

PROMISE LEARNING CENTRE

SCHOOL PROSPECTUS

A School that makes a difference, treating children with Autism and Learning Disabilities

(Since 1993)

58 Hagley Park Road

Kingston 10

Jamaica W.I.

Phone: (1876) 906-8293

631-5201, 631-5164 or 424-0573

Fax: 632-3143

E-mail: promiselearningcentre@yahoo.com

www.promiselearningcentre.com



With Potential Possibilities Are Endless



Mission

Promise Learning Centre exists to provide special educational and therapeutic services for students with

Autism and learning disabilities using special learning materials, experiences and techniques aimed at helping them to develop their capabilities to equip them with life skills in order to function in society, utilizing best practices, partnership and stakeholder





GOVERNING BODY:

Mr. R. Dandy (Chair/Parent)
Mrs. M. E. Hylton (Principal)
Rev. D. M. Hylton (Admin. Director)
Mrs. Y. McBean (Secretary)
Mrs D. Dandy (Parents)
Mrs B. Bartholomew)
Prof. Dr. M. S -Vaughn (Consultant Paediatrician,B DP)
Mrs. N. Aitken (Parent)
Mr. E. Chambers (Accountant)
Mr. E. Moor (Financial Services)
Mrs. A. Morris (Teacher)

Executive Members:

Mrs. J. Wilmot
Miss P. Dennis
Mr. Clark
Mr. C. McEwan
Mrs. A. Morris

MEMBERS OF STAFF

Teaching staff

Mrs. M. Hylton (Head teacher)
Mrs. A. Morris (Supervisor)
Mrs. M. Bolton
Miss S. Knight
Mrs T. Atkinson
Miss A. Palmer
Miss T. Brown
Mrs. D. Downer
Mrs. G. Craddock
Mr. J. Jones

Administration

Rev. D. Hylton
Mr. E. Chambers
Mr. V. Hylton
Miss. C. Simms
Miss M. Roach

CLASSROOM ASSISTANTS:

Miss A. Campbell
Miss J. Beckford
Miss V. Bentley
Miss D. Williams

ANCILLARY STAFF

Mrs. N Brown (Cook)
Ms. K. White (Cleaner)
Ms. N. Blackwood (Cleaner)
Mr. J. Allen (Caretaker)
Mr. D. Brown (Driver)
Mr. D. Reynolds (Driver)

TABLE OF CONTENTS

About Promise Learning Centre

Members of the Promise Family..... 2

Welcome message..... 4

Our History..... 5

➤ Statements & Philosophy of Promise Learning Centre

Vision Statement..... 6

Mission Statement 6

Statement of Values 6

Our Philosophy..... 6

Location & Aim of the School 7

Principals Remarks 8-9

➤ Policies & Procedures

Admission Policy & Procedure.....10-11

Tuition/Payment & Refund Policy & Procedures.....12-13

Highly important miscellaneous Policy & Procedures.....14-22

Parent and Teacher Policy & Procedure.....23



WELCOME TO



PROMISE LEARNING AND TRAINING CENTRE

Promise Learning Centre School is a Special Education Institution which cater to the needs of children with Autism and Learning Disabilities.

It has been a challenging for (21) years with the issue of relocation from old Church Road to Pamela Drive, then North Avenue and now 58 Hagley Park Road. With God's help and support from our society a school can be built for the betterment of students with Autism.

In 2006 the Ministry was approached and after a period our prayers were answered, and we were able to re-locate the school to this present address. The staff and Proprietors of Promise Learning Centre believe that we should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child.

This new location for promise is a gift from God and a home for students with Autism and Learning Disabilities. Students already find a friend and comforting arms of caring staff. The population has grown steadily and the programs are extended to accommodate the new growth in special education needs.

This new location is an old type house with lots of rooms, roof leaks, space is unpredictable because every where needs repair; so the job gets harder when there is no cash to care. The journey however continues to develop quality of students approaching their independent living. The program we offer includes: Health and family life education, General Academics, Data Operations, Home management, Food Preparations, Garment Construction, and Music.

We are very proud of the success achieve by our music band namely the Melodically Bloomers, Gold, silver and Bronze medals were taken home from JCDC since 2001, and every year after, the development of the senior class in different areas those who gain passes in grade 1 achievement test and level 2 CSEC examinations (English and social studies), we applauded them and honor their teachers for a job well done.

We give honor to chase fund for their kind donation of computers that help to bring improvement mainly in the area of computer, this brings us to a level where our students are now preparing themselves to be certified by the Heart Trust NTA in computer technology and food preparation.

*Special mention must be made of the caring, loving, kind and gentle teachers who are called by God to be in a place like Promise Learning Centre, again **we say thank you teachers.***

*There is also intervention in Behavior modification, Language development, speech and Language therapy, occupational coaching, and social and self help skills, skills development, techniques in swimming from our gold medalist at special Olympics, **How they make us proud... they will do the same for you, Parents! believe in your child.***

Autism is treatable

SCHOOL HISTORY

Promise Learning Centre is a special Education Institution which caters to the needs of children with Autism and Learning Disabilities. The genesis of the Centre can be traced to 1988 where the special education unit originated at the McCam Centre. In 1993, a small group of Parents saw the need for a special programme to be developed to enhance the needs of students with autism and learning disabilities.

Arising from this, Marjorie Hylton founded Promise Learning Centre upon the belief that children with special needs would be served best by a programme; that comprehensively addressed their educational, emotional and social needs. So on April 6, 1993 the Centre was opened at Old Church Road.

She started with only five students, after a week there were seven; as the population grew the unit had to be relocated to Pamela Drive. After three years she was joined by her husband Darrington who presently serve as CEO. The population increased to fifteen. Today the school continues to grow steadily, serving students who have been able to integrate in the regular school environment. The school was removed to 1 North Avenue in 2002 and has since relocated to 58 Hagley Park Road in Kingston 10.

Rev. & Mrs. Hylton continue their work serving children with Autism and Learning Disabilities. Promise prides itself in continuing the same historical quality, respect, family values and community integration. Our motto " EVERY CHILD HAS THE GOD GIVEN ABILITY TO ACHIEVE " still rings true today. We remain dedicated to the highest quality programmes, integrated support for families and guardians, and an enriched and positive climate for the children and young adults we serve.

Vision Statement

A school of excellence providing quality special education services for students locally and internationally aimed at equipping them for independent living.

Mission Statement

Promise Learning Centre exists to provide special educational and therapeutic services for students with Autism and learning disabilities using special learning materials, experiences and techniques aimed at helping them to develop their capabilities to equip them with life skills in order to function in society, utilizing best practices, partnership and stakeholders involvement.

Statement of Values...

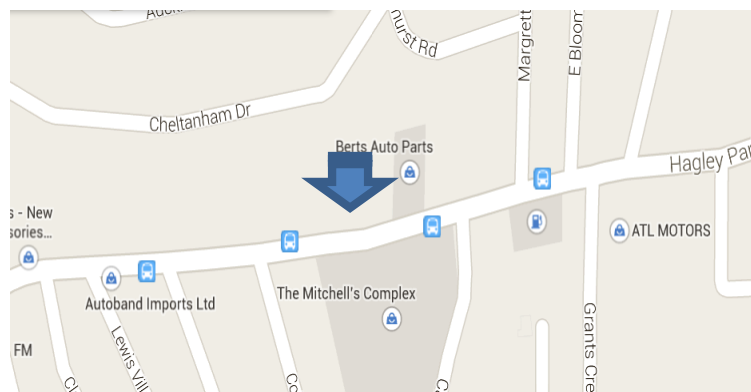
- ***Adherence to the highest ethical and moral standards***
- ***Commitment to the service of others and our community.***
 - ***Cultivation of an atmosphere of excellence.***
- ***Effective and meaningful recognition of excellence and achievement.***
- ***Promotion of children, adults and families we serve by putting their interests before all others.***
- ***Belief in the value and importance of each individual and his/her intrinsic contribution.***
- ***The importance of personal and professional growth and accountability.***
 - ***Recognition of team members for work well done.***

Our Philosophy

Every child has the God given ability to achieve.

Visitors and Location

Promise Learning Centre School lies in the heart of the residential area of Blooms berry Community and is maintained by Ministry of Education Jamaica Authority. It is spacious building with 8 classrooms, a large hall and stage, a separate gymnasium, a library and television room. Outside the play Ground, which the children use for collective recreational activities, is but a short walk and play away.



Visitors

On arrival all visitors are asked to report to Reception where they will be required to obtain a visitor's badge. This is in the interests of the children's safety. If possible a phone call in advance would be especially appreciative (1876) 906-8283).

Aims of the School

Our staff at Promise is committed to the provision of a caring and protective climate in which each child is equally valued has the opportunity to develop his/her full potential academically and socially.

Parents are involved in consultation and encouraged to work in partnership with the school.

The schools make efforts through class assemblies, class activities, regular open nights, annual Governors' meetings as well as a very active Parents Association to ensure that parent are fully informed and involved in every aspect of school life.

Parents of children with Autism and Learning Disabilities are our focus and are in consultation individually.

An agreement is made on the role of the parent and teacher supporting each child's special need to use every available resources, outside agencies if necessary.



*Promise is all about achievement, not least in this instance with the students of Training centre now being certified by the Heart Trust NTA, in Food and Computer Technology. Garment construction, Art & Craft is also high in priority.



This lovely Play ground setting was donated by Chase Fund, is conducive to settle the minds and positive attitudes.

Welcome to a new school year- a beginning filled with excitement as well as anticipation of all that we can accomplish together here at Promise Learning Centre.

After a summer of reflection and planning we are looking forward to renewing our commitment to the academic, spiritual and emotional development of our students.



Ten Tools for Parenting Your Child with Autism

Principals' Remarks

It is very important to understand that whether that child is "high functioning" or "low functioning" - you are living with greater stress, anxiety, cost, and worry than most parents. In some cases, those negative feelings can snowball into counterproductive actions, leading to even greater problems. What does that look like? Perhaps one of these scenarios looks familiar:

- *A mother who believes her actions - or inactions - somehow led to her child's autism feels tremendous guilt and decides to spend all of her time, energy, money, and love "fixing" the problem. As a result, her husband and other children feel neglected, the bank account is depleted, and the mother is exhausted, frustrated, and resentful. The child with autism, meanwhile, spends all day, every day, in therapy - missing out on ordinary life experiences that could be equally valuable to his development.*
- *A father who is stressed over the cost of autism treatments and "special" programs develops emotional and physical issues, and becomes less available to his family, his employer, and even his child with autism.*

How can you avoid the possibility of a cascade of negative outcomes? To take charge of your own day to day life here are 10 tools for living with a child on the autism spectrum:

A sense of perspective. Your child with autism is more than his or her disorder: he or she is a person first. Much though therapies are important, so are "down" time, family time, exercise, and sleep. By maintaining a sense of perspective, you can allow yourself and your child to take a break or choose not to participate in a particular therapeutic activity - without guilt, anxiety, or a feeling of inadequacy.

Flexibility. You planned to take a trip to the zoo, but your child with autism had a meltdown in the parking lot, and refused to walk through the gates. What's your Plan B? You could decide your day is ruined, or choose to have an ice cream, take a walk, listen to music on the radio, or play a chase game together. Perhaps, after half an hour of doing something relaxing, your child will be ready to go see the animals - or maybe he won't. Either way, you've had positive family time together.

A sense of humor. No, autism isn't funny. But sometimes, the outcomes of autism can be humorous - even when they're difficult to manage. While you don't want to laugh at a child, whatever his abilities or disabilities, it can be a great relief to laugh, rather than cry, when autism creates havoc, changes plans, or makes life a little more fun.

Patience. Living with a child with autism requires the patience of a saint. You can develop a philosophy and build some skills to help you cultivate patience in the face of frustration. You can choose to learn deep breathing, meditation, or other stress management techniques; you can also choose to take a long view of the learning process.

A thick skin. Your child with autism is different - and that's just the way it is. Even with lots of therapy and improvement, chances are your child will elicit stares, questions, or even disapproval. If you allow every real or perceived insult to get under your skin, you will be very unhappy. It's within your power, however, to thicken your skin, or, to mix metaphors, to allow others' judgments to roll off your back.

Support. It is very, very difficult to successfully raise a child with autism all by yourself. If you're half of a mutually supportive couple, you're one step ahead. If you have friends and family who are willing and able to provide you with emotional and/or day to day support, you're way ahead of the game. If you've developed connections within the larger community - parenting support groups, for example - you've taken an important step toward maintaining a positive family life.

Respite. Not every child with autism has serious behavioral issues, but many do. If parents need time away from typically developing children (and they do!), that needs increases when behaviors or needs are particularly challenging. Respite can take the form of an hour, an evening, a weekend, or even a week away from a child with autism - and can be provided by a friend or relative, or by an "official" respite provider. No matter how long your respite, make the most of it by recharging yourself with favorite activities and people.

Hope and faith. It takes a very long time for children with autism to achieve the same goals as their typically developing peers. There's no guarantee your child will reach all -- or even most -- milestones. Yet every child with autism progresses, grows, and shows strengths as well as challenges. Your hope for and faith in your child is a critical factor for your child's development and for your whole family's happiness.

Joy. Last but not least, parents of children with autism need the ability to experience joy, even in the face of challenges. When your child with autism speaks for himself, discovers the meaning of a joke, develops a new skill, or shows affection - it's an opportunity to stop, appreciate the moment, and feel that sense of real joy that can only come to a parent who knows the importance of every small victory.

We thank you for making us partners in the growth and development of your children, and we look forward to a year in which the words of our tradition truly resonate: *Every Child has the God given Ability to Achieve & with Potential Possibilities are endless*



Communication

Good communication is of the utmost importance. When a new family is accepted into our center, we like to be sure that we can share openly about any concerns or questions that may arise. It is important that there is a similar child care philosophy between the center and the parents. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private at a mutually beneficial time.

Promise Learning Centre Admissions Policies & Procedure

This Policy includes the Early Childhood, Primary, Senior School, Training Centre,

STATEMENT OF INTENT

The Board of Directors, Management and staff of Promise Learning Centre believe that we should provide a caring, positive, safe and stimulating environment, which promotes the social, Physical and moral development of the individual child.

Promise Learning Centre recognizes the importance of working within the Every Child can learn Matters:

With Potential Possibilities are Endless.

With support the main focus outlined within is to achieve:
stay healthy, stay safe, enjoy and accomplish,
to make a positive contribution, and enhanced economic well-being.

- Contact the Admissions Manager, Rev. Darrington Hylton @ 906-8283, 424-0573. He will discuss your child's needs and arrange for a School interview to be conducted with you and your child.
- Younger children will be offered a place in the Nursery (1-3 year olds) or the early childhood centre (0-4 year olds).
- Children who are 4-8 years old can join our Early childhood class (1 or 2),
- Those aged 8-14 can join our Primary classes (1) or (2).
- With those aged 14-20 year olds joining the (Senior)or Vocational class.
- Young adult 21 and over join our Training centre

- Arrange a preliminary family visit, at a time to suit you, either during the normal working week, or at one of our Open Days.
- You will be shown around the school site, and will have ample chance to find out about what makes Promise Learning Centre so unique .
- We do not select children on academic ability; but rather through a diagnostics report and a positive attitude to learning, a desire to do their best, and evidence of a good behavior ready to be modified.
- The summer school are considered taster days, for up to three weeks can be arranged – we recommend that your child spends at least three weeks with us in summer classes – this allows them to demonstrate their potential, while getting a good idea of how the school operates.
- There are several forms that make up the Promise admission packet. This admission packet must be completed and in our possession before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of Ministry of Education guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify your director to update your records.

If you have any questions regarding the completion of these forms, please feel free to ask your director.

Your child's existing school may be contacted for a verbal reference.

- Parents and pupils sign a form agreeing to uphold the school rules.
- A formal offer of acceptance is then made.
- A termely Registration Fee \$2,000.00, becomes payable. Parents whose children enter the school during the academic year will be required to pay the Registration Fee immediately, once a place is confirmed. If an offered and accepted place is subsequently not taken up, there will be a cancellation charge equal to the Registration Fee.
- School fee payment must be made before registration day that the payment voucher maybe presented.
- A full term's notice in writing is required (or a term's fee in lieu) before withdrawing a child from the school.
- No class will normally exceed 10 pupils (16 in the Senior School).
- Please note that pupils may start at any time during the academic year, subject to their being a place available.
- Priority will be given to parents who have other children already in the school or Nursery.
- If no such place is available, you may place your child on the Waiting List.
- Whilst the school seeks to maintain a balance between the numbers of boys and girls, no child will be refused admission on the grounds of race or gender.
- Many items of uniform can be purchased through the school office.



Tuition / Payment and Refund Policies & Procedures

All fees must be paid before the first day of each term. Students whose parents have not made arrangements with the school and whose fees have not been paid will not be admitted to the classroom. Fees are to be paid to (Promise Learning Centre account at any Sagicor Bank) by manager's cheque or cash and a copy of the lodgment slip (fee voucher) presented to the school's admin office staff before the first day of the term. It can also be paid at the schools office using a Manager's cheque. Please **note!** Always request a receipt for all payments.

Notification of days for presenting vouchers will accompany school Reports. Persons on Payment Plan, we now ask that post dated cheques are written and lodged with the school for deposit on the agreed date. This is to reduce the amount of Administrative follow up that has to be done when persons do not meet the payment date given.

One term's fees is payable in lieu of notice of withdrawal of a student. Report cards, Progress Reports and Recommendations will be withheld until fees are paid.

Separately from tuition fees, PTA dues \$1000, insurance \$550, Lunch & Transportation fees are calculated at the school office, Uniforms, badges and any other money related matters.

All money related matter : school fees, lunch, transport, swimming, uniform or materials are to be paid at Any Sagicor Bank formally RBC .Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied child of school until account is made current. The success of our centre depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses that are encountered. Tuition, Lunch and Transportation fees are computed with the following factors in mind:

- Food, health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children and transportation
- Outside play equipment
- Employees' Social Security, Sagicor, Workers Compensation, Unemployment Compensation and employee benefits
- Employees' continuing education
- Employee wages and benefits
- Building rent, electricity, telephone, maintenance, and liability insurance
- Additional time spent, each day, on record keeping, parent-provider communication; clean up from school, and shopping trips for food and supplies

Parent Vacation: You must continue to pay your tuition on your vacation to hold your school spot.

Maternity Leave: To hold a spot you must continue to pay while you are on maternity leave.

Bounced Cheque

If a cheque is returned for non-sufficient funds, there will be a \$700 fee incurred as a result of the returned cheque. The services may be halted until full payment of tuition and return has been made, in CASH. In addition, upon the second returned cheque within 6 months, only cash will be accepted.

Late Fees

A \$500 per day late pickup fee will be assessed for all children picked up after closing. This must be paid in cash at the time of pickup, or before the child's next regularly scheduled day. This will be strictly enforced, and habitual tardiness may result in termination of services.

Refund Policies & Procedures

Schedule for refund of Tuition Fees are as follows for students;

	% of Fees Refundable
4 weeks prior admission date.....	90% of Tuition fees
1-2 weeks of commence of classes.....	90% of Tuition fees
4 weeks after commence of class.....	60% of Tuition fees
6 weeks after commence of class.....	50% of Tuition fees
After 6 weeks of commencement of class.....	NO REFUND

Please Note! That no portion of school fees will be refunded for a student absences, or dismissal by expulsion or for disciplinary grounds from school.

- No student may attend class the next school next school year if tuition has not been paid in full for the current school year,
- At re-enrollment time, if your account is not current you may re-register your child but your child cannot return to school until the account is settled.
- Fees that are more than 14 days in arrears will result in the child not being allowed to all end classes until that amount is paid or until some arrangement are made with the office, Tuition will continue to accrue while student is out.
- In any case; A reminder letter will be promptly sent to every parent or guardian who does not meet a scheduled payment deadline at any point in time. Also information regarding late fees charges applicable.

The Board is charged with monitoring the school fees and other fees assessment and collection processes.

I have read and agreed to the Policies & Procedures

Parent Name:.....

Parent Signature:.....

Hours of Operation

We offer both full and part time care. Full time is considered from 30-50 hours per week. Part time is considered less than 29 hours per week(after school care). Add-ons or schedule changes may be accepted to our daily schedule only if there is communication of late pickup for that day, Please remember that schedule changes of this nature create some disruption to our normal schedule. We would appreciate as much notice as possible, so that we can plan for meals, sleeping arrangements, and any changes in activities that may occur.

We maintain an open door policy for parents during school hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

Arrival and Departures



Children are to arrive clean and fed (unless arriving just before a meal time). We will try our best to send your child home with a clean diaper, shirt or pants and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Please leave your cell phones in your car so that the director, teachers and your child will have your undivided attention at pick up or drop off time.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

Absences

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

Holidays / Vacations

The following is a list of the holidays that Promise Learning Centre will be closed:

- New Year's Day
- National Heroes Day
- Independence Day
- Labor Day
- Christmas Eve (all centers close at 3:00pm)
- Christmas Day
- Boxing Day
- Christmas Term Holidays
- Easter Term Holidays
- Summer Term Holidays

If one of these holidays falls on a weekend, then we will be closed either Friday or Monday.

Clothing / Attire

Children daycare should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. You will be expected to supply an art rubber apron to protect clothes from paint or other art materials, and bibs to keep food stains to a minimum. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and appropriate for outdoor play. Make sure to include extra clothes. All students attending school must be in uniform. (school may have ready uniform, samples or material on sale.)

Personal Belongings

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

Supplies

Early Childhood//care. Parents must supply the following items to be kept in their cubby:

Diapers, wipes, pull-ups, powders/ointments, binkies (preferably on a binky string), bottles, aprons, , and a complete change of clothes (replace when soiled)

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

Donations help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Dress up clothing, costumes, jewelry, hats, etc.
- Paper of any kind, brown, white, colored, waxed, foil, etc.
- Crayons, water color paints, or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- IDEAS! We welcome any ideas that you may have for fun activities or crafts!!!

Infants and Toddlers

Infants and toddlers will not necessarily follow the same schedule as the schoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.

A report will be prepared for each infant/toddler each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day.

School Schedule

Early childhood enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

We thank you for the information you filled out for us regarding your preschooler's individual needs and schedule. It will help us get to know your child better.

Early Childhood/ Daycare. Our daily schedule, while very flexible, is as follows:

7:00 a.m. - Center opens - free play
8:45 a.m. - Breakfast for student who did not have a meal at home
9:15 a.m. - Circle time
9:30 a.m. - Structured activities (Early Childhood program)
10:30 a.m. - Gross motor play (outside weather permitting)
11:45 a.m. – Lunchtime
12:00 p.m. - Story time/wash-up for lunch
12:45 p.m. - Naptime
1:00 p.m. - Afternoon snack
1:30 p.m. – class dismissed
2:00 p.m. – After care begins
6:00 p.m. - Center Closes

Meals

Food Program and all meals will be provided at a cost to parents. Any parents who refuse to participate must provide all meals, snacks and drinks.

All meals will be provided at an extra cost. Meals will consist of lunch and afternoon snack. Menus will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request. We prefer that children do not bring food, drinks, etc. from home unless requested. Children tend to think the "grass is greener . . ." when they see someone eating something different from them. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home.

It is our belief that children should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. **We will need to have a physician's written instructions describing any foods the child is not permitted to eat.** An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! All eating patterns will be communicated to the parents.

Cleanliness / Hygiene

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed as well. All employees are required to wash their hands frequently and also use antibacterial gel.

Infants sleep in separate cribs or pack and plays, with clean sheets used only by them. Beginning at toddler age, washable nap mats are used. Each child has a separate nap mat; with a sheet and a blanket that are washed weekly (unless soiled, then they are washed as often as necessary) and mats are wiped with disinfectant weekly.

Children use separate cups, plates, bowls and eating utensils that have been thoroughly washed. High chair trays, etc. are disinfected after each use. We disinfect toilet seats and clean potty chairs between each use.

Fire Drills

We are required by law to do 1 fire drill per month at each location. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. Evacuation cribs with wheels are used to transport infants and non-walking toddlers to the emergency meeting area.

Toilet Training

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

Nap / Quiet Time

There will be a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period.

Special Needs

Promise Learning Centre will make all reasonable modifications to our policies and practices to accommodate all children. Each child will be evaluated on an individual basis to determine eligibility.

Parental Involvement

There will be times and ways you can get involved in your child's daycare experience. You are welcome and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at home with the concepts we are studying here (see monthly newsletter)

- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties

Activities / Curriculum

Our main objective is to have fun, improve social skills, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, computer programs, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos are just some of the activities we will be doing.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times. Some of the music we will be using may include, classical, children's songs (by a variety of artists), foreign language tapes and others.

Television will be used as a tool to help children unwind and relax. We usually watch no more than one hour of television per day, and some days none at all. The exception may be on rainy days, or if we are having a particularly difficult day. Viewing will be limited to cartoons and child-friendly, educational-style videos, such as Barney, Richard Scary, Wee Sing, etc. We carefully screen everything the children watch and watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, or anything of that nature, as we believe that young children are extremely impressionable. We prefer to err on the conservative side when choosing appropriate viewing.

Children of all ages will be taught age appropriate curriculum daily. Our educational program is one of the most highly advanced learning programs in Jamaica.

Center Rules

There are certain center rules that all children will be taught and expected to follow. This is for the safety and well being of everyone. In addition we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our center "demolished".

There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, in order to create a better environment for all (see Departure and Arrival).

No smoking is permitted on the premises as per law; this included parents and staff.

Reporting Requirements

Promise Learning Centre is a child care center and we are mandated reporters to the Department of Human Services if we feel a child is being abused or neglected. Always be sure to let your director know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to school with injuries have them logged into the child's file.

If you ever feel that Promise Learning Centre is not operating in a safe manner, please bring the matter to our attention. We will be happy to supply you information you need. We are proud to say we do our best to follow laws and guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable local laws. If you observe something that you know is a violation of laws, you can report the

incident by calling the Department of Human Services Kingston Jamaica W.I.. We pride ourselves in running one of the safest child centre in Jamaica.

Indoor / Outdoor Play

Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Children with autism have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in summer), and others. We are mandated by law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of school until they are able to participate in all activities.

Discipline

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior modification: respect for other people and respect for property. The children are explained the rules of the center frequently, when it is kept, (WE APPLAUDED THEN, GOOD BOYS AND GIRLS) so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children in general have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, scratch, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage and or modify making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs will be rare except when a brief cooling off period is needed. Sometimes when children are in temper tantrum fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

Illness

Promise learning Centre is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

Sick Child Policy: Under no circumstances may a parent bring a sick child to Promise Learning Centre, if the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVAL OF CHILD FROM SCHOOL), or is unable to participate in the normal routine and regular school program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full

recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene).

If your child is unable to participate in the normal activities of the school (including being able to play outside), then your child MUST stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to school for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to school immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to school, please call the Admin. Director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

Symptoms requiring removal of child from school:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Just a note: Many times our child care may get blamed for the illness of a child, meaning that we have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to our center, our entire staff is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? We STRESS this again -- if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate you cooperation in this matter.

Medications

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed for us to administer ANY medication, prescription or over-the-counter. **NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.**

Medical Emergencies

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owners of Promise Learning Centre, will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

Termination Policies

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with school's regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give one term written notice when they decide to terminate child care. The one term will be paid in full, regardless of whether or not the child is in attendance.

We will give one term notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates school and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$2,000.00 per month late fee plus 35% collections fee added to amount due.

Promise Learning Centre

Parent and Teacher Policies and Procedures

At Promise Learning Centre, we believe that the involvement of parents is critical for their children's development and success. Parent participation also enhances the whole school community. Research has shown that students whose parents are totally involved in their schooling are usually more successful than those without this support.

We want to make sure you have all the information you need to interact with the school and that you've provided us with all the information and input we need to take care of your child.

Please don't hesitate to contact us if you have any questions or comments.

About the Parent-Teachers' Association (PTA)

We're blessed at Promise Learning Centre to have a dedicated group of parents who integrate themselves into the life of the school. The PTA offers the opportunity for parents to work closely with the faculty to strengthen the environment of the school. The group also develops programs and runs fundraisers to aid the school.

How to Help Your Child Succeed in School treat him /her normal.

- Make sure your child is at school every day possible. Missed work is generally more of a loss than made-up work is a gain. There is no substitute for attendance.
- Make your child comfortable to see you drop in at school on open day or any other day interacting with his/her teacher looking at their work and get to know more about the other side of your child life.
- Designate a time and place for your child to do homework. If he does not have homework, have him use the time to read. Routine is the essence of a child's life.
- Keep in touch with teachers, but don't overdo it. Most teachers appreciate parents caring enough to keep in touch a few times a term but do not appreciate parents expecting contact on a regular basis.
- Teach your child character - it will improve social and academic skills more than anything else. Some things are simply wrong, and the world your child will grow up in will punish crimes, so give your child a head start.
- Make time every day to talk with your child about the day's activities. Let them know you care, your child may not develop verbally or paying attention to your communication, look at them, they will communicate, body language, or mumbling something, really listen to what they have to say you will get to understand your child better.

Your child may develop better communication skills at school than home because of the teacher relationship.

Revisions to Handbook and Contract : There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

