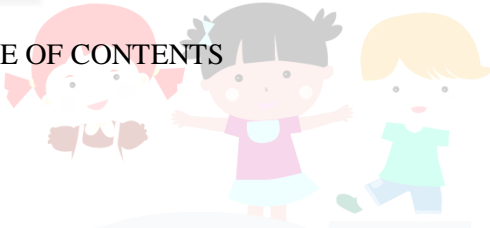


The Learning Café Express After School Parent Handbook and Policies

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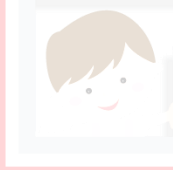
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SECTION 1 INTRODUCTION

WELCOME TO OUR FAMILY!

The Learning Café Express goes beyond childcare, partnering with families to address your child’s individual academic, social, and emotional needs in a safe and structured environment. We are passionate about providing exceptional care for your child while building strong character skills and lifelong relationships. Our goal is to assist parents by offering a flexible and affordable after school program and/or camp. We encourage our families to create memories and enjoy experiences with their child(ren) that will last a lifetime.

ACADEMIC EXCELLENCE

Our wonderful staff will assist your child through structured homework time and group tutoring based on their personal areas of need. Homework will be completed daily while at our facility unless a written statement is submitted by a parent/guardian stating otherwise. We value quality time and strongly encourage you to spend time with your family without stressing about the completion of assignments. Our goal is to assist parents by having a flexible, affordable program which allows families the freedom to reconnect at the end of the day. As educators, we believe that it is our

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responsibility to facilitate an effective environment that is conducive to children learning and developing at a unique pace that is developmentally appropriate. As a team, we strive for excellency as we work together to build a strong foundation for each student. Through a variety of experiences in creative learning, music & movement, art, science, and language development, our students will grow to develop self-confidence, and a strong foundation for learning, while striving for success and excellence.

1.1 MISSION STATEMENT: At Learning Cafe Express, LLC, we provide every child with quality learning in a safe and effective environment. Each child will have an opportunity to prosper and develop at a pace that is individually, developmentally appropriate. The LCE will support the right of each child to play, learn, and grow in an inclusive after school program that will foster success. We are committed to ensuring that every child receives the best opportunity to produce a strong foundation for a fruitful, educational experience.

1.2 CHANGES IN POLICY: It is our goal to be consistent with company policies and procedures. However, policies and procedures are subject to change to accommodate state laws/regulations and/or the needs of LCE. We will notify families of these changes by email, printed communication, parent portal, and/or on the website. Once a policy has been revised, changed, or eliminated, superseded policies will be null.

1.3 FAMILY/CENTER RELATIONSHIP: We believe that it takes a village to educate our children. We encourage families to develop and maintain professional relationships with the LCE's personnel. This will show our students that their circle of supporters communicates and care about their wellbeing together. Family-center relationships are imperative to the overall development of children.

1.4 GRIEVANCES: Should parents have a concern; you are encouraged to speak with your child's direct teacher first. If your concern is not resolved, or you are uncomfortable speaking with the teacher, we encourage you to address the concern confidentially with your LCE Director. The next course of action would be to contact the owner and/or request a meeting with the owner and director.

SECTION 2: HOURS OF OPERATION

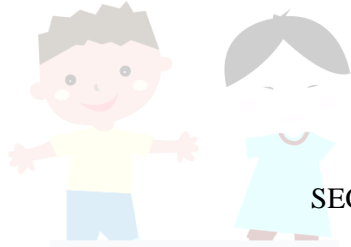
2.1 HOURS: Learning Cafe Express, LLC days of operation are Monday through Friday. We are an afterschool program with hours of 2:30PM-6:00PM. Our summer camp hours are 7:30AM-5:30PM. Hours are subject to change.

2.2 HOLIDAYS: The LCE will close to observe the following holidays: New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Day Before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, and one full week during the Christmas Holiday.

2.3 PROFESSIONAL DEVELOPMENT DAYS: The LCE will close on days throughout the calendar year for professional development. Families will be notified at least sixty days in advance through the parent portal, newsletters, email, and signs posted throughout the LCE.

2.4 INCLEMENT WEATHER: In the event of inclement weather, the LCE will close or release early at the discretion of the owner. The LCE will follow the decisions of the local area school district (Richland Two (2)). We will notify all families of closings through email, website, social media, and/or the parent portal.

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SECTION 3: ENROLLMENT

3.1 ADMISSION/ATTENDANCE

Learning Cafe Express, LLC, enrolls children ages 5-12 without regard to race, culture, sex, religion, national origin, ancestry, or disability. Our program will not discriminate based on special needs. The LCE will accept children with special needs if we can provide a safe and supportive environment for the child. Children are enrolled at Learning Cafe Express, LLC, according to available classroom space. Parents/guardians are to complete all forms required by the LCE, Department of Social Services, Department of Health and Environmental Control, ABC, and possible additional governing agencies before your child starts his/her first day. A copy of at least one of the parent's photo ID is required on file with registration forms. If space is unavailable, your family will be provided the option to be placed on the waiting list. A waiting list intake form will be completed for each child by the LCE Director. To officially secure the next available spot, the registration fee of \$100.00 will be required; however, it is not mandatory. To receive a phone call when space is available, a completed waiting list form is required. The waiting list provides a general time frame of availability. We are unable to guarantee a specific date for an available space, only an approximate date based on your family's need and our projected availability. When space is available, we will contact the families that paid their registration fee first in respect to the submission order, all others will be called according to the date of submission on their form. **WE DO NOT OFFER PART-TIME ENROLLMENT.**

ATTENDANCE

When you enroll your child in Learning Café Express you are reserving your place for the present school year, day camp, and/or summer camp. We are unable and **WILL NOT** refund or prorate fees based on individual attendance, sickness, being on vacation, no shows, inclement weather, or in the case that a child is removed from the program by a parent or by the LCE.

WE DO NOT refund or prorate fees for cancellations/changes in activities. Parents should ensure that when dropping off or picking up their children that the caregiver is fully aware that the child has entered/leaving the facility. Please do not assume that the caregiver saw the child leave or enter the room. **ALL CHILDREN MUST BE SIGNED IN/OUT** by an authorized person 18 years or older.

3.2 WITHDRAWAL

Families can withdraw from the LCE at any time with a documented (written or email) two-weeks' notice to the LCE Director. Families who do not provide a two-weeks' notices, will be subjected to collections and charged for their normal weekly tuition for two weeks. Registration and tuition fees are non-refundable.

The LCE reserves the right to withdraw your family. If we see where the relationship between the child, parent, teacher, and/or LCE is not positive, we will provide the family with a withdrawal notice. Before proceeding with withdrawal, the LCE Director will work with the family to address any challenges that are presented. If the challenge with the LCE-family relationship pose a threat to other children and/or the LCE's team, the family will be asked to leave immediately.

The following grounds for immediate withdrawal are, but are not limited to:

- Behavior of child, parent, family guest, or legal guardian that is endangering to self or other persons, materials, building structure, and/or classroom environment.
- Chronic disruption of a positive learning environment due to a child's behavior.

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- Delinquent tuition of one week or more.
- Repetitive delinquent tuition/fees. Repetitive late pick-ups or drop-offs. Failure to provide the LCE with current emergency/medical information, Unresolved disciplinary issues and/or any other reasons decided by LCE

3.3 CONFIDENTIALITY

We recognize the importance of keeping children, family, and employee files confidential. All files are kept locked in the Director's office. Children's files will be accessible to the parent/guardian of that child, owner, director, director's designee, DHEC, ABC, CACFP, and DSS Child Care Licensing. Parental permission must be obtained. Parental and employees' questions or concerns should be referred to the director first. If it is not resolved, then you should refer to the owner. Appropriate disciplinary action will be taken against any employee of Learning Café Express, LLC who willfully violates this policy.

SECTION 4: FEES AND PAYMENT POLICIES

4.1 REGISTRATION

The non-refundable registration fee of \$125.00 per child is due upon enrollment.

4.2 TUITION

Tuition payments are due each Monday for the week that you are receiving services. All accounts with a balance at closing (6pm) on Tuesday will receive a \$35.00 late payment fee added to your account and will continue to be applied weekly if there is a balance after closing on Tuesdays. **TUITION PAYMENTS ARE ACCEPTED AND PAID ONLINE THROUGH PARENT PORTAL AND MUST BE ON AUTO DRAFT, NO EXCEPTIONS.** Payments can be made via credit card/debit card/e-check online. Tuition payments, registration fee, and field trip fees are **NON-REFUNDABLE**. Adjustments and/or Refunds in tuition are **NOT** made for sickness, inclement weather, holidays and/or any unanticipated situations that would hinder full attendance. The tuition and all fees accumulated must be paid in full before returning the following week.

Camps, Holidays, and days schools are closed are paid for separately. During No School Days, you must register five (5) days in advance so LCE can prepare and we must have a minimum of 10 participants to offer services on No school days/holidays. We will offer afterschool on half days (early school dismissal). The additional fee for days that school will be closed will be \$40.00 and must be paid **BEFORE** your child can attend.

4.3 REFERRAL PROGRAM

Families who refer another family to LCE will receive one free weekly tuition credit, for one child. New families must be enrolled for a minimum of four weeks for the referred family to receive the weekly tuition credit. It is the families' responsibility to notify the Director to receive the credit on their account. Credits will remain on the account until the family chose to use it. The referred family will need to indicate who referred them to the LCE on their application.

4.4 CUSTODY CONCERNS

The Primary Parents listed on the Enrollment form in the **ONLY** authorized party to make any account or enrollment charges. Any change in family status which impacts authorized parties for pick-up will require official documentation from the proper authority. In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the

child up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the Learning Café Express property during program hours. Please call the director if you have specific custody issues that we need to be aware of. LCE staff will not testify in court in regard to child custody proceedings. Neither our programs nor staff will endorse any person(s) for the purpose of custody disputes. The LCE reserves the right to discontinue care if custody issues disrupt the program or become an issue for program staff, office staff, the child, or other children in the program.

4.5. TUITION EXCEPTIONS

You are required to pay weekly tuition, there are no exceptions. You are required to pay to secure your space for enrollment.

4.6 SIBLING DISCOUNT

The LCE offers a sibling discount of \$5 off for families with two or more children attending within the same household. The discounts are applied to the oldest child's tuition and for full-time enrollment only.

4.7 TUITION INCREASE

A standard three to five percent annual tuition increase will be effective yearly. Parents/Guardian will be notified of the increase in advance.

4.8 RETURNED CHECK FEE

There is a \$40.00 fee for all returned e-checks. After one Non-Sufficient Funds (NSF) check has been received from one family; the family will no longer be able to use e-checks for payment. Debit/credit will be required for payment.

4.9 LATE PICK-UP FEE

During pick-up, if someone, who is not a parent/guardian, comes to pick up your child, they will need to bring a state or government issued picture ID. If he/she is not on your approved list, a parent will be called before the child can be released. We request that parents notify us well in advance about any pick-up changes. Learning Café Express, LLC reserves the right to not release a child to any parent/adult who appears intoxicated or may cause harm/danger to a child. We will notify another parent/guardian. If another adult on the pick-up list is not available, we will contact the Department of Social Services.

The LCE closes promptly at 6:00pm. A late fee will be charged for families who pick up after closing beginning at 6:01PM. After one hour, we are required by DSS to notify the proper authorities. More than three late pick-ups within a thirty-day period may result in a notification of withdrawal. The late pick-up fee will be added to your account and is due when you pick up your child. The late fee schedule is as follows: \$2 per minute per child.

4.10 FIELD TRIP FEES

Parents and guardians will be notified well in advance of upcoming field trips and fees. All fees are due on Mondays of the week of the field trip to ensure that their child attends the trip. Field trip fees are not inclusive in tuition cost and registration fees. Field trip fees must be paid separately in the form of cash only. Field trip fees are NON-REFUNDABLE.

4.11 ENRICHMENT PROGRAMS

It is our goal to be able to offer a variety of enrichment programs for our students. If you wish for your child to participate in one that is offered, there will be an additional fee for this service. The programs and fees will be provided to parents in advance. Payments must be made directly to the program.

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SECTION 5: DISCIPLINE POLICY

Our discipline policy is youth-centered and designed to achieve a positive outcome to misbehaviors and conflicts. We acknowledge good behaviors. We respond to misbehaviors and conflicts in an appropriate manner and have zero-tolerance for violence and bullying. We have the right to suspend or expel children from our program if they or their families threaten safety or interfere with the sustainability of a quality program. It is important that staff maintain good order and discipline in all programs. Top objectives in all LCE programs are safety and a positive atmosphere for developing social skills. The LCE makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

The LCE does not condone and will not permit:

1. Corporal punishment
2. Ridiculing, threatening, using an inappropriate loud voice
3. Leaving children unsupervised
4. Use of profanity
5. Bullying of any type

A child's behavior is expected to be consistent with the following:

1. Use appropriate language at all times
2. Cooperate with staff and follow directions
3. Respect other children and staff, equipment and facilities, and yourself
4. Maintain a positive attitude
5. Stay in the program areas – running away is not acceptable

5.1 DISCIPLINE

Praise and positive reinforcement are the most effective methods of behavior management with children. When children receive positive, nonviolent, and understanding interactions from the adults in their lives, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief we use a positive approach to discipline and practice the following discipline and behavior management techniques. It is important to know that at Learning Cafe Express, LLC, we DO NOT use corporal punishment of any form to discipline our students.

WE DO

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

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WE DO NOT

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

Conferences will be scheduled with parents if continuous disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the LCE Director will schedule a meeting with the parents, begin documenting behavior challenges, suggest interventions, and/or terminate services for the family. Time out will be used as a last resort. If time-out is used, the child will not be isolated from the group. The child will only sit minutes that are identical to his/her age while doing an activity until he/she calms down.

1. If a child is unable to comply with the behavior expectations, a conference will be held by the program director with the child. The parent(s)/guardian will be notified in writing.
2. If after the above meeting the child is unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian. A behavior contract will be established and signed by the child (if appropriate), parent(s)/guardian and the program director.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal from our program.
4. Failure of the parent(s)/guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal.

Behaviors that may result in immediate dismissal include but are not limited to:

1. Any action that could threaten or pose a direct threat to physical/emotional safety of the child, other children or staff
2. Fighting (includes shoving, pushing and/or any intimidating act towards a staff member or program participant)
3. Possession of a weapon of any kind
4. Vandalism or destruction of LCE property of others
5. Inappropriate conduct
6. Swearing or cursing
7. Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
8. Running away
9. Biting

SECTION 6 ILLNESS, MEDICATIONS, & SAFETY

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6.1 CHILD ILLNESS & EXCLUSION POLICY

The Learning Café Express

Our child illness policy is based on the Health Care Policies that were developed by the American Academy of Pediatrics and the Department of Health and Environment.

We understand that it is difficult for parents or guardians to leave work and/or miss work.

It is recommended that preparations are made in advance for occasions where children must remain home or be immediately picked up due to illnesses. Exclusion from the center, for a certain period, may become necessary to reduce the transmission and spread of an illness. The center may not be able to adequately meet the individual needs of mildly ill children, it will be determined on a case-by-case basis and may require a note from the pediatrician. Minor illnesses are common in children; exclusion serves no purpose for minor illnesses if it does not represent any harm to other children.

Children will be excluded from the childcare setting for the following reasons listed below. This list covers most common illnesses, but is not inclusive of all reasons for exclusion:

- o Any illness that prevents the child from participating comfortably in program activities.
- o Illness that results in a greater need for care than our employees can provide without compromising the health, safety, and security of other children.
- o Fever that is 100.0 orally, 100 forehead, 100.0 aural (ear), or 99.0 under the arm (Without the added degree).
- o Diarrhea – More than 2 loose stools within 24 hours; stools with blood or mucus; or uncontrolled stools that cannot be contained in a diaper, underwear or toilet.
- o Vomiting – Green or bloody; 2 or more times during a 24-hour period.
- o Rash – with fever or behavioral changes (unless written excuse is provided by a physician).
- o Purulent conjunctivitis – pink or red conjunctiva with white or yellow discharge around the eye; may return 24 hours after treatment has begun.
- o Ring worm – may return 24 hours after treatment has begun and soars have crusted over.
- o Impetigo – may return 24 hours after treatment has begun.
- o Strep Throat – may return 24 hours after treatment has begun.
- o Head Lice – may return 24 hours after treatment has begun and all nits are removed.
- o Scabies – may return 24 hours after treatment has begun.
- o Chickenpox – may return when all lesions have dried and is crusted (appx. 6 days)
- o Pertussis (whooping cough) – may return after 5 days of receiving treatment with appropriate antibiotics.
- o Hepatitis A Virus – may return one week after the onset of the illness and after immunoglobulin has been administered.

Children who have been excluded due to illness may return:

- ✓ When they are free from fever, vomiting and all other symptoms without the aid of medication, prescription or over the counter, for a full 24 hours.
- ✓ When they have been treated with antibiotics for a full 24 hours.
- ✓ When they can participate comfortably in all usual program activities, including outdoor time.
- ✓ The child must be free of open, oozing skin conditions and drooling (not related to teething) unless a note from a pediatrician specifically states that the child's condition is not contagious and the involved areas can be covered by a bandage without seepage or drainage through the bandage.

For your child's comfort and to reduce the risk of transmission, children are to be picked up within one hour of parent notification. Children are to be symptom-free for 24 hours before returning to the LCE. In the case of a suspected contagious illness or continuing symptoms, a note from a pediatrician stating that the child is well enough to return to school may be required to return to the LCE. If your child is diagnosed with a contagious illness, we request that you notify the Director so that we may inform families and monitor the students for similar symptoms.

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When To Stay Home

Please do not send your child to LCE with any of the following symptoms:

- Sore throat
- Diarrhea or vomiting
- Head lice
- Any other contagious disease or symptom/Flu-like symptoms/COVID symptoms.
- Excessive coughing/ Runny nose with yellow/green/thick discharge
- Fever
- Undiagnosed rash, sore, or other skin condition

A child must be diarrhea, vomiting, and fever-free for a full 24 hours before returning to the program. A physician's note may be required before re-admitting a child to the program.

6.2 MEDICATION POLICY

We understand that there may be occasions where medication may need to be administered to a child while at the LCE. We will only administer medication when it is prescribed by the pediatrician/doctor to be given three or more times a day. We will only administer the following medications: prescription medication in the original bottle with a descriptive label, Neosporin, sunscreen, bug spray, and additional similar products. Items such as Neosporin, sunscreen bug spray, etc. must be labeled with your child's name on it and it must be accompanied with a medication form. We will not issue over-the-counter medication for fever or pain reduction purposes, such as Tylenol or Motrin or Benadryl.

If medication should be administered, the following conditions will need to be met:

- Medications must be left at the Director's office and/or designee for proper handling.
- No medications (including topical solutions, such as creams and sunscreen, etc.) can be left within the reach of children.
- Parents will need to complete the medication form before medication can be administered. A completed form includes times to be dispensed, dosage amounts, last time administered, and signature.
- Medications must be in original containers and labeled with the child's name and current date. We cannot give medication that is not in the original container or is prescribed for someone other than the child. Medicine will be dispensed as directed on the container. We will not administer medication that is more than 90 days old. The first dose of the medication should be given at home in case there is an allergic reaction.
- If your child needs special medical procedures (ex: nebulizer treatments), we need a signed note from your physician stating the type and amount of medication to be given, times and any additional information/instruction.
- If your child has severe allergic reactions to certain foods or insect bites, you may keep a prescribed Epi-pen at the LCE. Written instructions from the physician on when to administer will be kept on file, as well as written permission from the parent for us to administer it in an emergency. These forms will need to be updated every six months. It is the parent's responsibility to make sure the Epi-pen is not outdated.
- The Director, or designee, will administer all prescription medications.
- Information will be logged immediately following the administration of the medication and a copy will be provided to the child's parent/guardian upon request.
- If there is an error during the administration of medication, parents/guardians will be notified immediately, and it will be documented in writing. If the error requires medical attention, the emergency officials will be called immediately along with the parents and the Department of Social Services- Child Care Licensing.

6.3 SAFETY

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The safety of our students is a high priority for Learning Cafe Express, LLC. LCE has on-site security cameras. Doors are always locked from the outside but remain unlock from the inside. Everyone who approaches the building must ring the doorbell to enter. All visitors, including therapist, must sign in the visitor's log upon arrive and sign out upon departure. Children are tracked hourly through-out the day to ensure that each child is continuously accounted for. The teachers use an assigned DSS approved tracking form to call each child by name and facial recognition. If someone other than the parent/guardian picks up your child, they will need to bring a state or government issued picture ID. If he/she is not on your approved list (on the enrollment application or parent portal), a parent will be called before the child can be released with the guardian. We request that parents notify a member of management well in advance regarding any pick-up changes. The LCE reserves the right to address a parent/guardian if suspect they are under the influence in which the child's safety would be in danger. We are unable to retain the child; however, we are mandated by law to notify the proper authorities and another parent. A court-ordered documentation must be on file for families who are experiencing custody challenges. We are not able to legally withhold a child from being pick-up from a noncustodial parent unless a court-ordered document is provided and placed in your child's file. If there is a potentially dangerous altercation, we are required to release the child to the non-custodial parent and notify the local police department and Department of Social Services.

Along with being illegal, child abuse and neglect interferes with a child's healthy developments and later achievements in life. The State and Federal government requires that all Early Childhood Professionals report any suspected abuse and neglect to our local Child Protective Service office. The law requires reporting the following:

- Any physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his/her care, custody and control (with the exception of discipline including spanking administered in a reasonable manner) shall be construed to be abuse.
- Failure to provide by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, medical, surgical or any other care necessary for his/her well-being shall be classified as neglect. Parents may not be informed of reporting if such information may hinder a full investigation. The law requires reporting to come directly from the employee who suspects the abuse. Management may, or may not, be aware of a suspected child abuse report/case.

6.5 EMERGENCY PREPAREDNESS & EVACUATION PLAN

If an individual medical emergency should occur at the LCE, the following steps will be taken:

1. The LCE's designee will call 911 and the emergency medical team will transport the child to the nearest hospital. We will attempt to reach both parents/guardians and take the Emergency Contact Form for the child to the hospital.
2. The LCE Director will go with the child to the hospital and stay with the child until the parent/guardian arrives.
3. The Director's Designee will remain at the facility to remain in charge during the Director's absence.

In the event an environmental emergency should occur at our LCE, the respected evacuation plans are posted in each LCE and a general summary is provided below:

1. For inclement weather, the LCE will follow the school district's (RICHLAND DISTRICT #2) closing schedule in which the respected LCE is located. Parents are encouraged listen to the local radio station, television station, and/or view social media pages for weather updates.
 - a. In the event of an unpredicted emergency, such as a tornado/earthquake, the children will be relocated to the safest location within the building. If we lose power or electronic communication for an extended period and conditions become hazardous; the children will be relocated to a safer location, a note will be placed on the LCE's front door to inform parents.

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2. In the case of fire: We will follow the following steps:

- a. Children will immediately be escorted out of the building and will lineup against the fence that is the farthest away from the building.
- b. Once all children have exited the building, the LCE Director or designee has safely cleared the building; we will relocate to a safe location together if conditions are not controlled.
- c. Teachers will account for all children by checking attendance logs/tracking forms and reporting to the director or designee before leaving, upon arrival at the safe location, and every 15 minutes thereafter.
- d. We will notify parents of our location by phone call, text, and/or email once we arrive safely.
- e. The Director or Designee will provide first aid as needed.
- f. We will not re-enter the building until permission is given by the Fire Officials.

6.6 TRANSPORTATION & FIELD TRIPS

Learning Cafe Express, LLC, does not provide transportation to and from individual homes. In the event of an off-site field trip, will use state approved vehicles, with certified drivers, to transport children to and from field trips. Children will be tracked every 15-30 minutes by using the tracking sheet to call their names and verify it is the child through facial recognition. Parents will be notified at least two weeks in prior to a field trip. Notices will include departure time the LCE, return time to the LCE, dress attire, and the cost of the field trip. Written parental authorization for field trips is required and must be signed in advance. Payment is due a minimum of two days before the field trip, unless otherwise noted. All children are encouraged to participate in all field trips as this is an important part of the learning experience. If the children are being transported by school bus, a separate “check on/check off” form will be used. Children will be checked on each time they enter the bus and checked off each time they exit the bus (either at a field trip site or at the LCE). A child who does not have written permission to go on a field trip will remain at the LCE. Parents are invited to attend with the children on field trips. Parents as chaperones are not permitted to supervise children alone. Parents may only be alone with their child/children.

SECTION 7: PARENT INVOLVEMENT

7.1 OPEN-DOOR POLICY

We have an open-door policy where parents are welcome to visit the LCE at any time during normal operating hours and circumstances. If you believe that your child’s learning will be interrupted and/or the learning of the class during your visit, we request that visitations are limited. The LCE Director reserves the right to request limited visitations if it affects the overall learning environment.

7.2 VOLUNTEERING

We encourage parents to volunteer in the classrooms and on field trips. Please notify your child’s teacher and/or the director if you will be available to volunteer. If someone other than a parent/guardian volunteers, you will need to notify the Director before the person visits the LCE/field trip site. Continuous volunteers will need to complete a volunteer SLED/FBI and Central Registry Background check for \$45.00 through the LCE.

7.3 PARENT MEETINGS

A parent/guardian/teacher conference may be scheduled at the request of either the teaching team or parents.

7.4 BIRTHDAY PARTIES & CELEBRATIONS

Learning Cafe Express, LLC, encourages parents to celebrate their child’s birthday at the LCE. This brings joy for your child and his/her peers. Parents and family members are welcome to attend. We have a No Nut Policy in place, so please

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be mindful when purchasing your items. Cakes, drinks, and all food items must be store bought. It is required that you notify your child's teacher at least one day prior to the celebration.

7.5 FUNDRAISING

The LCE will hold fundraising opportunities throughout the year. We encourage every family to participate. Fundraisers provides the LCE the ability to purchase and replenish items for the children as well as keep tuition at an affordable cost for our families.

7.6 AFTER HOURS ACTIVITIES

We may host a minimal amount of after-hours activities so that families may attend special events. After-hour activities will be posted well in advance for proper planning. We request that families participate as our team donates their time to prepare for these activities.

SECTION 8: ADDITIONAL INFORMATION AND REGULATIONS

8.1 FREE AND FULL ACCESS

Parents have free and full access to their children, unless a court order states otherwise and the visit does not disrupt the overall classroom instruction, activities, and/or routines. We encourage parents to schedule court ordered family visits away from the LCE as we strive to maintain a consistent environment for our students.

8.2 RELEASE OF CHILDREN

Children will only be released to authorized adults. The parent/guardian will complete a form listing all adults who are authorized to pick up the child from the facility. If special circumstances arise and you need someone to pick up your child that would normally not be allowed to do so, you must notify the center prior to departure, either by phone and/or written notice. In the event of a parental emergency and we are unable to reach an emergency contact, the individual(s) will be required to provide us a copy of his/her photo identification and/or confirm knowledge of the family code word to the Director. The Director will also call the Emergency Contacts on file to confirm identity if the parents are unable to be reached. Any additions, changes, or deletions to the authorized pick-up form must be made by the parent/guardian only. Identified biological parents will not be removed from forms or denied from picking up a child unless a court order prohibiting them is provided. In the event someone arrives to pick up a child who appears to be under the influence of drugs or alcohol, law enforcement will be notified.

8.3 TRACKING OF CHILDREN

All children will be accounted for as they enter and exit the facility, enter and exit a vehicle for field trips, or move from classroom to classroom within the LCE. The location of all children will be tracked through our Tracking Form. Parents should ensure that when dropping off their children that the caregiver is fully aware that the child has entered the room and that the parent will be leaving. Please do not pick up and/or drop your child off at the front door or classroom door and assume that the caregiver will see that your child has arrived.

8.4 LIABILITY INSURANCE

All facilities are required by law to either have liability insurance or inform parents that they do not carry insurance. Learning Cafe Express, LLC, LLC does carry liability insurance.

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8.5 PROVISIONAL EMPLOYMENT

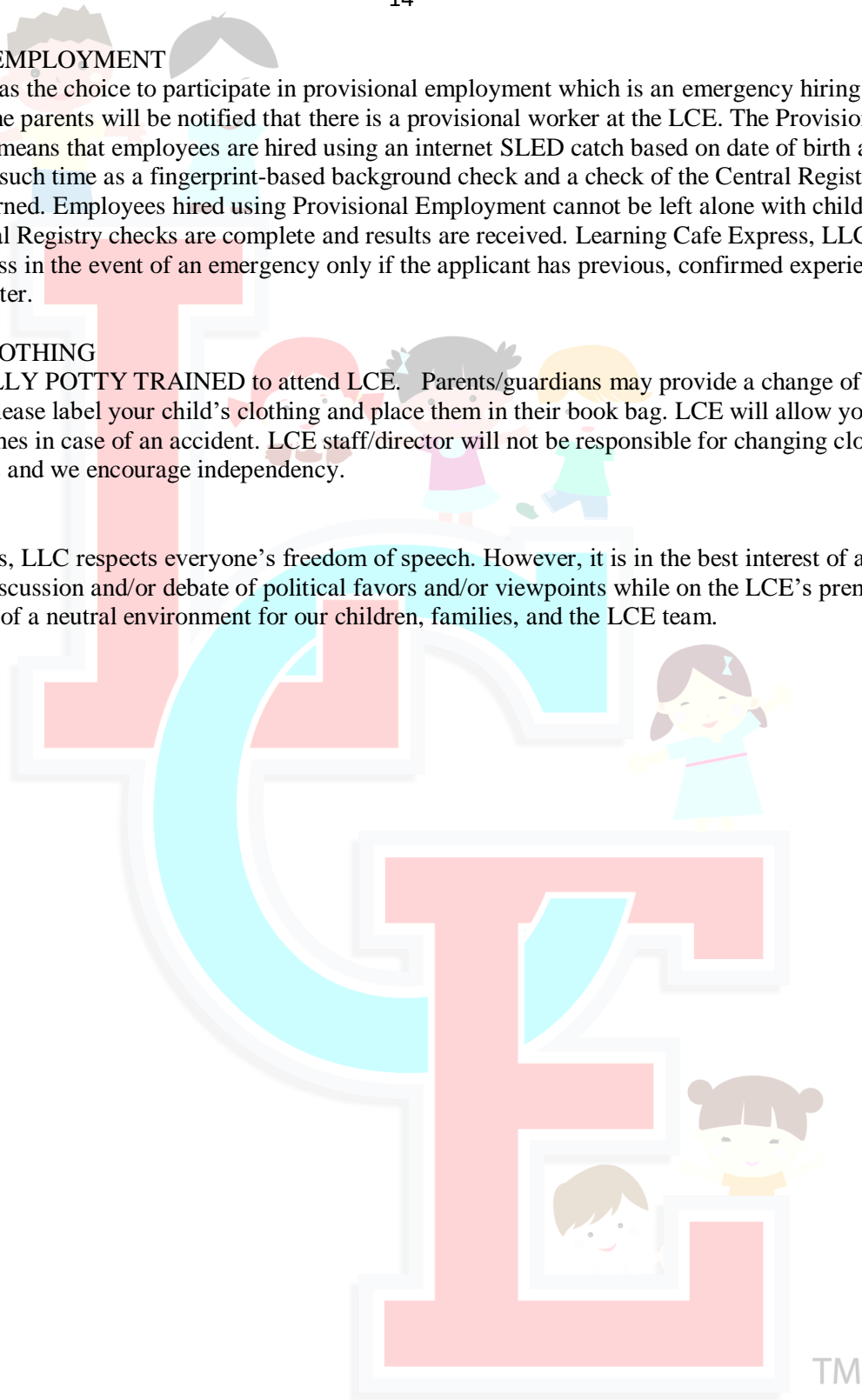
Child Care facilities has the choice to participate in provisional employment which is an emergency hiring process. If the facility participates, the parents will be notified that there is a provisional worker at the LCE. The Provisional Employment process means that employees are hired using an internet SLED catch based on date of birth and social security number until such time as a fingerprint-based background check and a check of the Central Registry of Abuse and Neglect has been returned. Employees hired using Provisional Employment cannot be left alone with children until the SLED/FBI and Central Registry checks are complete and results are received. Learning Cafe Express, LLC only uses the provisional hire process in the event of an emergency only if the applicant has previous, confirmed experience in a licensed childcare center.

8.6 CHANGE OF CLOTHING

Children must be FULLY POTTY TRAINED to attend LCE. Parents/guardians may provide a change of clothing in case of an accident. Please label your child's clothing and place them in their book bag. LCE will allow your child to change their own clothes in case of an accident. LCE staff/director will not be responsible for changing clothing. The children are ages 5-12 and we encourage independency.

8.7 POLITICS

Learning Cafe Express, LLC respects everyone's freedom of speech. However, it is in the best interest of all parties that we refrain from the discussion and/or debate of political favors and/or viewpoints while on the LCE's premises. We are to maintain the integrity of a neutral environment for our children, families, and the LCE team.



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Acknowledgement of Parent Handbook

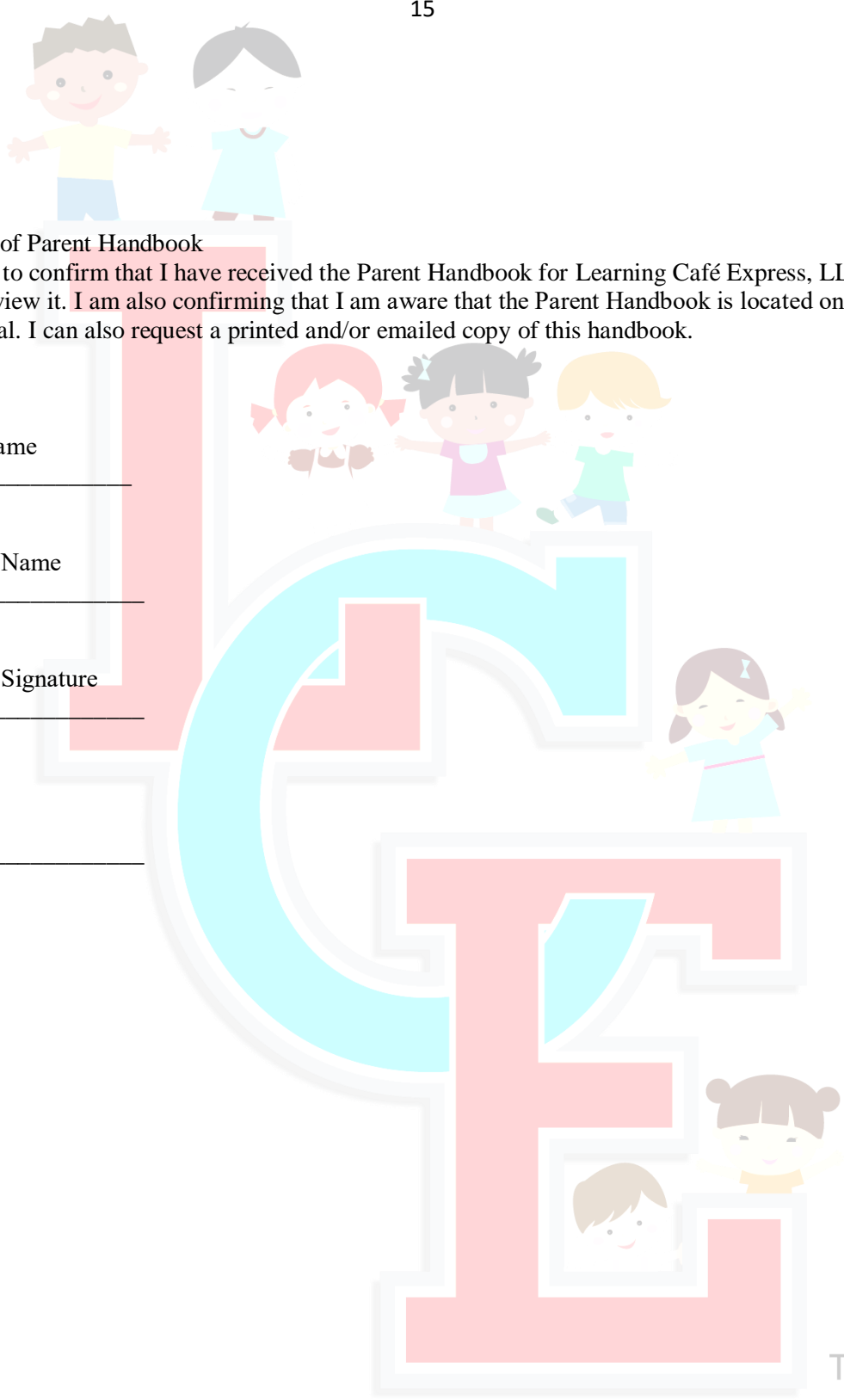
I am signing below to confirm that I have received the Parent Handbook for Learning Café Express, LLC and it is my responsibility to review it. I am also confirming that I am aware that the Parent Handbook is located on the company's website/parent portal. I can also request a printed and/or emailed copy of this handbook.

Enrolled Child's Name

Parent/Employee's Name

Parent/Employee's Signature

Today's Date



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