

# **Policies and Procedures Handbook**

## Introduction and Welcome

### **Welcome!**

Thank you for choosing Oasis Training Center , where we strive to provide an environment that is both stimulating and nurturing. We promote learning through discovery, exploration and self-expression in a safe setting with experienced teachers and caregivers who understand the importance of developing the whole child.

Our center is well-equipped for infants through children 6 years of age.

### **Statement of Faith**

At our childcare center, our foundation is rooted in faith, guided by the principles of love, compassion, and respect as illuminated by our belief in God's teachings. We strive to create an environment where children not only receive quality care but also experience a nurturing atmosphere that reflects Christian values. Through prayer, kindness, and a commitment to moral growth, we aim to foster a foundation of faith that supports each child's spiritual, emotional, and intellectual development."

### **Our philosophy of learning**

"At our childcare center, we embrace a philosophy of learning guided by the belief that God directs our operations. We recognize that every child is a unique creation, and our approach is centered on fostering their holistic development mind, body, and spirit. Through age-appropriate activities, loving guidance, and an environment infused with Christian values, we strive to create a nurturing space where children not only learn academically but also grow spiritually. Our commitment is to provide a foundation that empowers each child to flourish in God's light, cultivating a love for learning and a strong moral compass." Our philosophy of humanity wellness is what harvest you are expecting, plant that and you will receive that.

## **Non-discrimination Policy**

Oasis Training Center prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission of, or in employment and application for employment.

“One of the Best in the Area”

Welcome to Oasis

We've been giving the gifts of Precious Children to care for, Love, Teach, and Train. Children are a heritage of the Lord. The greatest decision is your trust given to us.

Oasis takes that responsibility while not always easy, we do it with mission Focus, Love, and Care.

We are a year childcare facility providing programs to children ages 6 weeks to 12 years of age in the Petal and Hattiesburg, Mississippi areas.

The early years of a child's brain developing in learning are critical. Their synapses and neurotransmitters are at all time high, absorbing everything. Our willing and loving staff's duty is to make your an experience with The Love of God! ♥

We are honored that you have chosen our daycare!

### Curriculum and Special Activities

#### **Curriculum**

We believe that young children best learn by guided exploration through play with some direct instruction. Therefore, our daily schedule reflects a balance of exploratory learning, small group work, and whole group learning opportunities. We use the ABEKA Program & Early Learning Collaborative curriculum. This research-based curriculum encourages play based learning with a focus on social, emotional, and physical development. A sample daily schedule for each age level has been provided at the end of this handbook.

## **Field Trips**

Several field trips are planned during the year to provide enrichment activities to the children. Written parental/guardian permission is required prior to your child going on a field trip. Children will be transported in our center's van. Parents also have the option to transport their child to and from the outing destination. Parents can also opt to keep their child at Oasis Training Center instead of going on the field trip. Parent volunteers are always welcome to attend field trips.

## **Enrichment Activities**

Oasis Training Center believes in providing children with enriching and engaging experiences. We occasionally schedule special presentations by people in our community to provide additional educational opportunities to the children. Fire fighters, police officers, and military servicemen and women have been invited to speak at Oasis Training Center. Parents will be notified in writing in advance of these visits and can opt out of having their child participate if desired. An alternate activity will be provided on these occasions.

## **Birthdays**

Cupcakes or cookies can be sent in for your child's birthday with advanced notice of at least one week. All treats must be store bought and may not be homemade due to the health policies of the state of Mississippi for daycares. We ask that you send cupcakes instead of cake, as this is easier to serve. Parents will be notified in advance of upcoming birthday parties and will be required to provide an alternate snack for children with food allergies. If you do not want your child to participate in birthday parties, please indicate this in writing upon registration. Your child will be provided with an alternate

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## Enrollment and Withdrawal

## **Enrollment Requirements**

Before your child can be officially enrolled in Oasis Training Center you must complete and provide the following documents:

### **First Steps**

- Tour/Consult with Enrollment Team Members (Children 1 - 3 years of age must be present)
- Enrollment Form
- Copy of Immunization Record or Signed Waiver
- Signed Consent Forms (those that are applicable)
- Registration Fee must be paid \$100

### **Next Steps**

- First Weeks Tuition
- Parent Contract
- Welcome Letter Emailed Containing Supply List, Calendar, Parent Handbook, Important Contacts.

### **Start Date Determined**

- August Start Date - Mandatory Parent Orientation:
- Bring supplies; Turn in required forms from Parent Handbook
- All Other Start Dates - First Day to Attend Oasis Training Center
- Bring supplies; Turn in required forms from Parent Handbook

### **Trial Period**

All children will be accepted on a 2 week trial period to ensure that the child is a good fit for our daycare. During this 2 week trial period, the provider or parent can terminate this agreement with 5 days written notice if it believed that the child is not a good fit for our daycare.

### **Waitlist**

Once Oasis Training Center has reached capacity, your child will be placed on our waitlist. This requires a \$50 refundable deposit to secure your child's spot. When a spot becomes available, you will be contacted and will have 48 hours to respond or you will lose your spot and the next parent on the waitlist will be contacted.

### **Withdrawal**

Occasionally, a child will exhibit behaviors while being in our care. If the difficulty persists, we will schedule a conference with you to develop an individual plan for the success of your child. However, if the child's behavior continues to be disruptive or unsafe despite this intervention, we reserve the right to withdraw your child from our care. If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at anytime. In such an event, we will be paid in full through the end of the week in which such termination occurs.

You must give a two week notice when voluntarily withdrawing your child from Oasis Training Center. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

### **Registration Fee**

A non-refundable registration fee in the amount of \$100 is due upon signing the child care contract.

### **Payment Due Date**

Payments are due the Monday before care. Payments may be made by Brightwheel.

Child Care assistance through MDHS co-payments must be made in cash to the center, the first of the month.

### **Late pick up Fees**

Parents/Guardians will be charged additional fees for early drop off/late pick up.

\$15 per minute increment

\$20 per 5-minute increments

\$25 per 30-minute increments

### **Arrival**

For full time students, arrival occurs between **6:30AM-9:00AM**, unless your child has a Dr. appointment, we ask that your child is in attendance by **10:00AM** with a Dr. note. During arrival, please park in the designated parking spaces and ring the bell to enter the building. Doors are always locked. Once you enter, please sign in via Brightwheel. One of our staff members will escort your child to their classroom. If your child will be absent, please notify us by 8:00AM if your child will not attend by calling our center.

### **Dismissal**

All children must be picked up by **5:30PM**. Please ring the bell to enter the building. You will be required to sign out your child. If someone else will be picking up your child, they must be on the Authorized Persons list. Photo ID will be required by the person picking up your child. Individuals other than parents who pick up the child will be asked for picture ID to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will call you immediately.

### **Departure Procedures**

Follow the same Traffic Flow as in Morning Arrival. If you arrive between the hours of 1:00PM-2:30PM, please send a message through Brightwheel or give us a call to inform the staff. Please allow adequate time to have your child ready, due to nap hours during that time frame. Please note that if the staff is unaware of early pick up, we may ask that you wait patiently in your vehicle due to other classmates sleeping.

Please note that child depart Oasis Training Center only with those persons stated on the child's pick-up list. You still may be asked to show identification.

Children leaving and returning later in the day must be signed out and signed back in. Note: Parents of children remaining after 5:30PM are charged a \$25 late fee.

If a non-custodial parent has restrictions on being allowed to drop off or pick up the child, court documents must be provided and **ALL** court documentation must agree, or the child will not be allowed to enroll.

## **Illness and Injury Policies**

### **Child Absence Due to Illness**

If your child has a fever, vomiting, diarrhea, Covid, cold, flu or other contagious illness, please keep your child at home until symptoms have subsided and they are without fever, diarrhea, and vomiting for a period of at least 24 hours. When a child is ill and will stay home, the Parent/Guardian is expected to make every effort to give the provider as much notice as possible. Parents/Guardians are expected to pay on child sick days. If a child does not arrive for the day and no notice has been given to the provider, parent/guardian is still expected to pay for that day of care.

### **Illness During Care**

When a child becomes ill while in the care of the provider, the provider will immediately notify the parent/guardian. If a child presents with a fever above 100, vomiting, or diarrhea, the parent/guardian or approved pick up person, will be required to come pick up the child from care. Oasis Training Center may require a physician's note to return the child to care at our discretion.

### **Biting Policy**

#### **Dear Parents and Guardians,**

This letter serves as an introduction to our Biting Policy and is meant to help you understand how we approach this common behavior in our classroom.

As young children grow and learn to interact with others, especially in group settings, they are still developing the skills they need to communicate, share, and manage big emotions. During this learning process, it's not unusual for some children to express themselves through behaviors like biting. While it can be concerning, biting is a common part of early childhood development.

We're providing this policy to explain how we handle these situations in our classroom. Our goal is to keep all children safe while supporting both the child who bit and the child who was bitten. We use age-appropriate strategies that are calm, consistent, and caring, and we aim to partner with you as we guide your child through these early learning moments.

This policy outlines how we work to prevent biting, what steps we take if it happens, and how we'll stay in communication with you throughout the process. We believe that working together and maintaining open communication helps all children feel safe, respected, and supported.

#### **Why Do Children Bite?**

1. Toddlers and two-year-olds are oral beings and still put everything into their mouths. This may include another child's finger.
2. Toddlers and two-year-olds do not have the cognitive ability to discriminate between animate and inanimate objects. A child may not be able to tell the difference between a soft, plump teething ring and a soft, plump arm.

3. Toddlers and two-year-old often bite because they are frustrated, tired, or hungry. They do not have the vocabulary to say, "I am hungry," "I am tired," "I want that toy," or "Leave me Alone," so biting is often the basic response.
4. Toddlers and two-year-old bite when there are too many children in proximity. If another child is too close, too rough, or too intimidating a toddler will often bite to move them out of the way.
5. Some toddlers and two-year-old will bite for the attention they receive from caregivers. Caregivers frequently give a great deal of attention to biters, even if it is negative. Children in need of attention will bite to get negative attention over no attention at all.

### **Actions a Caregiver Should Take When a Child Bites**

- First, caregivers should focus their attention on the victim, rather than the child who bit. By doing this, they avoid reinforcing negative behavior (biting) with attention.
- Secondly, the caregiver should clean the bite with antiseptic and apply a bandage, even if the bite does not break the skin. Applying an ice pack for a few moments will also help.
- The caregiver should allow the biter to gently stroke the victim so both children learn about appropriate ways to touch and relate to each other.
- Parents should allow the biter to gently stroke the victim so both children learn about appropriate ways to touch and relate to each other.
- Parents should be notified if the bite has broken the skin or is in a prominent place, such as the cheek.
- A notation will be made in the logbook.
- Finally, an injury report needs to be filled out on each bite.

### **How center will communicate with parents when a biting incident occurs:**

- Both families will be notified (The biter's Family & The Family of the bitten child) This report will include a brief description of what occurred, how staff responded, and any steps taken to prevent future incidents.
- Phone Call if Serious: If the bite results in broken skin or requires medical attention, parents will be called immediately.
- Follow-Up as Needed: If biting becomes frequent or shows a pattern, we will schedule a meeting with the family to create a behavior support plan together.
  - Documentation will be kept in the student folder.
- Ongoing Updates: Our team will keep you informed of any progress or concerns and continue to work closely with your family to support your child's development.

### **Preventative Steps of Biting in the Classroom**

- The first step is to talk to parents, letting them know it will happen and why it will happen. Do not wait until a biting spree begins. Although it doesn't make it easier, it does help when parents have more understanding of the issue.
- Secondly, toddler and two-year-old groups should be kept as small as possible.
- Third, children need to have appropriate toys on which to bite, such as teethers, thick plastic keys, etc.
- Next, caregivers should work with children to give them words to express their frustration such as "I don't like that!"

- Finally, pacifiers can have a teether safety attached to their clothing. The caregiver can gently remind the child to bite the teether when frustrated and not others.

#### **Actions a Caregiver Cannot Take When a Child Bites**

- Many parents insist the child who is biting is physically punished (bite them back) or removed from class.
- Directors and caregivers will never physically hurt a child to punish them for biting.
- Staff members cannot put anything into a child's mouth, withdraw love or food, or keep them in isolation.

#### **Items Not Provided by Oasis Training Center**

Cub Club is not responsible for providing children's diapers, changes of clothes, and lunches. Parents will be notified accordingly to bring needed items to the Training Center

#### **Toilet Training**

We will work with the family to implement a toilet training plan when the child demonstrates readiness skills. These skills include the following:

- The child can pull up and down pants and underwear with minimal assistance
- The child can communicate to you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day
- The child is cooperative when taken to the restroom

If your child is demonstrating these skills, then the provider and parent will create a written plan for toilet training. This plan will include the times when your child will be taken to the bathroom during the day. A visual toileting schedule will also be provided so that your child can learn the steps of the toileting process. You will be given a copy of the visual schedule to use at home for consistency and will also receive a daily log of your child's toileting progress.

During this time, you will be required to provide several sets of extra clothes to be kept at Oasis Training Center. Soiled clothing will be placed in plastic bags and given to the parent daily. Please replace it with clean clothing by the next day.

**\*PLEASE NOTE: The first time a Non-Sufficient Funds (NSF) check is received it will result in an NSF charge of \$40.00 as well as refusal of any further checks for this student, for the remainder of the present school year. This includes the use**

of checks from a spouse, significant other, etc. Payment then would need to be made using money order, cash, and credit card via internet service.

## Rates and Fees

### **Rates**

Full-Time weekly fees: Full-time is defined as having access to our services on all days that we are open, Monday thru Friday from 6:30AM-5:30PM.

Rates are as follows:

under 1 year old: \$135 per week

1-2 years old: \$125 per week

2-3 years old: \$125 per week

4-6 years old: \$125 per week

Part-time weekly fees: Part-time is defined as having access to our services with a maximum of 2 days per week, Monday thru Friday (8 hour days). These days will be selected by the parents at time of registration, and can be changed with a two week notice. Part-time enrollment is contingent on space available. If no space is available, the child can be placed on a wait list.

Rates are as follows:

under 1 year old: \$50 per day

1-2 years old: \$40 per day

2-3 years old: \$40 per day

4-6 years old: \$40 per day

Before and After school weekly fees:

Before school: \$15 per hour (daily)

After school: \$15 per hour (daily)

**Example: On Monday Jake attends Oasis from 6:30AM-3:30PM**

**(8 Hour days would consist of Jake being picked up at 2:30PM)**

**Mondays extra charge for Jake is \$15.00, total \$140 for that week.**

### **Payment Due Date**

Payments are due the Monday before care. Payment may be made by Brightwheel.

### **Late Fees**

A late fee of \$25 per day will be assessed for each late day. If payment is more than one week late, we reserve the right to terminate this agreement.

### **Early drop off/Late pick up Fees**

Parents/Guardians will be charged additional fees for early drop off/late pick up.

\$15 per minute increment

\$20 per 5 minute increments

\$25 per 30 minute increments

### **Student Vacations:**

If a Parent/Guardian plans on taking a vacation and the child will not be in care, the provider must be given two week notice. Parent is expected to pay a holding fee during their scheduled vacations

## Arrival and Dismissal Procedures

## **Arrival**

For full time students, arrival occurs between 6:30AM-8:45AM, unless your child has a Dr. appointment we ask that your child is in attendance by 10:30AM with a Dr. note. During arrival please park in the designated parking spaces and ring the bell to enter the building. Doors are locked at all times. Once you enter, please sign in via Brightwheel. One of our staff members will escort your child to their classroom. If your child will be absent, please notify us by 8:00AM if your child will not attend by calling our center.

## **Dismissal**

All children must be picked up before 5:30PM. Please ring the bell to enter the building. You will be required to sign out your child. If someone else will be picking up your child they must be on the Authorized Persons list. Photo ID will be required by the person picking up your child. Individuals other than parents who pick up the child will be asked for a picture ID in order to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will call you immediately.

## Hours of Operation and Closings

### **Hours of Operation**

Our center is open Monday through Friday from 6:30AM-5:30PM.

### **Holiday closings**

Oasis Training Center will be closed on the following holidays: New Year's, Martin Luther King Jr., Good Friday, Memorial Day, Independence Day (Summer Break), Labor Day, Thanksgiving, and Winter Break.

During holiday closures, the Provider will not provide care and Parent/Guardian will be billed a holding fee for the full week breaks.

### **Closures due to other reasons**

For closures due to other reasons (e.g. power outage, weather, acts of God, etc.), Parent/Guardian is expected to pay for care on these days.

## **Oasis Training Center Homework Policy**

### **For After-School Children**

#### **Introduction**

Dear Parents and Guardians,

At Oasis Training Center, we recognize that each child learns differently and thrives under the right support system. Our after-school homework policy was created to ensure that students are given the time, tools, and structure they need to complete assignments in a calm, focused environment. This policy also helps bridge communication between home and center, keeping parents informed and involved every step of the way.

#### **Homework Support Procedures**

##### **Homework Time:**

Children will begin their homework shortly after arriving at the center, unless a parent has indicated a need for a snack or short break beforehand. Our goal is to provide consistency, which encourages healthy study habits and time management.

##### **Quiet Space for Homework:**

A designated homework area separate from noisy play spaces will be provided. Each child will have an assigned seat to promote order and routine. The area will be equipped with child-sized furniture, adequate lighting, and essential supplies.

To maintain a quiet environment, students who finish early will be given light, engaging activities such as word searches or puzzles.

##### **Homework Materials:**

Parents are asked to send any necessary homework materials with their child each day. While our center provides basic items (pencils, paper, crayons), specific tools like project materials or notebooks must be brought from home. If items are forgotten, a staff member will notify parents via **Brightwheel**.

##### **Teacher Support & Oversight:**

Our trained after-school staff will supervise the homework area and offer gentle assistance and encouragement. While we will check that assignments are attempted and completed, staff will not correct the work or complete assignments for students. Any incomplete or difficult assignments will be communicated to parents via Brightwheel or written daily notes.

**Resources Available:**

Children will have access to basic resources such as dictionaries, rulers, calculators, and age-appropriate reading material. We also offer AR (Accelerated Reader) books ranging from Pre-K through 6th grade levels. If a child consistently requires more support than we can offer during the after-school period, we will reach out to parents to recommend additional resources or tutoring.

**Communication with Parents:**

To keep you informed, a short daily update will be shared highlighting your child's homework progress. We strongly encourage parents to review their child's assignments each evening and reach out to us with any concerns or questions.

## Illness and Injury Policies

**Child Absence Due to Illness**

If your child has a fever, vomiting, diarrhea, Covid, cold, flu or other contagious illness, please keep your child at home until symptoms have subsided and they are without fever, diarrhea, and vomiting for a period of at least 24 hours. When a child is ill and will stay home, the Parent/Guardian is expected to make every effort to give the provider as much notice as possible. Parent/Guardian is expected to pay on child sick days. If a child does not arrive for the day and no notice has been given to the provider, parent/guardian is still expected to pay for that day of care.

**Illness During Care**

When a child becomes ill while in the care of the provider, the provider will immediately notify the parent/guardian. If child presents with a fever above 100, vomiting, or diarrhea, the parent/guardian or approved pick up person, will be required to come pick up the child from care. Oasis Training Center may require a physician's note to return the child to care at our discretion.

**Child injury**

In the event of injury, parent/guardian will be notified immediately and an incident report will be completed. First aid will be applied. If the injury is more substantial, the provider will require the parent or authorized person pick up the child from care. If it is a life threatening injury, emergency authorities will be contacted immediately.

### **Bug Bites**

If your child receives an insect bite during our care, we will administer first aid if you have signed the first aid consent form. If you have not signed the consent form, we will notify you immediately so that the child can be picked up if deemed necessary.

### **Allergies**

If your child has allergies, please complete that section on the enrollment form.

The parent is required to provide information during registration about the child's allergies. Life threatening allergies require physician's documentation and emergency medication to be supplied to the provider. Our staff is fully trained to administer emergency medication (e.g. Epi-pen) if necessary. In the event of a life threatening allergic reaction, the parent as well as emergency services will be contacted immediately.

## Emergencies

### **Emergency Evacuation**

In the event of an emergency at Oasis Training Center, children will immediately be evacuated if necessary. Emergency officials will be contacted. Parents will be contacted immediately. At the discretion of the provider, the parent may be required to pick up the child from care. If the building must be evacuated during the emergency and cannot be occupied for the remainder of the day, the children will be taken to the inside of the church location where parents will be called to pick up their child.

### **Emergency Drills**

In compliance with state of Mississippi law, fire drills must be practiced at least quarterly. Tornado drills must be practiced monthly, and Lockdown drills must be practiced quarterly. Prior to drills, children will be instructed on the procedures and given an opportunity to practice. Parents will be notified in writing prior to all practice drills.

## Meals and Snacks

### **Meals & Snacks**

Provider will provide all meals and snacks. Provider is required to provide breakfast, lunch, and two snacks per day. Water is available to children as needed throughout the day. At all times during drinking and eating, children are required to be seated and not engaged in any play activity. This is to ensure safety, to avoid choking, and to promote healthy eating/drinking habits. Please advise us if your child requires a special diet.

### **Bottles for Infants and Babies**

Please provide the necessary bottles and formula for your child daily. All bottles must be pre-made, and labeled with your Child's name & date daily. Under no circumstances will young children be allowed to walk around or play with bottles in their mouths. Under no circumstances will children be allowed to go to sleep with bottles in bed. This is to ensure safety and to prevent dental problems.

## Medical

### **Staff Training**

Our leading staff have received training in First Aid and CPR as required by Mississippi.

### **Medication Administration**

Prescribed and non-prescribed medications can be administered with proper medication authorization form completed by the parent. Prescription medication for your child must be prescribed by a physician. All prescribed medication must be in the original container with the pharmacy label that clearly states the medication name, child's name, administering amount and the date of the prescription. Non-prescribed medication

administration must be accompanied with a doctor's note which states that the staff at Oasis Training Center can administer the medication and follow the dosage amount as indicated on the box and/or container. All medications will be kept in a secure cabinet that children cannot access.

### **Vaccination Requirements**

All children enrolled in Oasis Training Center must meet applicable immunization requirements specified by The Mississippi Department of Health. This applies to children from birth through school age. The documentation must be validated by a physician or other health-care professional with a signature or rubber stamp, and include the child's name and birth date, the number of doses and vaccine type, and the month, day and year the child received each vaccination. This documentation may be a photocopy. Any exemptions from the immunization requirements must meet criteria specified by The Mississippi Department of Health. All students must turn in an update 121 Immunization form, 7 days from the noticed received from the center.

## **Safety and Security**

### **Security System**

Your child's safety and security is our highest priority. At {Name of your Daycare} we have an extensive security system in place. All external doors are locked at all times and parents must ring the outside bell before being permitted inside our facility. People on the authorized persons list, must show ID and be buzzed into the center prior to entering. Security cameras are positioned outside of the building and in all classrooms to ensure the security and safety of all in our building. All exits are also equipped with alarms.

### **Fire Safety**

Fire extinguishers and smoke detectors are present throughout the building as required by Mississippi law. Our facility is regularly inspected by safety officials to ensure compliance with Mississippi law.

### **Carbon Monoxide**

Our center is equipped with carbon monoxide detectors in all rooms to ensure the safety of everyone at Oasis Training Center.

## Discipline

### **Discipline Policy**

At Oasis Training Center, we are committed to creating a safe, nurturing, and respectful learning environment for every child. This discipline policy is designed to help you understand the strategies and procedures we use to guide children's behavior in a positive and supportive way.

### **Purpose of the Discipline Policy**

The purpose of this policy is to inform you, as parents and guardians, about how we manage behavior, promote self-control, and reinforce positive actions within our center. Our goal is to partner with you to ensure consistent expectations between home and school.

### **Discipline vs. Punishment**

We use **discipline** as a way to teach and guide children, not to punish them. Discipline helps children learn what is expected of them and how to make better choices in the future. We do **not** use or allow any form of **punishment** (negative consequences to control behavior through fear and intimidation) that is physical, harsh, or inappropriate.

### **Guidance Techniques We Use**

Our staff uses the following positive behavior techniques:

- **Time-In:** A calming space where children can regroup with guidance.
- **Redirection:** Helping children shift focus from negative behavior to a positive alternative.
- **Positive Reinforcement:** Recognizing and rewarding good behavior to encourage repetition.

### **Prohibited Practices**

The following actions are **strictly prohibited** at Oasis Training Center:

- Yelling at children
- Spanking or any form of physical punishment
- Humiliation, threats, or intimidation

- Withholding food, naps, or toileting
- Any form of inappropriate or disrespectful behavior toward a child

## **Communication With Parents**

When a behavior concern arises, our communication process includes:

1. **Initial Phone Call** – The parent will receive a phone call explaining the situation.
2. **Documentation** – Depending on the severity of the behavior, an incident will be documented through Brightwheel.
3. **Parent-Teacher Plan** – If needed, a meeting will be scheduled between the parent and teacher to develop a positive behavior plan.
4. **Behavior Support Team** – If behavior concerns continue, a meeting will be held with the parent, teacher, and a behavior specialist to create a more detailed plan that includes clear expectations and consequences.

## **Staff Training on Behavior Management**

As part of our onboarding process, all staff members receive training in behavior management. This includes how to respond to challenging behavior in a calm, consistent, and respectful manner that supports each child's social and emotional development.

We value your partnership in promoting a supportive environment for all children and appreciate your trust in our care.

## **Positive Behavior Supports**

Oasis Training Center uses positive behavior supports to encourage pro-social behaviors with adults and peers. Children are rewarded with frequent praise for following rules and procedures. Children also may earn tangible rewards such as stickers, smiley faces, special activities, and treasure chest. Children are taught to be respectful, responsible, and kind to others. Caregivers model these behaviors and role play situations that encourage kindness during social skills groups. Good manners are encouraged and modeled by our caregivers.

## **Calm Down Area**

If a child starts to become upset or dysregulated, he or she will be encouraged to use the calm down area to practice self-soothing activities such as breathing, cuddling an

animal, playing with a sensory toy, etc. Once the child is calm, he or she will be reminded of the rules and encouraged to rejoin the group.

### **Harm towards others**

If a child harms a staff member or child, the child will be separated from the group until the child can calm down. Once the child regains control, he or she will be asked to apologize to the adult or peer. The parents of the children involved will be notified by the end of the day. An incident report will be completed.

### **Biting**

If a bite is sustained, the offending child is removed from the group. The harmed child will be administered first aid. Both parents will be contacted immediately an incident report will be written for the injured child. If the bite has broken the skin, it is recommended that the child be examined by a doctor. If biting becomes a pattern, the parents will be required to attend a conference with staff to develop a plan to address the biting behavior. If biting persists despite the implementation of additional supports, the child may be withdrawn from Oasis Training Center.

## **Communication**

All children and babies will receive a daily note from the caregiver or teacher, information Brightwheel. For infants and toddlers, the note will contain amount of formula or milk consumed and amount of soiled diapers and time. The teacher may include additional information at her discretion. Please feel free to communicate with your child's teacher briefly upon arrival or dismissal. For more in depth conversations, please email your child's teacher or leave a voicemail and the teacher will return your call at their earliest convenience.

## **Parent Involvement**

All parents are welcome to visit their child at Oasis Training Center at any time. We welcome input from parents about the education or the care of their children. If you wish to volunteer at Oasis Training Center or go on field trips, please contact any staff member so we can make necessary arrangements.

## **Toilet Training**

We will work with the family to implement a toilet training plan when the child demonstrates readiness skills. These skills include the following:

- The child is able to pull up and down pants and underwear with minimal assistance
- The child is able to communicate to you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day
- The child is cooperative when taken to the restroom

If your child is demonstrating these skills, then the provider and parent will create a written plan for toilet training. This plan will include the times when your child will be taken to the bathroom during the day. A visual toileting schedule will also be provided so that your child can learn the steps of the toileting process. You will be given a copy of the visual schedule to use at home for consistency and will also receive a daily log of your child's toileting progress.

During this time period, you will be required to provide several sets of extra clothes to be kept at Oasis Training Center. Soiled clothing will be placed in plastic bags and given to the parent daily. Please replace with clean clothing by the next day.

## **Clothing**

Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. Spare changes of clothing are required for all children. Indoor shoes are required for all children. Feet are required to remain covered by public health guidelines at ALL times when indoors. Indoor shoes also protect your child's feet in the event of a fire drill in the winter months/rainy days.

Please also remember whenever weather permits the children are taken outside for 30mins-1 hour per day. Please ensure that you have proper outerwear provided for your child so that they are comfortable and don't miss out on outdoor play. If a child does not have proper outdoor apparel they will have to remain indoors with another teacher/classroom.

## Naps and Quiet Time

All children will be provided with a nap or quiet time daily for 1 hour. Children who do not nap will be permitted to engage in quiet activities on their nap mats. Caregivers will work with parents of infants to develop their unique nap schedule based on age and needs.

## Toys, Media and Photo Video Policy

### **Toys**

We provide age appropriate toys for all children in our care. For this reason, please do not send toys with your child to Oasis Training Center. Toys tend to get lost, taken, or broken very easily.

### **Electronic Media**

Children also have access to educational TV programs to supplement their learning. However, electronic media may only be used for for children up to 30 mins per day for children 2 years old and older.

### **Photograph and Video Policy**

We love to take photographs of the children to share with families. You will be required to sign a photo and video release in order for us to photograph your child.

We have a private social media group where we post photos. To be invited to this group please let us know during registration. Short videos are also created of students engaging in learning experiences and may be shared in the private social media group.

## Child Abuse Policy

We are mandated child abuse reporters by law. If abuse is suspected of a child in our care, we are required to report it to MDHS as required by Mississippi law. Please be aware also that children will NOT be released under any circumstances to impaired individuals.

If we have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported to MDHS as required by Mississippi law.

## Supplies

### **Supply Account**

Parents will be provided with a supply list upon registration and are expected to provide all supplies on the list. Parents will be notified in writing when their child's supplies run low. Additionally, we require that the parent provide a supply deposit in the amount of \$50 in the event that your child runs out of a needed item.

This supply account will ensure that your child will always have adequate supplies. This account can be used for school supplies, diapers, wipes, etc. The balance of this account will be applied to your last week/month's bill should any remain upon termination of services.

Please provide the following supplies and write your child's name on all items.

**Infants**

Diapers

wipes

ointments

pacifiers

bottles (pre-made)

extra can of formula

baby food

bibs

crib sheet

blanket

at least 3 changes of clothing

**Toddlers**

Diapers/Pullups

wipes

ointments

pacifiers

bibs

blanket

at least 2 changes of clothing

box of crayons

safety scissors

glue

**Preschool**

blanket

change of clothes

box of crayons

safety scissors

glue

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**OASIS TRAINING CENTER**

Potty Training Policy

Effective Date: \_\_\_\_\_

Child(ren): \_\_\_\_\_

**1. Purpose**

This policy is designed to support children’s transition from diapers or pull-ups to independent toileting in a consistent, age-appropriate and safe manner. It aligns with licensing requirements set by the Mississippi State Department of Health (MSDH) for child-care facilities. ([Mississippi State Department of Health](#))

## 2. Licensing & Consultation Requirements

- Before beginning the training process, the facility will engage in a **parent-caregiver consultation** about toilet training readiness and plan.
- The facility will follow MSDH regulations under “Diapering & Toileting” for licensed child care facilities.
- The facility will maintain documentation of the plan, communication with the nnnnkparent/guardian, and progress notes.

## 3. Readiness Criteria

A child should demonstrate readiness steps before full transition, which may include:

- Ability to communicate the need to use the toilet (verbally or non-verbally).
- Ability to follow simple directions.
- Demonstrates interest in toileting or showing signs of readiness (e.g., staying dry for longer periods).
- Ability to pull down/pull up clothing with minimal assistance.

## 4. Clothing & Footwear Guidelines

To ensure children can participate in potty training independently and safely, the following clothing rules apply:

- **Prohibited clothing:** No jeans, no bottoms with buttons, no tight-legged jeans or bottoms that restrict independent movement.
- **Required clothing:** Easy-to-manage bottoms (elastic waistbands, no buttons or zippers) that the child can pull up/down independently.
- **Footwear:** All shoes worn must be able to be put on independently by the child (no shoes requiring laces or complicated fastenings unless the child is able to manage them independently).
- Families must supply a change of clothes daily (at least one full set) in case of accidents.

## 5. Procedure & Roles

### Center/Teacher Responsibilities:

- Create and implement a toileting schedule that aligns with the child’s individual readiness and home routine.

- Provide positive reinforcement, encouragement, and assistance as needed.
- Maintain hygiene standards: proper hand-washing before and after toileting, cleaning facilities, changing soiled clothing promptly.
- Communicate daily with the parent/guardian regarding successes, accidents, and next steps.

#### **Parent/Guardian Responsibilities:**

- Provide the required appropriate clothing (see Section 4).
- Share home-to-center communication: current routines at home, successes/challenges, preferred encouragement strategies.
- Support consistent toileting practices at home that align with center routines.
- Respond promptly when asked to supply additional clothing or supports.

#### **Child's Role:**

- With support, learn to recognise bodily cues and request toileting.
- Practice pulling up/down clothing independently and using the toilet.
- Transition from diapers/pull-ups when ready and participate in accidents management with dignity and support.

### **6. Accident Management**

- Accidents are expected during the transition phase. Children are treated with dignity and without shame.
- The child will be assisted to change into clean clothing. Soiled clothing is bagged and sent home for laundering.
- Staff will document frequency of accidents, note patterns/triggers, and communicate with the parent/guardian to adjust strategies.  
If a child is not progressing or has frequent accidents, the team will review readiness and may pause or adjust the plan.

### **7. Progress Monitoring & Review**

- The teacher will track the child's toileting progress, noting independent clothing management, requests for toileting, accident frequency, and self-initiated toileting.
- The center and parent/guardian will meet (or communicate) at least monthly to review progress and adjust goals.
- If special considerations are needed (e.g., developmental delays, medical conditions), an individualized plan will be developed.

## 8. Non-compliance & Clothing Exception

- If a child arrives at the center wearing clothing or shoes that do not meet the guidelines in Section 4, the parent/guardian will be contacted and asked to provide appropriate attire before toileting training continues.
- Continued non-compliance may result in the child not being eligible for toileting training services until corrected, to maintain consistency and safety for all children.

## 9. Signatures

By signing below, all parties acknowledge they have read and understood this Potty Training Policy and agree to their roles and responsibilities.

### Teacher:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/Guardian:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Director:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Emergency Plan**

### **Hello Parents,**

The safety and well-being of your children is our highest priority at Oasis Training Center. We want you to feel confident that we are prepared for any emergency that may arise. This plan provides an overview of our procedures, staff training, and communication methods so that you know exactly how we will respond and how you will be notified if an emergency occurs.

### **Program Narrative**

Oasis Training Center, is under the ownership of Anthony McCullum & directed by Niqueria McCullum. Located at 153 Sheeplo Loop, Petal, MS 39465. The center can be contacted at 601-583-4045. Licensed for 51 children, the program serves ages 6 weeks to 5 years old, with afterschool care for children ages 5-12 years. The center operates Monday through Friday, 6:30 AM – 5:30 PM.

### **Staff Qualifications**

All staff members are trained in CPR and First Aid, and lead teachers hold CDA credentials. Staff are prepared to respond quickly and appropriately to both minor and major emergencies.

### **Minor Emergencies Examples**

- Scrapes or small cuts that may need basic first aid (cleaning and bandage)
- Nosebleeds that stop quickly with pressure
- Mild sprains or twists (such as tripping on the playground)
- Bug Bites or stings without allergic reaction
- Head bumps without loss of consciousness, vomiting, or other concerning symptoms
- Small bruises from play or accidental bumps

### **Emergency Response for Minor Incidents**

In the event of a minor, non-life-threatening emergency, staff will follow these procedures:

- Administer first aid treatment if necessary.
- Notify parents immediately and provide follow-up communication.
- Call 911 if warranted.
- Ensure classrooms remain adequately covered.
- Calm other children and explain what happened.
- Contact the center attorney and insurance agent when needed.
- Complete incident reports promptly for documentation.
- Provide parents with updates through Brightwheel, phone calls, or text messages.

### **Major Emergencies Examples**

- Stings with allergic reaction
- Severe head injury with loss of consciousness or confusion
- Heavy bleeding that does not stop with pressure

- Severe burns (second or third degree)
- Suspected broken bones with visible deformity or inability to move
- Severe allergic reaction (anaphylaxis) with difficulty breathing or swelling of the throat

### **Actions Taken for Major Emergencies (Life Threatening)**

For life-threatening emergencies, the following steps will be taken:

1. Ensure the safety of all other children while alerting emergency services.
2. Notify parents of victims, the center attorney, and the insurance company.
3. Share only appropriate, non-confidential information.
4. Brief staff on what has occurred, offering factual updates and guidance.
5. Notify the child's parents/guardians immediately with accurate, timely information.
6. Contact child care licensure.
7. Arrange for the center to reopen if closing was necessary.
8. Change suppliers if any of their products, such as food, were involved in the crisis.
9. Appraise employee reaction and give feedback. Open up discussions.
10. A press spokesperson should be designated. When asked about the situation, the spokesperson should give fast, accurate information. The spokesperson should not make speculations about the situation.
11. Call parents of affected children and meet with them to discuss the effects of the crisis on their children if warranted.
12. Meet with children to answer questions and, if necessary, arrange for psychological counseling for children and staff.

### **Spokesperson**

In the event that information must be shared publicly, Pastor Anthony McCullum will serve as the designated spokesperson. He will provide accurate information to the media and community, while maintaining confidentiality for children and families.

### **Evacuation Procedures**

Should evacuation be necessary, the primary relocation site is at the Co-Op (one mile from the center) 178 Sheeplo Loop., Petal, MS 39465 & Petal Community Center, 306 Jenkins Dr., Petal, MS 39465. (5 miles from the center).

If conditions require, a secondary site located five miles away will be used.

### **Parental Notification & Accountability**

In the event of an evacuation or extended emergency, parents will be contacted immediately and given ongoing updates until children are safely reunited with them. The plan ensures that parents are aware of relocation points and methods of communication.

#### **Ways the Center Will Communicate with Parents During an Emergency**

1. Instant alert via the Brightwheel app (push notification)
2. Direct phone calls to parents/guardians using the contact list
3. Automatic text messaging (SMS) to parents/guardians with updates and instructions

**PARTIES:**

This Child Care Contract made (date) \_\_\_\_\_ is between: Provider(s):  
\_\_\_\_\_ and  
Parent(s)/Guardian(s): \_\_\_\_\_

**FOR THE CARE OF:**

Child Name: \_\_\_\_\_ DOB \_\_\_\_\_  
Child Name: \_\_\_\_\_ DOB \_\_\_\_\_  
Child Name: \_\_\_\_\_ DOB \_\_\_\_\_  
Child Name: \_\_\_\_\_ DOB \_\_\_\_\_

Providers may amend the contract by giving the Parent/Guardian a copy of the new or changed policies at least \_\_\_\_\_ weeks before any changes go into effect.

**HOURS OF CARE NEEDED:**

	MON	TUES	WED	THURS	FRI
DROP OFF					
PICK UP					

Daycare/Childcare Center Name

Street Address, City, State, Zip Code

youremail@service.com /ph 123-456-7890

**PAYMENT FOR CARE PROVIDED:**

1st Child \$ \_\_\_\_\_ per month/week/day/hour  
2nd Child \$ \_\_\_\_\_ per month/week/day/hour  
3rd Child \$ \_\_\_\_\_ per month/week/day/hour  
4th Child \$ \_\_\_\_\_ per month/week/day/hour

**PAYMENTS/FEES:**

Payments are due the Monday before care. Payment may be made by {enter payment methods here}. A late fee of \$ \_\_\_\_\_ per day will be assessed for each late day. If payment is more than one week late, this agreement will be terminated

# PHOTOGRAPHY AND VIDEO CONSENT FORM

Disclaimer: It is each program and provider's responsibility to make sure the use of this template legally complies with your state and licensing regulations.

I, \_\_\_\_\_ [full name], being the parent / legal guardian of  
\_\_\_\_\_ [child full name], hereby consent that the photos  
and videos taken of him/her during childcare while enrolled at Oasis Training Center as a student may be  
used in all school-related materials or media outlets, including but not limited to the childcare's website,  
brochures, emails, bulletin boards, or social media accounts.

I understand that personal identifications (ex. Student name, date of birth, etc) will not appear alongside the  
students' picture or video in any printed or digital media.

Furthermore, I consent that such photographs and videos shall be the property of the childcare facility, which has  
the right to duplicate, reproduce, and make other uses of the materials it deems necessary within the boundaries laid  
out in this release.

I understand that I reserve the right to withdraw in writing any consent granted herein at any time, without,  
however, affecting the lawfulness of the processing based on it before its withdrawal.

I declare that:

I give my explicit and unconditional consent, as the legal guardian of the child, to the taking and projection of photos  
and videos of my child, as described above.

Yes  No

I give my explicit and unconditional consent, as the legal guardian of the child, to the taking and projection of photos  
and videos of my child, for internal emails and publications only.

Yes  No

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/ Legal Guardian's Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Parent/ Legal Guardian's Signature: \_\_\_\_\_

Date of consent: \_\_\_\_\_

# MEDICATION ADMINISTRATION FORM

## Instructions:

1. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
2. Prescription and nonprescription medications must be stored in the original container with its unaltered label.  
Medications requiring refrigeration must be properly stored.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions and information provided on this form.
4. Written consent must be provided from the parent, permitting childcare facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.
5. If a child is receiving multiple medications, please fill in a section of the form separately for each medication to be administered. In cases where more than three medications need to be administered, please submit an additional form.

**Disclaimer:** It is each program and provider's responsibility to make sure the use of this template legally complies with your state and licensing regulations.

Child's full name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Medication #1 Name: \_\_\_\_\_ Dosage: \_\_\_\_\_

Reasons for medication: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Directions for storage: \_\_\_\_\_

The medication will be administered from \_\_\_\_\_ [beginning date] to \_\_\_\_\_ [end date] at \_\_\_\_\_ [time of day] daily while in attendance.

Medication #2 Name: \_\_\_\_\_ Dosage: \_\_\_\_\_

Reasons for medication: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Directions for storage: \_\_\_\_\_

The medication will be administered from \_\_\_\_\_ [beginning date] to \_\_\_\_\_ [end date] at \_\_\_\_\_ [time of day] daily while in attendance.

I, \_\_\_\_\_ [full name], (parent or guardian) give permission to authorize staff at Oasis Training Center] to administer medication to my child as indicated above.

Parent / Legal Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT CONSENT FORM FOR FIELD TRIP

Disclaimer: It is each program and provider's responsibility to make sure the use of this template legally complies with your state and licensing regulations.

### Student Information

Child's Full Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Parent/ Legal Guardian's Full Name: \_\_\_\_\_

Parent/ Legal Guardian's Contact Number: \_\_\_\_\_

### Field Trip Information

I, \_\_\_\_\_ [full name], being the parent / legal guardian of \_\_\_\_\_ [Child's Full Name], give permission for my child to participate in the field trip organized by Oasis Training Center described as follows:

Departure Date & Time: \_\_\_\_\_

Return Date & Time: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Outline of Activities: \_\_\_\_\_

### Medical Information

The child has the following known allergies (if not applicable, please list N/A):

\_\_\_\_\_

The child has the following known medical conditions (if not applicable, please list N/A):

\_\_\_\_\_

Child's Physician [Full Name]: \_\_\_\_\_

Physician's Phone Number: \_\_\_\_\_

Alternative Emergency Contact Name: \_\_\_\_\_

Alternative Emergency Contact Number: \_\_\_\_\_

I hereby authorize the teacher attending the trip to secure medical attention for my child, if a medical emergency situation occurs.

Yes \_\_\_\_\_

No

I understand that:

- This care may be given under whatever conditions are necessary to preserve the life, limb and wellbeing of the child named above.
- I hereby acknowledge that no guarantees have been made to me as to the effect of such examinations or treatment on the child's condition.
- I acknowledge that I am responsible for all reasonable charges in connection with care and treatment rendered during this period.

Parent/ Legal Guardian's Signature: \_\_\_\_\_

Date of consent: \_\_\_\_\_