up of many different cultures and we encourage families to share their cultural practices. Please let the administrator know if you are able to share your family's cultural background with your child's class.

Technology/Screen Time

Children's Use of Technology: Computer and/or tablet use will be monitored at all times in the classroom, use of programs, games, videos, and applications is limited to curriculum-related content. Children under 2 years of age will not use any computers or tablets for any reason while in care. From time to time children may be treated to watching a show, movie, or other video program. Programs shown will be related to curriculum content, developmentally appropriate and will have a rating of G. Children will never be permitted to watch programs for the sake of watching or to occupy them for a period of time. Any programs watched will be discussed and incorporated into the curriculum with goals and learning objectives.

Children's Personal Technology: Children in infant through pre-school classrooms may not bring any personal handheld gaming devices, phones, tablets, or other technology into the center for any reason. School-age children that take their personal gaming devices, phones, or tablets to school with them, will be required to put their devices in silent mode and keep them packed away in their backpack while attending our program. Chromebooks, laptops, or tablets may be used when completing classwork or homework during the scheduled time for such activities. School-age children are not permitted to play, watch videos, go on social media sites, or search the internet outside of completing any classwork or homework assignments. School-age children will be monitored at all times while using these devices and will be required to close and put their device away if they are found to be in violation of this policy.

What to Wear

CHILDREN

Clothing: Children are engaged in various activities during the course of the day; many activities are messy. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing that allows for the child to have the freedom to move without restriction. It is also recommended that clothing be easy to wash.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures including buckles, straps, belts, buttons or draw strings on hoodies. These types of clothing present particular challenges for children in relation to toileting and pose a risk when engaging in active physical play.

Coats, hats, gloves, scarves, and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes any time of the year. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. We encourage children to wear Velcro closure sneakers that can be easily put on and tightened firmly on the foot, as opposed to lace up shoes that require frequent assistance from adults or slip on shoes that are often loose and can cause tripping or easily fall off while playing. While tying shoe laces will be introduced in the older age groups, we will provide shoes and laces on which the children can practice this skill, it is recommended that they not wear lace up shoes until they have mastered this skill.

Children ages 3 through 5 are required to have one seasonally and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonally and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the seasons change. All clothing items must be clearly labeled with the child's first and last name. Future Generation is not responsible for lost or damaged items of clothing.

Future Generation welcomes donations of outgrown gently used clothing in all sizes for us to keep on hand in case a child needs a change of clothes in an emergency.

Jewelry/Accessories: Children are NOT permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Future Generation will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Future Generation.

Any items of clothing, headwear, or accessories that are required for religious purposes should be discussed with Future Generation administration so they can understand the purpose and practice. Any safety concerns for the child wearing the items or other children in the program will be considered. For example, items worn around the neck that could cause a strangulation issue when playing on climbing equipment, items that may break easily and cause a choking hazard, items worn on the head that could block vision, or long robes, dresses or skirts that could represent a tripping hazard. Future Generation recognizes and supports a family's religious beliefs, but also recognizes that children need to be safe and able to move, play and engage in physical activities in a safe manner.

PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at Future Generation or at any Future Generation sponsored event. Inappropriate clothing includes revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive, or vulgar language or artwork or any articles of clothing depicting violence, weapons or threats or insults to any person or group of people is prohibited.

Parents wearing work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering the past the lobby/entryway. Parents are asked to remove their high heeled shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Jewelry:

While volunteering in the classroom or at any Future Generation sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

DAILY SCHEDULE & ROUTINE

Children's Daily Programming

Our faculty is committed to helping you and your child in developing a trusting relationship that will nurture continuous growth in all areas of learning. We welcome open communication to alleviate any misunderstandings. We encourage you to follow your child's daily routine to extend daily learning to your home. Future Generation implements the High Scope Curriculum.

Outdoor Play

Licensing guidelines indicate that the children are expected to play outdoors daily, weather permitting. It is our belief that if a child is well enough to be in the program then she/he is well enough to play outdoors. The fresh air and movement is essential for the well-being and healthy development of the young child. Parents are asked to dress their child appropriately for daily outdoor activity. Should you wish your child not to go outside, you must provide a doctor's note identifying the length of time this should occur for.

Nap/Rest Time & Safe Sleep Practices

Employees will conduct a visual and physical touch assessment of each sleeping infant every 15 minutes while sleeping and document it on the parent communication app. Employees will look for discoloration of skin and lips, normal breathing by gently touching the child's stomach and watching for the rise and fall of the child's chest, general comfort and level of sleep, signs of overheating, and fever.

Employees may gently pat an infant in the crib to reinforce calm and settled pre-sleeping behaviors.

In addition to state licensing regulations, Future Generation follows the American Academy of Pediatrics guidelines for Safe Sleep Practices. All employees are trained in Safe Sleep Practices and our policies and procedures for nap/rest time are regularly reviewed with our employees.

INFANTS:

Infants are always placed on their back in crib to sleep. Infants are not permitted to sleep in any car seat, chair, swing, bouncy seat, pillow, or floor. Each infant will have their own designated crib and will always be placed in their crib alone, unless evacuating the classroom/building for an emergency. If an infant falls asleep in any of these items, employees will immediately move the child to their designated crib and place them on their back. If an infant arrives at the center and they are asleep, they will be woken up and evaluated prior to being placed in the crib to continue sleeping.

Infants with a medical need for an alternate sleep position must have a detailed letter stating the diagnosis, recommended sleeping position, and the reason from the child's treating physician prior to employees being permitted to place an infant in an alternate sleep position. If a child requires any medical devices to monitor respiration and/or heart rate during sleep, detailed medical instructions must be on file from the child's treating physician and all employees will need to be adequately trained prior to the child's attendance. Employees are not permitted to place any infant in any other position at a parent's request.

When an infant can roll independently, they will be placed on their back in the crib and then allowed to roll or move into any comfortable sleeping position. When an infant demonstrates the ability to roll independently, their crib will be labeled as such so that any employees or licensing representative will know they may roll from their backs while sleeping.

Infant cribs will be free from all loose bedding, blankets, toys, bumpers, pillows, wedges, and accessories. Infants will not be swaddled or placed in sleep sacks to avoid overheating and possible suffocation. Only snug fitted crib sheets will be used over the crib mattress with the infant placed on top of the fitted sheet.

Classroom lights will remain on throughout the day and will not be dimmed or turned off when infants are sleeping. Employees must be able to see and assess each child while sleeping in a crib. Employees will remain alert and attentive to all sleeping infants and maintain a line of sight at all times. Employees will conduct a visual and physical touch assessment of each sleeping infant every 15 minutes while sleeping and document it on the parent communication app. Employees will look for discoloration of skin and lips, normal breathing by gently touching the child's stomach and watching for the rise and fall of the child's chest, general comfort and level of sleep, signs of overheating, and fever.

When infants start pulling up to a standing position, they will be moved from a crib to a sleep cot/mat to reduce the risk of climbing and falling. Infants will be removed from their crib upon waking up. Infants who show signs that they are ready to sleep will be gently rocked and soothed and then placed on their back in their crib. Infants may be awake when initially placed in the crib but will not be left in the crib crying or while unsettled. Employees may gently pat an infant in the crib to reinforce calm and settled pre-sleeping behaviors.

YOUNG TODDLERS AND UP:

Children in the young toddlers through preschool classrooms are required to nap/rest each day as per child care licensing regulations. Young toddlers through preschool classrooms will nap/rest on sleep cots/mats. Children will be permitted to bring a crib size fitted sheet, blanket to use during nap/rest time. These items **MUST** be clearly labeled with the child's name and must be taken home on the last day of care each week to be laundered and returned on the first day of care the following week. Children may not have a soft comfort toy during nap/rest time. Children will not be permitted to place any blanket, sheet, comfort toy or clothing over their head or face during nap/rest time.

Children will be provided with settling music, a quiet (not silent) environment and encouraged to lay their bodies down for nap/rest time. Employees may choose to read a story or use guided relaxation techniques to help busy bodies settle and relax. Employees may pat or rub a child's back to help soothe and settle them for nap time so long as the employee person can position themselves to keep the other children in their sight to maintain supervision. Classroom lights will remain on, but may be dimmed slightly, so that employee can see and supervise all children during nap/rest time.

Children will not be forced to sleep or to remain on their cot/mat for the entire nap/rest time if they have not fallen asleep within 20 to 30 minutes of the start of nap/rest time. Children that do not fall asleep after the initial 20 to 30 minutes of quiet rest will be offered a book or other quiet activity for the duration of the nap/rest time.

Employees cannot, at the request of parents, prevent, forego, or skip a nap/rest time for any child as it is a child care licensing requirement that children nap/rest each day. Employees cannot wake a sleeping child after a certain amount of time or only allow a child to sleep for a certain period of time at the request of the parent.

At the end of the nap/rest time regular classroom activities will resume and children who remain sleeping will be gently woken up and encouraged to join in with the rest of the classroom activity. Parents of children who fall asleep or who remain asleep outside of the normal nap/rest period will be called to pick them up should there be a concern that they may not feel well enough to attend or if there is a supervision issue.

Failure to provide a crib sheet will result in your account being charged \$20.00 for the first offense (Future Generation will provide a crib sheet at this time). Failure to continue to provide crib sheet will result in a \$10.00 charged per occurrence. It is a licensing standard that each child have a crib sheet on their mat/cot.

HEALTH & SAFETY POLICIES

Healthy Children

In general, children are expected to be healthy each day they attend. Future Generation cleans and sanitizes surfaces and toys throughout every day. However, children share everything including their germs despite the best efforts of employee to teach children to keep their hands off their face, to cover their coughs and sneezes, and to wash their hands frequently throughout the day. Children will catch and share everything in the child care setting. If you send your child to care when they are ill, you continue the cycle of others getting sick. Parents are required to have back up plans for alternate care for their child should they be too ill to attend. Future Generation does not provide sick child care.

Medications

Future Generation will only dispense over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions that match the instructions on the medication's label. Future Generation will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in the classroom. Medication Forms, doctor's notes and medication are to be turned into Center Director.

Future Generation will dispense over the counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, employee will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Employee will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Doctors note is needed for sunscreen application and diaper cream as well.

Illness and Communicable Diseases

Future Generation follows all health/communicable disease policies as outlined by the American Academy of Pediatrics Model Health Policies and Procedures Manual.

If your child falls ill while at school, parents are required to pick up an ill child within one hour of notification by phone. If a parent is reached but cannot pick their child up within the required period of time, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The employee will not continue to call those listed on the emergency contact list once a parent/guardian is reached. If a parent/guardian cannot be reached, the employee will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. For most communicable diseases, children will be excluded from the program for the contagious period as stated by the American Academy of Pediatrics (AAP) or until they present as well enough to attend whichever is later. Many times, children are past the contagious period for an illness, but they are still lethargic and feel and look terrible. Parents will often present doctor's notes saying their child is not contagious and that the symptoms the child is displaying are "teething" or "allergies," but the child feels terrible, looks terrible and is sleepy, cranky, uncomfortable, and just wants their parent. Future Generation reserves the right to exclude a child from care if they present as such and a doctor's note will only be considered a recommendation.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. For example, if your child is sent home at 10:30 am on Tuesday they cannot return at 10:30 am on Wednesday. The soonest they can return to the program would be Thursday at their normal arrival time. A fever is defined as a temperature reading on a thermometer of 101 degrees or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea occurring three or more times in a 24-hour period. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our employee to keep track of any illnesses which may occur at our school. This information will only be shared with employee on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so we may notify the parents that a specific communicable disease is present. Only the communicable disease information will be shared, not your child's name. Future Generation will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Severe Allergies/ Life Threatening Medical Conditions

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, their child may have at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, if needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to exposure prevention and treatment of the child's allergy. This form can be obtained by request from Center Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Future Generation exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Future Generation cannot guarantee that a child with a severe allergy will not encounter the allergen while at the program. Future Generation will work with all employees and inform parents of any life-threatening allergies and develop classroom and/or program-wide policies related to the specific allergen to prevent, as reasonably as possible, the child from coming into contact with their allergen. Parents may be asked to allow the program to post inappropriate and visible locations the child's photograph, name, and allergen after considering several factors including the commonality of the allergen in everyday life, if the reaction can be triggered by air, contact or ingestion, severity of the child's reaction and any other medical considerations.

Peanut/Tree Nut Free School

Due to the extreme nature of allergic reactions to peanuts/tree nuts and products containing peanuts/tree nuts in some children, Future Generation prohibits peanuts/tree nuts and/or foods containing peanut/tree nut products on Future Generation property, and/or at Future Generation sponsored events. These peanut/tree nut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction.

Parents are responsible for providing foods that are peanut/tree nut and peanut/tree nut product free for their child's lunch and/or snack. There are many acceptable food items that are peanut and tree nut free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts/tree nuts, or peanut/tree nut products have in fact been made in the same factories as peanut/tree nut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts/tree nuts" or "produced in a facility where peanuts/tree nuts are also produced/packaged." For example, Plain Chocolate M & M's have this statement on the label. Due to possible cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts/tree nuts, or peanut/tree nut products), Future Generation does not allow homemade snacks at the center. While Future Generation understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Future Generation.

Access and Security

Parents/guardians of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Future Generation, as provided by law. Access does not mean that parents/guardians are permitted to remain in the center for extended periods of time to observe and interact with their child while in care. Due to licensing regulations, any person with access to children in the center must have the required criminal and child abuse clearances on file, therefore, parents/guardians cannot loiter or “hang out” at the center beyond what is a reasonable and necessary period to drop off and/or pick up their child.

Visitors are asked to schedule appointments with the Center Director and are allowed in the child care facility only at the discretion of the Center Director. An employee of Future Generation will accompany visitors at all times, throughout the center.

Future Generation, will provide both parents with equal access to their child as stipulated by law. Future Generation cannot, without a certified court order, limit the access of a 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 Generation suggests that the parent keep their child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Future Generation will contact the local police should a conflict arise.

If a custodial parent is barred from entering upon agency property, Future Generation will disenroll the child(ren) immediately Future Generation cannot have a child at the agency when the agency prohibits a parent from entering upon agency property for any reason. Future Generation will not agree to any request to maintain a child's enrollment even if the offending parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

In cases where the child or parents of an enrolled child are the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Future Generation must be provided with a Certified Copy of the most recent order and all amendments thereto. Custody Orders will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing and the court order allows for parental discretion or changes. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. Any Protection from Abuse and/or Restraining Orders will be followed exactly as written for the entire period the order remains in effect. Should parents decide the PFA/RO is no longer needed, they must provide a certified document from the court rescinding the original order.

When the custody of the child is shared between parents, both parents will be afforded access to the child's records, provided access to the center management/communication app, and invited to participate in any and all conferences and center events. Parents will be limited to being physically present in the center for the purpose of attending events, volunteering, or observing their child to days on which they have physical custody of the child unless both parents provide written permission for the parent to attend during a non-physical custody day or time.

When one parent has custody of the child, the non-custodial parent will not be given access to the child's record, provided access to the center management/communication app, nor be invited to participate in any conferences or center events without specific written permission of the custodial parent unless otherwise stated in the court order.

Future Generation will consult with legal counsel for any custodial situations that do not fit within the guidelines provided in this policy and decisions regarding access to records, provided access to the center management's/communication app, and participation in any conferences and center events.

In all cases related to court orders, parents who attempt to place the program between the two parents may have their child's enrollment discontinued. Future Generation is there to provide quality care to the child, not take sides in a parenting or relationship dispute. Future Generation does not make judgements on parenting practices or capability. Parents are discouraged from calling center employees or administrators as witnesses in court matters. There will be an hourly fee charged for any in court appearances for any agency personnel, payable by the parent issuing the subpoena. Subpoenas for child's records will incur a reasonable per page copying fee and will be charged to the parent issuing the subpoena.

Cell Phones/Recording Devices

Future Generation believes that it is important for parent/guardians and authorized pick-up persons to engage in meaningful and intentional ways with their child at all times when the parent/guardian and authorized pick-up person is present in the child care facility. Often the conversations (work related or personal) are not appropriate for the children to overhear and are disruptive to the activities being conducted in the center. It is often necessary for employee to communicate information about the child and/or the program to the parent/guardian or authorized pick-up person during the drop off or pick up time. Employees find it difficult to gain a parent's/guardian's or authorized pick up person's attention when they are otherwise occupied on a call. Therefore, parents/guardians and authorized pick-up persons must end any calls, leave their cell phone in their vehicle, remove earbuds/pieces (this does not include hearing aids or other communication assistive devices) and enter the center ready to fully engage and be present with their child during the drop-off and pick-up routine. Parents/guardians and authorized pick-up persons must help children through the arrival and departure procedures with calm energy, focused on following the center rules and maintaining direct care and supervision of the child at all times. Engaging directly and intentionally with the child at drop-off and pick-up can help alleviate separation anxiety, allow parent/guardians and authorized pick-up persons to build connections with the child through engagement in the activities and environment and build a trusting and professional relationship with caregivers.

Further, Future Generation has an obligation to protect, respect and preserve the privacy of all children and families in our program; therefore, parents/guardians and authorized pick-up persons are not permitted to use cell phones, including face time, cameras, or any other type of recording devices while in the center. Future Generation enrolls children who may be in foster care or who are covered under a Protection from Abuse Order/Restraining Order and recording or photographing these children may not be permitted under their court orders. Disclosure of these children's identity would violate their privacy therefore we must prohibit all photographing and video recording by parents/guardians and authorized pick up persons.

As a reminder of the no cell phone/recording device policy, Future Generation will post signs at the entrance and throughout the center to remind parents/guardians and authorized pick-up persons of this requirement. As with all center policies and procedures, parents and guardians are required to inform authorized pick-up persons of this requirement. Violations of this policy by authorized pick-up persons will result in them being prohibited from entering upon agency property and the parent/guardian will need to designate a different authorized pick-up person. Violations of this policy by parents/guardians may result in the parent/guardian being excluded from entering the center.

Persons Appearing to be Impaired by Drugs/Alcohol at Pick Up

The employees of Future Generation will contact local police and/or the other custodial parent should a parent appear to the employees of Future Generation to be under the influence of drugs and/or alcohol when at the center to pick up their child. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Future Generation employees will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the employees of Future Generation to be under the influence of drugs and/or alcohol or pose a danger to the child for any other reason such as not having the appropriate car seat(s) in their vehicle, will be denied access to the child. The employees of Future Generation will contact the child's parents and let them know they need to pick up their child or arrange for another authorized person to pick up. The offending authorized person may be banned from entering upon agency property and removed from the pick up list at the sole discretion of Future Generation. Local police, and Child Protective Services may be notified as well if the circumstances warrant notification.

Inclement Weather

In the event of severe weather conditions, Future Generation will generally follow the local government in determining whether to close the program. Parents are instructed to wait for emergency alerts issued through our parent communication app.

Smoke-Free Environment

All facilities and grounds of Future Generation are smoke-free environments. Smoking is prohibited in any of these areas. Smoking includes cigarettes, pipes, cigars, e-cigarettes, vaping and/or chewing tobacco/marijuana.

PARENT INVOLVEMENT & COMMUNICATION

Parent Involvement/Parent Communication

At Future Generation we believe that parent involvement is essential to the success and growth of our children. We strive to maintain open and consistent communication with parents through texts, emails, newsletters, and parent meetings to ensure that you are always informed and engaged in your child's learning journey.

We encourage parents to actively participate in our programs and events, fostering a collaborative environment where your insights and feedback are valued. Your input is vital in shaping our educational practices and creating the best possible experience for every child. We welcome your suggestions, concerns, and ideas as we work together to support your child's development and well-being.

Back to School Night, Formal Parent-Teacher Conferences, Family Day, End of Year Ceremony, and multiple holiday celebrations are just a few of the many parent involvement opportunities that are available at Future Generation.

TUITION, FEES, AND PAYMENT POLICIES

Financial Arrangements

A signed Advanced Enrollment Agreement with an enrollment fee secures your child's learning space. Payment of fees is made regardless of attendance. The tuition is established on an annual basis and is competitive with fees of other similar developmentally appropriate centers. Parents are required to make full payment by the designated tuition day. Payment can be made by check, money order or credit card. Checks and money orders must be made payable to Future Generation. We will not accept Venmo or other cash apps as a form of payment. Your tuition pays for your child's learning space. Tuition is due for as long as you are enrolled.

Receipts will be given for tuition payments made by cash payments. All cash payments **MUST** be handed directly to Center Director or other member of center admin. Your canceled check will serve as your receipt for payments made by check. There will be \$30.00 charged for checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time, the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order or credit card. If you are signed up for to pay with ACH/credit card and it fails to process, you will be charged of \$35.00 per transaction.

Tuition does not include fees for field trips and extracurricular activities such as special events/summer events.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Future Generation, however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, the Center Director will notify you.

Subsidized Care

Future Generation accepts tuition subsidy payments from the Child Care Payment Assistance Program. If a family is granted funding, all of the appropriate paperwork must be received by Future Generation to ensure payment from the CCPAP. Parents are required to pay the difference between the center's rates and the funding granted by the CCPAP. Should your current tuition agreement become nullified by the CCPAP, tuition payment in full will then revert back to the responsibility of the parent.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Future Generation. Parents receiving subsidies are also required to sign a Tuition Information and Agreement, agreeing to be personally responsible for the payment of the full tuition fee, in the event they become ineligible to receive child care subsidies. Parents receiving subsidies are required to provide updated eligibility information in a timely manner and are required to notify Future Generation immediately of any changes/updates to their eligibility or co-pay amount.

Multiple Child Discounts

A 10% discount will be applied to the lowest tuition rate applicable when there are two or more full-time children enrolled at the center from the same family. Discounts will only be applicable when tuition prompts are made on time. The full tuition rate plus additional late fees will be charged when tuition payments are late.

Family Referrals

A family will be given two weeks credit of tuition if they refer a family that enrolls. The first week will be credited after the referred family has been enrolled for 30 days and the second after 90 days of enrollment has passed.

Inactivation/Withdrawal Policy

Written intent to terminate Future Generation services is required to include the last date of attendance and the parent's signature. This will establish the 15-day notice required for the return of the enrollment fee to the account.

MEALS & NUTRITION

Food and Meals Overview

At Future Generation Early Learning Centers, we are committed to providing nutritious meals and snacks while accommodating the individual dietary needs of our children. Below outlines our center-wide meal service and nutrition guidelines.

Center-Provided Meals

Future Generation provides **breakfast, lunch, and an afternoon snack** for all children who are developmentally ready to eat table foods.

- **Breakfast is served between 7:30 AM and 8:30 AM.**
- Lunch and snack times vary by classroom schedule but remain consistent daily.
- Menus will be sent home every month through the parent communication app.

Transition to Center-Provided Meals (Beginning Around 12 Months)

Children typically transition to the center's provided meals around the age of **12 months**, when they are developmentally ready for table foods. This transition will be discussed with each family individually. Future Generation employees will meet with parents before the transition to determine the appropriateness for each child.

Infant Feeding & Baby Food

- The center **does provide baby food** for infants who are not yet ready for table foods.
- **Formula must be provided by parents.**
- Breastfeeding mothers are welcome to visit the center during the day to breastfeed. Private feeding areas will be made available upon request.

Parents of infants are required to complete an **Infant Feeding Plan** upon enrollment and update it as their child's feeding needs change. Employees will document feeding details, including amounts consumed, in the parent communication app.

Allergy & Dietary Restrictions

- Parents must provide a **doctor's note** to notify the center of any allergies (food or otherwise), along with **clear treatment instructions** for allergic reactions.
- Parents must also provide **written notification** of any dietary restrictions (e.g., lactose intolerance, vegetarian diets, gluten-free diets).
- Parents will be responsible for providing food for children who have special dietary

needs.

Future Generation does **not** permit children to share or exchange food items.

Food Safety & Labeling Requirements

All food, bottles, and containers brought from home must be **clearly labeled with the child's full name**. Simply labeling the lunch box or bag is not sufficient.

Perishable foods brought from home will be stored in the refrigerator until served. The center will label all items with the date, as required by licensing standards.

Meal Guidelines by Age Group

Infants-2 1/2 -Year-Olds

- Parents must provide all formula, bottles, and feeding utensils.
- One additional bottle (beyond anticipated daily need) must be provided.
- Bottles will be stored in the classroom refrigerator and warmed in a water bath. Bottles will **never be microwaved**.
- Unused formula or food remaining after feeding will be discarded.
- Parents must take all bottles and feeding items home daily for cleaning.

Toddlers & Preschoolers (Transitioned to Table Foods)

- Children who have transitioned to table foods will receive **center-provided meals and snacks**.
- Transition discussions with parents will occur around the child's first birthday.

Older Preschool Classrooms (3 Years and Up)

Future Generation now provides **all meals and snacks**, including lunch, to support healthy and balanced eating habits. Parents are no longer required to send lunch from home for this age group.

The center focuses on offering balanced meals that align with child nutrition guidelines.

Special Notes

- **No outside food or drink** is permitted unless part of a documented dietary restriction or medical need.
- Food used for classroom projects or special activities will be communicated in advance.
- Food will never be used as a punishment. Children will not be forced to eat or denied food for behavioral reasons.

BEHAVIORAL EXPECTATIONS & POSITIVE GUIDANCE

Discipline Philosophy

Employees are prohibited from using physical forms of punishment, corporal punishment, severe verbal reprimands, embarrassing or humiliating forms of punishment including name calling, and/or withholding food from any child at any time. Parents are prohibited from doing any of the above while in at the center.

Future Generation uses positive forms of behavior modification and discipline to stop unwanted behaviors and encourage desired behaviors. Employees are direct with children, providing clear descriptions of unwanted behaviors and then explain and model appropriate and desired behaviors. Example: "Joshua, you cannot throw blocks. Someone could be hurt. You can play with the blocks like this (adult demonstrates behavior). If you cannot play with the blocks in a safe way, you will not be allowed to play with it." Employees understand that some behaviors that are unwanted, are in fact developmentally appropriate and will work with children displaying unwanted behavior by meeting the child where they are developmentally and working at the child's level of understanding to eliminate unwanted behaviors and encourage desired behavior. This process will look different at different developmental stages. Employees will encourage the positive actions of children. They will refrain from using the word, "No", instead they will phrase their directive to include the behavior that they want the child to exhibit. For example, instead of "No running." Statements such as, "Please use your walking feet." will be used.

Children who are exhibiting behavior that is dangerous to themselves and/or to others and are not responding to corrective measures will be referred to Center Director. If necessary, the child may be removed from the classroom. Employees are not permitted to drag or pull a child out of a situation and should only carry a child when the child is compliant and can safely be carried or if the child is in danger of immediate physical harm and the only option is to remove them quickly from the area.

All disciplinary actions with children will be documented anecdotally and/or in an incident/accident report for the child's file. This record will help identify patterns of escalating behavior and serve as a reference for conferencing with parents and when making a referral to an outside agency for evaluation.

Suspension & Expulsion Related to Dangerous Behaviors

Any child whose behavior is dangerous or presents a safety risk to themselves or to others will be subject to suspension and/or expulsion from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Suspension from the program may be necessary for the safety of the child or others while evaluations are completed and/or while securing support services from an outside agency. Future Generation will make referrals and work cooperatively with parents and outside service providers but does not directly provide support services or therapists. Future Generation cannot initiate or pursue evaluations, but will provide direction, support, and assistance to parents throughout the process if requested.

Future Generation will at all times provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior issue, developmental delay, or disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters, Future Generation will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notification that the child will not be able to return to the program until support services are in place. Some dangerous behaviors may result in immediate suspension, without the need for prior communication or attempts at accommodation due to the nature of the behavior. This includes but is not limited to behaviors related to elopement, behaviors that have the potential to or do seriously hurt themselves or others or behaviors that require one or more employees to supervise the child for an extended period of time because they are unsafe and not responsive to any behavioral redirection.

SPECIAL NEEDS & ACCOMMODATIONS

Children with Disabilities

Future Generation is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. Future Generation's employees cannot diagnose, evaluate, or test for a disability. However, the assessment and developmental evaluation tools used as part of the curriculum and our daily interactions and observations of your child can serve as the basis for referral to outside support services including but not limited to, early intervention, speech, occupational and physical therapy, and other types of services. Future Generation is not considered a "publicly funded educational institution" under IDEA legislation, therefore we are not required to follow or implement IEPs/IFSPs and 504 Plans.

Future Generation requests copies of any IEP/IFSP/504 Plan documents and any evaluation summaries so we can provide consistent and complimentary support for the goals and expectations contained therein and be an engaged partner in any IEP/IFSP/504 Plan team meetings.

Future Generation is required to comply with the Americans with Disabilities Act in their delivery of services and will make reasonable accommodations to their policies, practices, and procedures as appropriate to enable a child with a disability to attend the program. Future Generation is not required by law to fundamentally alter or change the services provided under the Americans with Disabilities Act. Examples of fundamental alterations/changes to the program would include but are not limited to providing a service or therapy that is not regularly offered, providing one on one care to a child, providing medical support, or performing medical procedures.

Future Generation will allow outside service providers into the program to work with any child as a reasonable accommodation, provided those services are communicated in advance. Prior to services starting on site, a meeting will be scheduled with the parent(s), service provider, their supervisor if applicable, the center administration and classroom employee. At this meeting, the services being provided will be reviewed including the IEP/IFSP/504 Plan or other guiding document. The service provider and their supervisor as applicable will be required to review and sign the "Rules and Expectations for Outside Service Providers" Form and provide copies of their clearances.

At all times while present in the center the resource/therapist must work cooperatively with Future Generation employee to meet the needs of the child. The presence of the resource/therapist must be collaborative and complimentary to the program and must mitigate any and all safety risks the child presents to themselves and others. Should the resource/therapist be disruptive to the program or not have the authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

No policy can cover all disabilities or situations covered by the ADA. Future Generation is committed to working with all families to provide reasonable accommodations. All accommodation plans will be adapted, updated, and amended from time to time as needed to continue to meet the needs of the child as they grow and develop. Parents are required to engage in the interactive process of determining reasonable accommodations, from evaluation to implementation of the accommodation plan, in a constructive, respectful, and cooperative manner. Any forms or information requested should be returned or provided in a timely manner to ensure that your child's needs are met, and they are able to safely attend the program. Future Generation may need a reasonable period of time to get employee trained in any emergency medical interventions and/or to review and understand how to support any life-threatening medical scenarios.

EMERGENCY PROCEDURES & PROTOCOLS

Emergency Drills and Procedures

Future Generation conducts monthly emergency evacuation and/or emergency lockdown drills. Parents, employee, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of our emergency plans. Emergency evacuation and lock down drills are used for a variety of situations including but not limited to fire, weather, violence, concerns related to threats against anyone in the building, utility, air quality or other environmental concerns.

Emergency Drills will also test the agency's notification process and procedures for parents/guardians and other authorized emergency contacts. It is important that we practice all parts of the emergency plan to ensure it works properly if/when it is needed.

While parents can often be alarmed, worried and fearful of the possibility of a real scenario causing an evacuation or lock down, the employee of Future Generation work diligently to keep children calm, make the experience as stress-free as possible and will work to explain and prepare the children in developmentally appropriate ways. Future Generation can provide developmentally appropriate resources to help you continue the conversation at home and even have your own emergency drills at home.

During emergency drills or a real emergency situation, parents may not sign children into or out of the program. In the instance of an emergency drill, parents must wait until the drill is complete to sign their child into or out of the program. Our employees must be focused on conducting all aspects of the emergency drill and the children need to remain signed in and under the direct supervision of the employees for the entirety of the drill. Additionally, when the drill is concluded, employee will engage with the children in developmentally appropriate ways to review positives from the drill, allow them to ask questions and transition them back into their regular classroom routines. At this time parents will be permitted to sign their child out of care. In the event of a real emergency situation involving evacuation of the building/premises parents arriving to drop off will be required to leave with their child immediately. Any parent arriving to pick up their child will be required to wait until the management employee has determined that all employees and children are accounted for, and emergency personnel have given the all clear to allow children to leave. All other parents or emergency contact persons will be notified by parent app of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call and are required to comply with the process and procedures established for how children are to be released. This process may change depending on the emergency situation, location, and other unpredictable emergency factors. At no time is a parent, guardian, or authorized pick up person to circumvent any process or procedure to get quicker access to their child. Order and calmness are critical to keeping children safe, ensure that they are released to authorized individuals and that they are supervised by employees at all times.

In the event of a real emergency lockdown situation, anyone onsite will be required to comply with the lockdown procedures and will be prohibited from leaving the premises until emergency personnel advise. Anyone onsite is required to comply with the instructions of employees as it relates to the processes and procedures during a lockdown drill or situation.

Parents are expected to have patience with the employees as they are trying to maintain order during an often hectic and dangerous situation. It is important for parents and employees to work together, remain calm, and cooperate with the emergency personnel and center administration during these important and critical situations.

Future Generation has developed a detailed Emergency Plan. Parents may review the Emergency Plan onsite upon request. To maintain the utmost safety and security parents will not be provided with copies of the Emergency Plan details, are not permitted to take photographs or video record the contents of the Emergency Plan and the plans will not be posted to any public location.

Alternate Safe Location

Should the administration of Future Generation or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the employees and children will be taken to _____. Once the children are assembled here, the employees will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of notification.

Firearms and Weapons

Future Generation is private property and has the right to restrict concealed or open carrying of any weapon or firearm on our property. At no time is any person permitted to carry any type real or toy firearm, ammunition and/or weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program. Parents that are police/law enforcement, are not permitted to bring their service firearm or other weapons on the property during drop-off/pick-up or while attending program events.

If at any time a parent, authorized pick up person or child state that they or another individual associated with them brings a firearm or weapon of any kind to the program, threatens to use a firearm or weapon to harm an employee, child, family, or any person associated with Future Generation, the child(ren) will be immediately disenrolled from the program and police and Child Protective Services will be called. There will be no exceptions.

Threats

Threats of any kind directed at any child, employee, parent, family, or any person associated with Future Generation will not be tolerated and will result in the person issuing the threat to be barred from entering upon agency property and/or contacting the agency. If the person making the threat is the parent/guardian of an enrolled child(ren) the child(ren)'s enrollment will be terminated immediately. All threats will be documented and reported to police and Child Protective Services.

EDUCATOR CREDENTIALS & QUALIFICATIONS

Professional Employees

Our dedicated employees consist of highly trained experienced professionals committed to creating a nurturing and engaging environment for your child. Each team member is carefully selected for their expertise, passion for education, and dedication to supporting the growth and development of every child. Future Generation is dedicated to fostering a quality educational environment with ample learning opportunities for all members of our school family.

Background Checks

Employees and volunteers with access to children are required to have the following clearances and background checks on file with Future Generation prior to working in any capacity with children.

1. Criminal Background Check
2. TN State Child Abuse Registry Review

These clearances are required to be run new for every new hire prior to the first day of work and for every volunteer prior to being granted access to the program. Since some of the clearances can take a while to come back, it is recommended that any parent/guardian or other special person get their clearances on file with Future Generation as soon as possible. It does not hurt to just have them on file in case an opportunity to volunteer presents itself down the road. If you do not have completed clearances on file, you will not be permitted to volunteer at any Future Generation event or activity. No exceptions will be made.

Parents/guardians and guests attending events/programs such as end of the year ceremonies, plays and performances are not required to have clearances on file to attend if they are just attending the event to watch their child.

Non-Discrimination in Employment/Job Responsibilities

Future Generation is an equal opportunity employer and conducts all human resources processes in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees. Job Duties will be assigned without regard to the employee's race, color, creed, religion, age, gender, (including sexual orientation and gender identity), national origin, pregnancy, disability, veteran status, or genetic information. Future Generation will not entertain parent/guardian requests, on the basis of a protected class affiliation that certain employees not engage with their child or perform job functions as required in the job description as it would be illegally discriminatory.

Employee Employment by Parents/Babysitting for Families

Employees of Future Generation is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any employee for the purpose of employment. Parents who employ Future Generation employees will have their services terminated and any deposits will be forfeited. Employees who become employed by current or former clients of Future Generation will have their employment with Future Generation terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Future Generation performing any services for a current or former client of Future Generation. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Employees are not permitted to be listed as an authorized pick up person or emergency contact on a child's enrollment forms unless there is a documented family relationship. This family relationship should be disclosed at the time of enrollment by both the enrolling family and the employee. Documentation of the relationship may be requested.

DROP-OFF & PICK-UP PROCEDURES

Notification of Absences

Parents are required to inform the center by 9:00 am if a child will not be at the center on a scheduled day. This will enable the center to maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail to notify Future Generation on four occasions in one school year to give proper notice of an absence will result in the child being dismissed from the program. Parents must use the parent communication app to notify the center of their child's absence.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables us to keep track of any illnesses which may occur at our school. This information will only be shared with employee on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Future Generation will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from the program.

Drop-Off/Pick-up

It is imperative that each child is checked in by the parent on the parent communication app prior to arriving to school. You must select a pick-up person and input a pick-up time as well. Please understand that drop off time is not the time to linger or converse with faculty. Please enter all pertinent information on parent communication app.

If during the day the pick-up person listed on the app changes, the parent is to call the center and inform Faculty/Administration who the pick-up person will be. We will not let a child go with anyone without parent approval and their picture being in the app. If the person is not on the authorized pick-up list, the parent must then submit written permission via fax or e-mail. The parent must then give permission to the office to add the person to parent communication app. Your child will be denied entrance to the center if there is a domestic violence issue, if a parent fails to maintain accurate records, if a parent fails to return documents to the center in a timely fashion OR if a child is deemed by the center too sick to attend.

Please be advised, children cannot be picked up or dropped off during a fire/evacuation drill. Your child will not be admitted into the center if they are sleeping. Please ensure that your child is fully awake upon entering the facility.

Please do not bring your child into the building eating food or candy. This is a choking hazard and not permitted.

Late Pick-up

Should your child remain at the center past 6:00 pm, you will be charged \$10.00 per minute. Payment of the late pick-up fee is due to the Director by 9:00 am the following school day. A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

Release of Children

Upon enrollment each family is asked to compile a list of authorized pick-up/emergency contacts. These are the only people that will be permitted to remove your child from the center. Authorized pick-ups must have photo identification when picking up. Should you need to add parties to your authorized pick-up list, must be done in writing. Along with the notification, parents must email a picture of the person they wish to add to the authorized pick-up list.

Immediate Access

Both parents have the right to immediate access to their children. Parental rights can only be removed by a court. Unless Future Generation has in possession of a certified copy of a court order, we cannot restrict the access of the other parent.

Transportation

Future Generation prohibits employees from transporting enrolled children in their personal vehicles at any time, for any reason. Any field trips will either be walking or chartered transportation. Future Generation does not provide transportation to for any of its enrolled families at any time.

FIELD TRIPS & EXTRACURRICULAR ACTIVITIES

Field Trips

Future Generation supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, any additional cost, and mode of transportation to and from the location. Accompanying the notification people will be a permission slip to be completed, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend. There will be a maximum of four field trips per school year.

If parents wish to attend the trip with their child, they should discuss attending with the center director. Future Generation provides all required supervision for field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Future Generation sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher when notification and permission slips are distributed. Your child may be permitted to attend if required ratios can be maintained with his/her addition to the class. If your child's class is on a field trip and you do not wish your child to attend the field trip, they cannot remain at school in a different class.

CONFIDENTIALITY & PRIVACY POLICIES

Parent Code of Conduct

Future Generation bases its philosophy on respect and teaches it every day. Should a concern arise, please use the Parent/Employee Communication Form to address your issues. Consistent inappropriate parental behaviors such as profanity, physical violence, threatening gestures, and harsh inappropriate tones are unacceptable at Future Generation. This behavior constitutes a direct violation of the Home/School Partnership and can result in suspension and/or termination of services. Relationships between Future Generation employees and parents need to remain in the professional realm. Fraternization and personal relationships/private arrangements are not tolerated. This expressly includes babysitting. Parents are prohibited from contacting employees on their personal cell phones or emails. Confidentiality must be respected and it must be understood that confidentiality protects reputations and if violated can be damaging to both adults and children.

Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, an employee will complete an Incident/Accident Report. This report will be given to you for signature at pick-up time.

Parents or persons designated to act “in loco parentis” are required to sign for receipt of any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or someone designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report. Failure to sign will result in your child’s exclusion from the program until such time as the report is returned. The parent signature indicates receipt of the incident/accident report and is required.

Biting

Future Generation recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bitten or will bite another child. The employee understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember that while an unwanted behavior, biting is a developmentally appropriate behavior, and that the employee is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The employee will not punish or discipline children in the younger classrooms for biting behavior; they will redirect the children to different activities in separate areas of the classroom, offer alternate outlets for frustration or sensory seeking behavior, and provide additional support and supervision through proximity to the children.

Parents are expected to work with employees to identify methods and strategies to curb this behavior. Uncooperative parents will have their child’s services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the employee will provide consequences in line with our disciplinary philosophy, as well as observe the child to determine what provokes or elicits this unwanted behavior. Parents are expected to cooperate with employee to help their child control this behavior. Uncooperative parents will have their child’s service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year or who seriously hurt another person with their bite may have their services suspended and/or terminated since the safety of all the children in the program is of the utmost concern of Future Generation.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The employee may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed. The employee of Future Generation cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents have a concern related to the child’s health or development.

HOW TO SUPPORT YOUR CHILD'S LEARNING AT HOME

At Future Generation, we believe that learning is a continuous journey that extends beyond the classroom. Parents play a vital role in supporting their child's development at home. To continue your child's learning, we encourage you to engage in everyday activities that foster curiosity, creativity, and critical thinking.

Simple actions like reading together, asking open-ended questions, exploring nature, and involving your child in household tasks can strengthen the skills they are developing in the classroom. Creating a positive and consistent routine at home, while offering opportunities for play and exploration, helps reinforce the concepts your child is learning.

We also suggest maintaining open communication with our teachers to stay informed about your child's progress and receive tailored suggestions for supporting their individual learning needs. Together, we can ensure that your child's educational experience is rich, engaging, and consistent both at school and at home.

PERMISSION TO OBSERVE BY NON-AGENCY EMPLOYEES

Throughout the school year, Future Generation will assist the parents in securing services and screenings that benefit the children. In collaboration with local agencies screenings such as dental, vision, and developmental may be conducted. Please complete the Permission to Screen form as it is included in the enrollment paperwork on our enrollment website.

PROMOTING PHYSICAL ACTIVITY POLICY

Future Generation desires for the children to have ample opportunities for physical activity to promote their physical, cognitive, and social development. Physical activity is essential for children's growth and well-being and is integral to the daily curriculum. Our goal is to encourage physical health, improve motor skills, foster social interaction, and support emotional well-being through fun, engaging, and safe activities. Children will engage in at least 60 minutes of physical activity per day, including structured and unstructured playtime. Physical activity will occur both indoors and outdoors, weather permitting, and will be incorporated into the daily schedule. Outdoor play will be provided daily unless weather conditions are unsafe. Indoor physical activities, such as dancing, stretching, and movement games, will be incorporated on days when outdoor play is not feasible. Play equipment, such as climbing structures, balls, and scooters, will be available for children to use under appropriate supervision.

PARENT-TEACHER CONFERENCES & PROGRESS REPORTS

Parent/Teacher Conferences

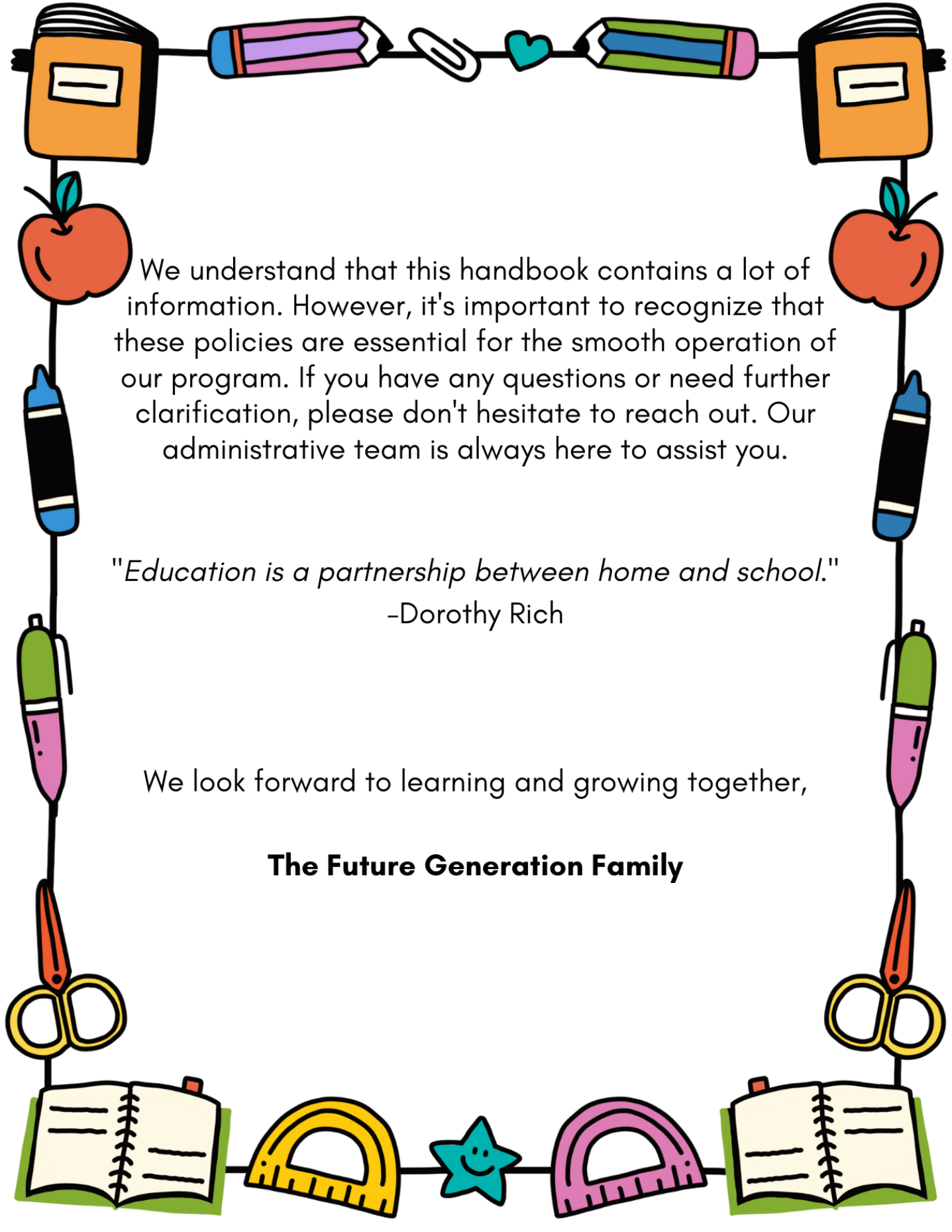
Parent-Teacher Conferences will be held at least twice per school year. Consult your school calendar for exact dates and times.

CONTACT INFORMATION & OFFICE HOUR

Location

4041 N Mount Juliet Rd, Mount Juliet, TN 37122

Office hours are from 9:00 am to 5:00 pm
Our center is open from 6:30 am to 6:00 pm



We understand that this handbook contains a lot of information. However, it's important to recognize that these policies are essential for the smooth operation of our program. If you have any questions or need further clarification, please don't hesitate to reach out. Our administrative team is always here to assist you.

"Education is a partnership between home and school."

-Dorothy Rich

We look forward to learning and growing together,

The Future Generation Family