

TREASURES OF PEACE EARLY LEARNING CENTER

Policies & Procedures Handbook

2025-2026

About Us

Treasures of Peace is a state-licensed childcare center, providing care to children ages 6 weeks to school age. Our goal is to provide excellence in our academic program, a safe environment, and enjoyable activities daily.

At Treasures of Peace Early Learning Center, we believe that every child is a unique treasure, filled with potential and creativity. Our mission is to provide a safe, nurturing, and stimulating environment where children can explore, grow, and develop a lifelong love of learning.

Our program is designed to support the whole child, cognitively, socially, emotionally, and physically, through hands-on experiences and engaging activities. We embrace diversity and encourage a sense of community, fostering respect, kindness, and teamwork among our students.

Our passionate and experienced educators are committed to creating an atmosphere where every child feels valued and supported. Through age-appropriate learning opportunities, play-based exploration, and creative expression, we guide children to discover their strengths, build confidence, and develop essential skills for their future success.

At Treasures of Peace, we are more than a learning center; we are a family where children can thrive, and parents can feel confident their little treasures are in loving and capable hands.

Curriculum & Activities

Lillio Learning Curriculum focuses on integrating developmental skills like social-emotional, physical, language, and cognitive learning through playful activities and projects, designed for children from infancy to preschool age, with a strong emphasis on hands-on learning and authentic assessment of child progress through free play and observation-based methods.

Circle Time: Circle time is a daily group activity in preschool where children gather in a circle to participate in structured learning and social interaction. It typically includes activities like singing songs, storytelling, discussing the weather, sharing news, and engaging in simple group games. The goal is to foster a sense of community, develop social and listening skills, and introduce routines that support early learning in a fun, interactive way.

Infants: Our theme-based and developmentally appropriate curriculum provides a nurturing environment for infants to thrive. We utilize the Lillio Learning Curriculum to introduce age-appropriate learning experiences that stimulate sensory exploration, cognitive growth, and emotional development. Infants are exposed to books, music, and interactive games that encourage language and motor skill development.

Toddlers: Toddlers participate in daily group time focused on reading stories, singing songs, and learning colors, shapes, numbers, and letters and open play. Our program encourages social interaction, communication, and self-expression, supporting their growth and readiness for preschool.

Preschool: Preschool classes are organized into interactive learning centers that inspire children to explore, learn, and play. Children engage in the Lillio Learning Curriculum, covering language development, phonics, reading, writing, numbers, and arts and crafts. This well-rounded approach supports creativity, problem-solving, and independence, preparing children for a seamless transition to kindergarten.

Other activities include: books and story-time, Legos, tumbling exercises, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls, various learning toys, bean bag toss, blocks, large beads and string, song games, coloring, painting, science, and puppets.

All children participate in daily outdoor recreation and activities (weather permitting), including climbing, sliding, swinging, jumping, running, balls, racing, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, safe water toys, and exploring nature.

Rates and Registration

Registration fee: \$50.00 per family enrollment

Age	Weekly Rate & Monthly Rate	
6 weeks – 12-18 months	\$348.50	\$1,394.00
18 mons/Walking – 3 years old	\$298.50	\$1,194.00
4 – 5 years old	\$275.00	\$1,100.00

Family Discounts: Multiple Child Discount: 10% monthly discount for each additional child.

Late Fee & Non-Payment Policy

Tuition payments at Treasures of Peace Early Learning Center are due in full on the designated due date, as outlined in each family's enrollment agreement.

Late Fees

- A **late fee of \$25.00** will be applied to any account that is **not paid in full by the close of business on the due date**.
- Late fees are applied **per occurrence** and are **non-refundable**.
- Continued non-payment may result in **additional late fees** at the discretion of administration.

Payment Arrangements

- Payment arrangements may be approved **at the discretion of administration** and must be **requested prior to the due date**.
- Accounts with approved payment arrangements remain subject to applicable late fees if the original payment deadline is missed.
- All approved payment arrangements must be satisfied by the agreed-upon date to avoid further action.

Interruption in Care

- Failure to pay the full balance (including late fees) by the approved payment arrangement date may result in an **interruption or suspension of care** until the account is brought current.
- Care may resume once the **full outstanding balance** has been paid.

Chronic Late Payment

- Repeated late payments may result in:
 - Loss of payment arrangement privileges
 - Requirement of advance or prepaid tuition
 - **Termination of enrollment** at the discretion of the center

Acknowledgment

Enrollment at Treasures of Peace Early Learning Center constitutes agreement with this Late Fee and Non-Payment Policy.

Tuition is billed for all children enrolled in care, regardless of attendance, including absences due to illness, vacations, holidays, or other personal reasons. By enrolling your child, you acknowledge and agree to pay all tuition and applicable fees in accordance with the center's tuition and payment policies.

Scholarships and Financial Assistance:

- Department for Children and Families (DCF)
- Raising Riley
- Military Fee Assistance (Child Care Aware)

Payment is accepted via Visa, MasterCard, Discover, Cash, Money Orders, and BrightWheel.com. Monthly payments are due on the 1st; weekly payments are due every Monday or when your billing plan starts. A two-week written notice is required for withdrawal.

Admission Requirements

- Ages: 6 weeks to 5 years or school age
 - Hours: Monday – Friday, 7:00 AM – 5:00 PM
 - Required documents: enrollment forms, immunization records, medical record, registration fee, first and last week's deposit
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Holiday Closings

We observe the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and Christmas. Spring, Fall, and Winter breaks are noted in the calendar.

Staff Training Days

- Treasures of Peace conducts periodic **staff training days** to ensure all educators remain up-to-date with best practices in childcare, safety, and curriculum development.
- On training days, the center will be **closed to children**.
- Parents will receive **at least 30 days' prior notice** of any scheduled staff training day to allow for planning alternative childcare arrangements.

Policies

Drop Off & Pick-Up: Children must arrive by 10:00 AM. Parents must check in children and walk them to their classroom. Only authorized individuals may pick up children with proper photo identification. Custody agreements must be provided if applicable.

Hours of Operation & Late Pick-Up Policy

Hours of Operation

Treasures of Peace Early Learning Center operates **Monday through Friday, from 7:00 a.m. to 5:00 p.m.**

All children must be **picked up by 5:00 p.m.** each day.

Late Pick-Up Fees

- A **late pick-up fee of \$5.00 per minute per child** will be assessed beginning **one (1) minute after 5:00 p.m.**
- Late fees are calculated per child and are **due at the time of pick-up** or will be **added to the family's account** and must be paid prior to the child's next scheduled attendance day.

Repeated Late Pick-Ups

- Repeated late pick-ups may result in:
 - Increased late pick-up fees
 - Requirement of a revised pick-up plan
 - **Interruption or termination of care**, at the discretion of administration

Emergency Situations

- Parents experiencing an emergency or unavoidable delay must **notify the center as soon as possible.**
- Notification does **not waive late fees**, but communication is expected and appreciated.

Failure to Pick Up

- If a child has not been picked up within a reasonable time after closing and the parent or emergency contacts cannot be reached, the center may contact **local authorities**, as required for the child's safety and in accordance with licensing regulations.

Staffing & Safety

Late pick-ups impact staff scheduling and state licensing ratio compliance. Consistent on-time pick-up is essential to maintaining a safe, safe, and supportive learning environment.

Acknowledgment

Enrollment at Treasures of Peace Early Learning Center constitutes agreement with this Hours of Operation and Late Pick-Up Policy.

Guidance & Discipline:

- Redirection → Discussion → Calming Space → Director's Office → Parent Notification
- No corporal punishment, humiliation or abuse of any child in our care.

Child Abuse

All staff are mandated reporters under state law. Any suspicion of child abuse, neglect, or exploitation must be reported immediately to the Department of Family and Children's Services (DCF). Staff are trained to recognize signs of abuse, including physical, emotional, or behavioral indicators, and to document and report any concerns without delay. Confidentiality and child safety are prioritized at all times.

Camera Use

Cameras are installed in classrooms and common areas to ensure the safety of children and staff. Cameras are used solely for live monitoring, training, and internal staff review. Cameras are never placed in private areas, such as restrooms or changing stations. Access is limited to administrative staff for safety monitoring purposes only.

Meals

The center provides **breakfast and afternoon snacks**. Parents are responsible for bringing a **nutritious lunch** daily. Milk and juice are offered at meal times, and water is available

throughout the day. Meal plans emphasize balanced nutrition and portion sizes appropriate for each age group. Staff monitor children during meals to ensure safety and encourage healthy eating habits.

Nap Time

- **Toddlers and Preschoolers (1–5 years):** Scheduled from 12:00 – 2:30 PM.
 - **Infants:** Nap as needed, following individual sleep patterns.
 - Children are provided cots with sheets. Parents supply blankets, which are sent home weekly for washing.
 - Quiet activities are offered for children who do not sleep. Staff continuously monitor all children to ensure a safe, calm, and comfortable rest environment.
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Biting

Biting is addressed as a developmental behavior, not through punishment.

- Staff immediately care for the child who was bitten and provide guidance to the child who bit.
- Staff observe the circumstances leading to biting, and strategies are implemented to prevent recurrence.
- Parents of both children are notified in writing and encouraged to support behavior changes at home.

Behavior That May Result in Termination of Care

At Treasures of Peace Early Learning Center, we want every child to be safe, happy, and learning. We work with children and families to guide positive behavior. However, certain behaviors are very serious and may require a child to leave the center if they put themselves, other children, or staff at risk.

Examples of these behaviors include:

- **Hurting others** – hitting, kicking, biting, scratching, or physically hurting another child or staff member after several attempts to work with the child and family.
- **Threatening or scary behavior** – saying things that frighten others, threatening someone, or using mean words repeatedly.

- **Dangerous objects** – bringing toys or items that could hurt someone.
- **Damaging property** – breaking the center’s property or another child’s belongings on purpose.
- **Repeated unsafe actions** – doing things that put themselves or others at risk, even after staff guidance and redirection.

What happens first:

- Staff will document the behavior.
- Parents will be notified and involved to help guide the child.
- Staff will use teaching, redirection, and support strategies appropriate for the child’s age.

When care may end:

If the behavior continues or becomes dangerous despite guidance and parent support, the Director may decide that the child can no longer attend for the safety of everyone.

Immediate Termination:

In cases where the child’s actions create an immediate danger, the center may end care without prior notice to keep all children and staff safe.

Television

Television viewing is **limited to educational programs** such as music, movement, or language-based shows. Viewing is **no more than 30 minutes at a time**. Programs are carefully selected to promote developmentally appropriate learning experiences.

Staff Qualifications

All staff meet state licensing requirements, including:

- Passing a criminal history background check
- Current CPR and First Aid certification

- Ongoing professional development in child growth, safety, and developmentally appropriate practices
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Medication

- Medication is administered **only with written parental authorization**.
 - Prescription and over-the-counter medications must be in the **original labeled container**.
 - Staff do **not administer fever reducers** during the day. Parents must consult the director for alternative arrangements.
 - Adverse reactions are reported to parents immediately, and emergency procedures are followed if necessary.
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Allergies and Special Dietary Needs

Parents must provide **written documentation** of any food allergies or dietary restrictions.

- The center will take precautions to prevent exposure to allergens.
 - Modifications to meals or snacks will be implemented in coordination with parents.
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Child Accident Policy

- **Minor injuries:** First aid administered on-site, incident report completed and uploaded to BrightWheel, parent notified at pick-up.
 - **Serious injuries:** Emergency medical services contacted immediately, parents notified, and follow-up care plan documented.
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Immunizations

- Up-to-date immunizations are required by state law.
 - Parents must submit updated records after each vaccination.
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Exclusion of Sick Children

Children with fever (100.4°F or higher), vomiting, diarrhea, or other contagious symptoms must remain at home. Children may return **24 hours after symptoms have resolved**. Staff will not administer medications to reduce fever during the day.

Hand, Foot, and Mouth Disease (HFMD) Policy

- Children exhibiting symptoms of HFMD (fever, mouth sores, or rash on hands/feet) will be **isolated from other children** until parent pick-up.
 - Parents are required to pick up the child **immediately**.
 - Child may return **once fever-free for 24 hours and sores have begun healing**, with a doctor's note if requested.
 - Staff practice frequent **handwashing**, disinfect shared surfaces, and notify parents of possible exposure.
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Off-Duty Babysitting

Staff are **prohibited** from providing off-duty childcare to enrolled families to maintain professional boundaries and ensure child safety.

Notifiable Communicable Diseases

All suspected cases of notifiable diseases are reported to the health department. Parents must inform the center if their child has been exposed to such diseases. Notifications to other families will be sent as appropriate.

Handwashing, Cleaning & Disinfecting

- Staff and children must wash hands: upon arrival, before/after meals, after using the restroom, and after contact with body fluids.

- Frequently touched surfaces, toys, and equipment are sanitized daily.
 - Toys mouthed by children are cleaned and sanitized before reuse.
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Parental Access

- Parents may visit the center **unannounced** at any time.
 - Daily communication about the child's care is provided verbally or via BrightWheel.
 - Infant room allows parents to nurse or feed their child as needed in a designated area.
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Prohibited Substances

No smoking, vaping, or use of illegal/prohibited substances is allowed on center premises.

Emergency Plans

- Fire drills conducted **monthly**
 - Tornado and other emergency drills conducted **semi-annually**
 - Written procedures for evacuation, lockdown, shelter-in-place, reunification, and continuity of operations are maintained and accessible.
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Dates the Center Will Be Closed

- **January 1 – New Year’s Day**
- **January 19 – Martin Luther King Jr. Day**
- **February 16 – Presidents Day**
- **March 12 – Staff Training Day**
- **March 16-20 – Spring Break**
- **April 3 – Good Friday**
- **May 25 – Memorial Day**
- **June 19 – Juneteenth**
- **July 3- Independence Day**
- **September 7 – Labor Day**
- **November 23-27 – Thanksgiving Break**
- **December 21 – 25 Winter Break**
- **December 31- Jan 1 – New Years Eve & New Years Day**