

Center Policies



A Place to Grow, LLC
An Early Learning Center
Brentwood, NH



A Place to Grow, LLC An Early Learning Center

Our Story

A Place to Grow, LLC was established in 2005 by Jennifer Briggs and her husband, Robert out of a need the family had for high quality dependable care for their two children, Maggie and Jacob.

Jennifer has a B.A. in Natural Science and Mathematics and Secondary Education. She has taught all grades from preschool through high school. She left teaching in 1999 for financial reasons and went to a well-known pharmaceutical company, where she worked in project management.

After having two children, they found it was time to regroup themselves and provide a better opportunity for their family to be together, while extending the opportunity for quality care to others in working families.

Our Mission

It is the mission of A Place to Grow, LLC to provide the highest quality care possible for families balancing the needs of home and work.

Our Families

We strive to serve those families where both parents are working full time and require an enriching environment for their children. Enrollment will be prioritized for children requiring full time care. We are focused on providing care to infants through five years of age.

Enrollment is open to all families. A Place to Grow, LLC does not discriminate in any way against any individual because of such individual's religion, race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Programs can be modified to meet the needs of individual children with special needs. We will work closely with any third party, school district or agency providing services for our children to develop a program which meets their needs.

A Place to Grow welcomes our families into the center at any time, so you can share in the good things going on and be more involved in your child's activities and feel more confident in the quality of care our center provides. We welcome families to join us throughout the year during our Halloween party, Thanksgiving feast, St. Patrick's Day Dinner, and end of school year celebration.



A Place to Grow, LLC An Early Learning Center

Our Vision

Our vision is to provide a warm, loving, and community focused learning environment for young children.

We use a theme-based curriculum, which changes monthly, to guide the daily activities throughout the center. A set of words are chosen each month which correspond to the monthly theme that children will learn in American Sign Language, French, and Spanish.

Curriculum includes science, math, language arts, social studies, and arts and music, and physical education. Learning will be accomplished through many mediums, including play, art, music, stories, and directed learning opportunities.

Our phonics and reading program uses Starfall as the basis of the program. We have chosen this method because it meets all of our education needs as a center is engaging and readily available free of charge to all families via the internet. This method allows us to bring technology into the classroom.

Our teachers adapt the curriculum accordingly to meet the needs of the children in their care.

Curriculum and learning opportunities for children are designed to meet the [NH Early Learning Guidelines](#) and the [NH K-12 Curriculum](#)

Our Staff

It is the goal of A Place to Grow, LLC to hire staff whose qualifications exceed the state requirements for licensing or credentialing standards. Our teachers are professionals and our goal is to provide opportunities as such. Staff is required to attend training for infant and child CPR and first aid yearly, as well as seek other professional development opportunities such as college courses, professional memberships, and regional conferences.

Tuition

Every attempt is made to ensure rates are not prohibitive for working families and maintain a tuition rate which is competitive with the surrounding market areas while ensuring viability of A Place to Grow, LLC. We reserve the right to change tuition rates at any time, but try to arrange for at least 2 weeks notice before doing so.



A Place to Grow, LLC An Early Learning Center

Our tuition is a set fee per child per month, depending on age. A discount is applied for siblings. This fee includes all activities endorsed by the center. If you choose to have access to the internet-based web-monitoring program, a separate fee will be applied. Tuition received after the first of the month will be assessed a late fee per day as specified on the schedule of fees. Tardiness of payment or lack of payments may result in your child being removed from our program.

Parents may elect to enroll for the full year program or the school year program (September through June). Deposits for September must be left in June to reserve a space for the following school year.

Cancellation days due to inclement weather and missed school days for a child being sick or parent choice to keep them at home, etc. are not subject to reimbursement.

Enrollment Process

A registration fee, a one month deposit is required (see schedule of fees) to hold a space for your child until the agreed upon start date between A Place to Grow, LLC and a family. On or before the first day of school, A Place to Grow, LLC must receive a registration and emergency information form and a child health form.

Registration fees are a guarantee that you will be enrolling your child at A Place to Grow and that we will ensure availability for the agreed upon start date. All registrations fees are non-refundable.

Trial Period

Before enrolling your child, you are welcome to shadow your child for a short period of time to ensure you and your child are comfortable with the staff and other children in the center. As the period of adjustment for your child may take some time, we have a 60 day trial period. At any point during this time, you or A Place to Grow, LLC may request the removal of a child from our care. As we are a small center, it is essential that our children and families work well together.

Withdrawal

We request at least 2 weeks notice for any child being withdrawn from our care. Any period of time less than 2 weeks will be billed for the two weeks of care. We request that all accounts are paid in full on the last day of care.



A Place to Grow, LLC
An Early Learning Center

Any child may be withdrawn from A Place to Grow, LLC at any time, with no prior notice, should the actions of a child or caregiver result in conditions which are not favorable to a positive environment for our children, families, or staff.

Hours of Operation

We are open for business Monday through Friday from 7 am to 5:30 pm. Any child picked up or dropped off outside of these times will be subject to a late fee (see schedule of fees) payable the next business day.

The following holidays are observed by A Place to Grow, LLC and the center will be closed:

New Year's Day, President's Day, Memorial Day, Independence Day, Friday before Labor Day, Labor Day, Columbus Day, Thanksgiving (2 days), Christmas Eve and Day, New Year's Eve. If a holiday falls on a weekend, it is at the discretion of A Place to Grow, LLC to observe an alternate day.

The following vacation times are observed by A Place to Grow, LLC and the center will be closed:

Christmas Eve through New Year's Day
Week including Independence Day

Cancellation Policy

Every effort will be made to remain open during extreme weather conditions, as most employers still expect you to be at work despite the weather. If we decide to close, we will make a decision by 6 am. We will post the closing on WMUR-Channel 9. Please watch WMUR on TV or log into their website. If you have questions, you may reach me on my cell phone at 603.401.1499. I will also try to reach each family individually, beginning with those who arrive at school the earliest.

Should weather be bad enough that we decide to close mid-day, we will do our best to give as much notice as possible. Conditions which require us to close include concerns for safety of children and staff, power and telephone outages.

Under extreme circumstances, there may be instances when the center chooses to close for health reasons. If the center is experiencing an illness, the Director may deem it necessary to close the school so that children and staff have time to recover from the illnesses without reinfecting those around them. This time will also be used to fully sanitize the school to minimize any future spread of the illness.

Cancellation days are not subject to reimbursement.



A Place to Grow, LLC
An Early Learning Center

Attendance

All children must be signed in and out on the daily attendance sheet by their parent or previously authorized person as indicated on the child's registration sheet. At the end of the week, per state law, the parent is required to sign the attendance sheet and verify attendance. Anyone other than the parent of the child will be required to show a photo ID prior to us releasing the child to them. A photocopy of the ID will be made and kept on file for future reference. If someone other than the parent is going to pick up a child, a phone call or written communication from the parent is requested in advance.

If a child will not be attending school for the day, please call by 8 am so we may plan our staffing and activities appropriately.

Days your child does not attend due to illness or parent choice are not subject to reimbursement.

Discipline

A Place to Grow uses the Positive Behavior Intervention Support (PBIS) System. PBIS is a developmentally appropriate behavior support system that encourages staff, children and families to develop behavioral expectations which will help them succeed in school and society. Expectations for behavior during school are included in attachment 1 (school behavior matrix). We encourage families to use a similar set of behavior expectations for their home as well.

If necessary, A Place to Grow, LLC will seek the help from outside sources to create a behavior plan. Preschool Technical Assistance Network is an example of a consultant that is available to us. The staff, parents and any outside consultants (if needed) should work together to find an appropriate solution to unwanted behaviors. If the behavior is not resolved after a reasonable period of time, A Place to Grow, LLC reserves the right to expel the child from the program.

Meals

As the tastes and needs of all children vary widely, we ask that parents provide all meals, snacks, and drinks their children will require during the day. A Place to Grow, LLC may provide juice, water, and/or snacks on special occasions. We ask that all meals and snacks are healthy and follow appropriate nutritional guidelines. Please no candy, chocolate, gum, etc.

All food allergies need to be clearly communicated to the staff. Because nut allergies can be so severe in small children, we are a nut free school. We



A Place to Grow, LLC An Early Learning Center

reserve the right to make designated classrooms or the entire center free of specific foods, in addition to nuts, should the enrollment of any child require us to do so as a precaution. We will provide appropriate notification to parents if this situation arises. *Food may not contain nuts or be manufactured in a facility that processes nuts.*

Clothing and Footwear

Please dress your children appropriately for active play, painting, and other potentially messy activities. We make every effort to ensure clothing is protected during messy activities, but are not accountable for damage to clothing. Girls in dresses will be required to wear shorts or diaper covers under dresses, as diapers may become torn or ripped during active play.

All children are required to keep at least 2 sets of comfortable clothing on hand at all times. A Place to Grow, LLC will provide extra clothing for the children should the need arise. We ask that our clothing be returned in a timely fashion so it is available for others.

Please be sure your children are in comfortable footwear appropriate for active play. If a child is not in appropriate footwear for an activity, the child may be restricted from participation. Flip-flops, jelly shoes, hard soled shoes, and open back shoes are not considered appropriate for active play.

Cubbies

Our foyer is designed so that each child has a personal coat hook and cubby. Please leave all belongings, including coats, shoes, and bags, in the foyer. This helps to keep the classrooms clean and dry for daily activities. Please check your child's cubby daily for teacher notices and your child's projects.

Communications

The foyer is designed to be the central point for every parent and staff member coming into and out of the building. Communications and school calendar with thematic units will be updated on the bulletin board as needed. Please be sure to check daily for communication relevant to you and your child. Any letters to be sent home will be placed in each child's cubby. Please be sure to check cubbies daily. We strongly encourage daily communication between our staff and parents. You may call the center and speak to staff at any time or make an appointment for a conference.

Personal Belongings

Please do not bring toys or other personal belongings from home, other than those designated for nap time. Children feel strongly about their personal belongings and this can create conflict and sharing issues in the classroom.



A Place to Grow, LLC
An Early Learning Center

Items brought from home will be placed in the child's bag or cubby until pick up time.

Nap times

A Place to Grow is required by state law to provide a nap or quiet time for each child during the day. We will provide cots and sheets for naps. If your child has a favorite blanket or comfort object that they would like during this time, please feel free to bring them in from home. Please be sure anything brought from home is clearly labeled with the child's name. Items will be sent home on Fridays for washing and return on Monday.

Progress Reports

Our staff is trained using a formal evaluation process for child development. Progress reports will be issued annually or, as needed. Parent and teacher conferences will be arranged at these times to review the current skills and behaviors of your child. Together the teacher and parents will jointly create a development plan for the future evaluation period. Parents are encouraged to talk with your child's teacher throughout the year and may schedule a formal meeting outside of the normal progress report timeframe.

Illness

Per NH State Law, child care personnel shall observe each child each day upon arrival and throughout the day for injuries and symptoms of illness which:

- (1) Impair or prohibit the child's participation in the regular child care activities; or
- (2) Require more care than child care personnel are able to provide without compromising the health and safety of the ill or injured child or the other children.

The symptoms of illness referenced above shall include, but not be limited to, the following:

- (1) More than one episode of vomiting in one day;
- (2) More than one episode of diarrhea in one day;
- (3) Uncontrolled coughing or wheezing;
- (4) Unusual or extreme fatigue or lethargy;
- (5) Skin lesions which have not been diagnosed or treated by a



A Place to Grow, LLC
An Early Learning Center

licensed health practitioner; or

(6) An oral temperature of 101 degrees Fahrenheit or higher, an under arm temperature of 100 degrees Fahrenheit or higher combined with any of the following:

- a. Diarrhea;
- b. Rash;
- c. Ear ache;
- c. Sore throat; or
- d. Vomiting.

When a child exhibits symptoms of illness as specified above, child care personnel shall contact the child's parents and inform them of the need to remove their child from the program. Children who are sent home exhibiting these signs may not return until 24 hours after the last symptom or fever are present. Children must be fever free for 24 hours.

A child who is sick and has seen the doctor should provide a doctor's note stating it is acceptable for them to return to school. If your child has been diagnosed with something contagious, please notify the school at once. We will notify other parents so they can be on the lookout for similar signs and symptoms and we can disinfect the center appropriately to avoid spread to other children.

Contact Information

Contact information, including address and phone numbers (home and work) must be kept up to date. Please notify center staff of any changes that need to be reflected on your enrollment forms.

Medication

If your child must take medication (over-the-counter or prescription) during the day a medication form must be completed. Additionally, application of sunscreen, bug spray, diaper rash cream, etc are all subject to this policy. Any product our staff is requested to administer or apply to a child should be clearly labeled with the child's name and a permission form signed indicating the product and instructions for use.



A Place to Grow, LLC An Early Learning Center

Share in My Day

Share in My Day is an internet viewing provider. Families can login to the internet using a password and ID and watch their child's day unfold. Share in my Day provides an opportunity for A Place to Grow to welcome our families into the center, so you can share in the good things going on and be more involved in your child's activities and feel more confident in the quality of care our center provides.

Photographs

From time to time we may take photographs of our attending children to document their experiences at A Place to Grow, LLC. We will use these photographs for bulletin boards, documentation of skills and growth, etc. Parents will be asked for their consent to use any photograph of their child which we may want to use for advertising to a wider audience, such as our website. A separate permission slip will be given to each parent should we make this request. At no time should you feel obligated to allow us to use your child's image. We understand and respect the needs and concerns for the privacy of each family.

Families Hiring A Place to Grow, LLC Staff

We understand that our staff and families may form relationships that extend beyond the center. Please respect their obligation to fulfill their job responsibilities while on site and do not discuss personal arrangements while here at A Place to Grow, LLC. A Place to Grow, LLC holds no responsibility or liability for care provided by our staff and your family outside of our business.

Emergency Planning

The A Place to Grow, LLC in cooperation with the NH Department of Safety and the Brentwood Fire Department have made the following arrangements in the case of an emergency:

Emergencies Requiring Building Evacuation

We have made arrangements with **Beane Mechanical** (owned by a family attending the school) to use their building as a meeting place should we need to evacuate our building for any reason, such as a fire. Beane Mechanical is located directly across the street from our school. The alternative location is my house located at 175 Karlin Rd in Fremont. My house is located in one of the new sub-divisions directly behind the school. If you cannot reach the school (679-1660) or my cell phone (401.1499) call the Brentwood Fire Department at 642-8132. They have a copy of our procedures on file.

Emergencies Requiring Relocation Due to a Town or State Emergency



A Place to Grow, LLC
An Early Learning Center

We have been working with the NH Department of Safety, Office of Emergency Management and Brentwood Fire Department to develop evacuation procedures for major events. Every daycare inside of a 10 mile radius to the Seabrook Nuclear Power Plant is required to have these procedures in place. Should we be required to evacuate the area, we will be bused to the **Memorial High School or Southside Middle School in Manchester, NH.** If the emergency is a smaller scale (chemical spill from a tanker on 125), we may be evacuated locally. In either event, you can tune your radio to **97.5 FM** for more information or call the **Brentwood Fire Department at 642-8132 to determine our location.**



A Place to Grow, LLC
An Early Learning Center

PBIS School Behavior Matrix

Mission Statement: To implement a developmentally appropriate behavior support system that encourages staff, children and families to develop behavioral expectations which will help them succeed in school and society.

	Be Safe	Be Helpful	Be Nice
Class	<ul style="list-style-type: none"> • Walking Feet • Play carefully with our toys • Keep hands to yourself 	<ul style="list-style-type: none"> • Clean up • Use listening ears 	<ul style="list-style-type: none"> • Share • Use kind words like Please and Thank you • Use inside voices • Take turns
Bathroom	<ul style="list-style-type: none"> • Wash Hands • Flush toilet 	<ul style="list-style-type: none"> • Turn off lights • Close door quietly • Use listening ears 	<ul style="list-style-type: none"> • Go when asked • Clean up after yourself
Tables	<ul style="list-style-type: none"> • Bottoms on Chair • Feet on floor • Four legs of chair on floor • Keep hands to yourself 	<ul style="list-style-type: none"> • Clean up • Push chair in • Use listening ears 	<ul style="list-style-type: none"> • Use inside voices • Use kind words like Please and Thank you
Cots	<ul style="list-style-type: none"> • Keep your whole body on cot 	<ul style="list-style-type: none"> • Let your friends rest • Use listening ears 	<ul style="list-style-type: none"> • Rest quietly
Hallway	<ul style="list-style-type: none"> • Stay in line • Keep hands to yourself 	<ul style="list-style-type: none"> • Line up when ready • Get shoes and coat on • Use listening ears 	<ul style="list-style-type: none"> • Use quiet voices • Touch only your own things
Playground	<ul style="list-style-type: none"> • Keep sand in the sandbox • Up ladders, down slides • Stay inside chains or playground unless with a teacher • Keep hands to yourself 	<ul style="list-style-type: none"> • Clean up • Use listening ears 	<ul style="list-style-type: none"> • Share • Use kind words like Please and Thank you • Take turns
Eating	<ul style="list-style-type: none"> • Small bites • Chew slowly • Wash hands 	<ul style="list-style-type: none"> • Clean up • Use listening ears 	<ul style="list-style-type: none"> • Talk only when your mouth is empty • Chew with your mouth closed



A Place to Grow, LLC
An Early Learning Center

Acknowledgement of Center Policies

I, _____, parent or guardian of
_____ have seen and
acknowledge and agree to adhere to the center policies and schedule of fees
for A Place to Grow, LLC.

Signature _____

Date _____

Acknowledgement of receipt by Director or Owner of A Place to Grow, LLC

Initials _____ Date _____

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