



*"We Create Stars"*

# Parents' Handbook



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# Table Of Contents

	Pages
Welcome	1
All About Small Treasures	2 – 5
Our Learning Programme	5 – 7
Registration Process	7
School fee & Withdrawal Policy	8 – 10
Behaviour Management Policy	10 – 11
Operating Procedures	11 – 13
Medical Care & Emergency Protocol	14 – 19
Nap Time	20
Extra-Curricular Activities & Excursions	20 – 21
School Uniform Policy	21 – 23
Dress Code	23
Meals	23 – 24
Birthdays and Celebrations	24
Sanitation, Security and Safety	24 – 25



# To Our Parents/Guardians:

# WELCOME!

We take pleasure in welcoming you to our Early Childhood Institution.

We look forward to a productive partnership with you to ensure our children achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school.

We know that a strong partnership with you will make a great difference in your child's education and development. Your child's educational journey has just begun and we are honored that you have chosen us as a partner in guiding those first steps.

As partners we share the responsibility for our children's success and we pledge to do our very best to meet our responsibilities and obligations.

We promise that all of our Treasures will be treated with the highest levels of care, love and attention.

We are serious about early childhood education and we strive to deliver and maintain the highest standards possible in order to offer you an amazing treasurific experience.

We appreciate you taking the time to read and familiarizing yourself with the information about our policies and procedures at Small Treasures Childcare.

Our hope is that you will join us on this journey to help your child/children have a positive and rewarding experience this year and in all of the years ahead.

Welcome to Small Treasures Childcare!  
Thank you for choosing us.

**Jennifer Small and Janice Levy**  
**Directors**



# ABOUT SMALL TREASURES NURSERY & KINDERGARTEN

## Our Mission

Our mission is to positively impact minds and lives in our care, so that knowledge and life skills will be absorbed in preparation for the next stage and as a result, the Small Treasures in our care will grow into precious gems, with the assistance of proper parenting.

## Our Vision

Our vision is to become the Early Childhood Institution of choice for parents and their children by providing exceptional customer service, care and educational opportunities through quality staff.

## Our Commitment

### **Small Treasures Childcare will:**

- Provide a safe, enriching and nurturing learning environment.
- Foster interest and curiosity about school activities.
- Promote the physical, social, emotional, language and cognitive development of each child.
- Create an informal, collaborative atmosphere where children learn to participate in group activities with peers.
- Provide opportunities for self- initiated and directed play.
- Support and encourage parents/guardians as they take on the responsibility of guiding their child's education.
- Identify and address the specialized needs of each child we serve.

## ROLES AND RESPONSIBILITIES

At Small Treasures Child Care, we are committed to providing the highest quality child care services. Our trained and dedicated staff members are responsible for:

- The correct analysis of the individual, physical, psychosocial and educational needs of each child in our care.

- Effectively administering the proper nutrition, physical activities and intellectual stimulation necessary for each child's development.
- Creating opportunities for the personal and professional advancement and job satisfaction of our employees and trainees.
- Maintaining the highest ethical standards in the conduct of all our affairs, as we interact with our children, parents, regulators and the general public
- Providing a structured learning program enhanced by an atmosphere of love and care.

**To ensure we fulfill our responsibility to you and your child, we have designed your experience based on the following principles:**

- All Treasures come to school on time and are ready to learn.
- Learning should be an enjoyable experience for children.
- A Nursery program that incorporates academic goals with social preparation.
- To provide children with the fundamental skills and essential knowledge they need to become successful students in kindergarten, which includes skills such as reading, writing, mathematics, gross and fine motor skills.
- In addition, help them become well adjusted, happy, and secure with their social life.
- It is our responsibility to serve our students, parents/guardians and community in a courteous, safe, effective and efficient manner.
- School professionals should be given the opportunity to determine the individual needs of each child – social, emotional, physical, and intellectual, enabling them to make the most of all educational opportunities available in his/her school.
- Parents/Guardians are the primary advocates for their children and as such, are an integral and essential part of the educational planning.
- We expect parent/guardian participation and consistent reinforcement of day-to-day activities – ensuring that their children are well rested, properly equipped for school, on time, prepared and ready to learn. This is key to their learning success.

## CONDUCT

Small Treasures Childcare endeavours to serve its customers, staff and other stakeholders in a polite, respectful and professional manner. We therefore ask all parents to treat all our children, staff members and each other accordingly. We further ask that you report any dissatisfaction with treatment received from our staff members or other parents immediately to our office. Should the office be the source of your dissatisfaction or should they not have addressed your concern to your satisfaction, please communicate directly with our Directors at: **smalltreasuresja@gmail.com**.

### Our Approach

**Curriculum management** - We continually assess and manage curriculum and developmental activities to address unique learning needs while maintaining group learning structure and achievement goals.

**Needs assessment** - Through observation, interaction and use of appropriate and accepted diagnostic tools (as necessary), parents/guardians, teachers and education-related professionals collaborate to establish current performance, identify needs and monitor progress.

**Parent/guardian involvement** - Recognizing that parents/guardians are our students' primary teachers and the most powerful influences in their development, we strongly encourage you to be involved in your child's education and to be an integral part of that experience. We provide many participation opportunities and welcome visits to the school. **(Please make an appointment in the office)**



## Our Staff

All Small Treasures Nursery and Kindergarten teachers and Caregivers have early childhood development training, have passed through background checks and meet all requirements mandated by the Early Childhood Education (ECC).

## Our Students

Small Treasures Childcare caters to 4 separate groups:

Infants	3 months	–	24 months
Toddlers	2 years	–	3 years
Pre-Schoolers	3 years	–	6 years
After-Schoolers	Up to 12 years of age		

## The activities put in place for each group include opportunities for:

- Developing motor and sensory coordination.
- Providing social interactions needed for preschoolers.
- Observing and assessing age vs. stage development.
- Cognitive stimulation using the Early Childhood Commission's Curriculum.
- Reinforcement of learning through application of sensory skills.

## WE FOSTER A GREAT CULTURE OF CARE AND LEARNING

### LEARNING PROGRAMME – MINISTRY OF EDUCATION

Ultimately our goal at Small Treasures Childcare is to prepare your child as he/she embarks on this educational journey. All curricula are developed with your child's interest in mind and implemented in the



classroom using best practices found in research. Listed below are the programs that are offered at Small Treasures Childcare:

**Infants: 3 months to 24 months:** Exemplary care will be provided for your baby in our Nursery. Staff will strive to take excellent care of each child and encourage all developmental stages. Please note that parents are required to provide all diapers, wipes, bottles, formula, and baby food. **(Please pick up an item list in our office).**

**Toddlers: 24 months to 36 months:**

Staff in this area will encourage early learning. The Early Childhood Curriculum provided by the Ministry of Education is used as a guide whenever lessons are being planned. The Staff will also work with children to encourage and complete potty training so that they are able to move on to the Kindergarten program

**Kindergarten: 3- 4 years:** Note: Children are eligible if they are three years old and completely potty trained **(no pull ups – no exceptions)**. The kindergarten program is designed with teachers who work to focus on preparing your child for the next level of curriculum at the 2nd Kindergarten stage. This includes introduction of the alphabet, numbers, writing your child's name, social and emotional development, and learning to care for themselves.

**Kindergarten: 4 - 5 years:** The kindergarten program is designed to prepare children in social skills, character development, mathematics and reading and writing. With reading and writing, the program focuses on oral language, phonological awareness, letter knowledge, and print knowledge. The program is designed with schedules and activities that will make the transition into the 3rd stage of kindergarten an easy one for your child.

**Kindergarten: 5- 6 years:** Note: Children should be five by September 1. Exceptions may be made to this at the discretion of the Director and Principal. The kindergarten program is offered in preparation for Primary/Prep School level. Skills covered in this kindergarten include character development, social skills, mathematics, writing workshop, guided reading groups, and inclusion of science through non-fiction literature and various hands-on science



experiments. There is an emphasis placed on developing reading skills through phonics lessons and sight word practice. When leaving this kindergarten your child will be ready to enter first grade with confidence.

**After School 3 -12 years:** Note: We do not accept after school children beyond 12 years of age. The afterschool program is designed for children ages 3-12 who attend another school during the day. After-school care starts at 2:30 PM and is available until 7:45 PM.

Children involved in the after-school program are offered a bath, dinner (**provided by parents**) and are given opportunities for free-play and homework assistance.

**Summer Session: 3 -12 years:** The summer program is designed to help improve skills that your child may need to work on to better prepare them for the next school year. The summer program is more relaxed and each child is given ample amount of play and free choice activities to provide each child a structured, but more relaxed summer experience.

## REGISTRATION

To enroll your child at Small Treasures Childcare, parents or guardians are required to do an interview before their child is registered with us. The purpose of the interview is to help us gather as much relevant information as possible about the child's known history, status and likely needs and preferences.

Parents are required to complete the registration forms (available at the school) and submit them to the administrator. Spaces are limited and students are accepted on a first come, first serve basis. Early registration is encouraged. Your child may be placed on a waiting list. It is encouraged to place your child on the waiting list as soon as you make Small Treasures Childcare your choice for your child's education. If classes are full upon registration, your child will be placed on a waiting list and we will notify you as soon as a space becomes available. Upon registering, you must pay the registration fee to hold your child's spot in the assigned class (see school fees and withdrawal policy for fee information). After enrollment is confirmed, the following documents must be submitted before your

child attends school:

- Completed application form and medical report from a licensed medical practitioner.
- 3 passport sized photos.
- Updated Immunization card.
- Birth certificate.
- Parents identification (passport, driver's license or national ID).
- Identification for authorized guardians.

## **SCHOOL FEES AND WITHDRAWAL POLICY**

Small Treasures Childcare's School Fees and Withdrawal Policy exists to provide a comprehensive guideline for existing and new parents. We take careful consideration in maintaining good customer relations between our caring staff and you our valued clients.

- School Tuition fees must be paid in full monthly on or before the first day of each month for nursery students and in full before the first day of the term for Kindergarten students.
- Payment arrangements are also considered for Kindergarten parents who need this service for fees to be paid in two equal installments before the beginning of each term and at the end of the said month.
- The payments may be via cash, card or electronic transfers. For electronic transfers, receipts must be sent to our offices in order for payment to be reflected on your Treasure's account.
- Parents of nursery students agree that 3 days are considered a week and the full week's fee will be charged for three (3) day's attendance in one week.
- In the event a student is absent for more than 1 week a freeze will be placed on the payments and applied to the account providing a medical certificate is submitted on re-entry of the student within the same term. **\*conditions apply**
- **10% discount on fees is available to:**
  - Parents who have more than one child at the centre (discount applies to one child).
  - (Parents who refer other parents resulting in enrollment receive a one-time 10% discount for each referral.
- Closure of school due to Public Holidays or inclement weather (flood, hurricane, rain etc) or

other reasons beyond our control, the weekly/termly tuition will remain the same.

- Nursery fees are non – refundable. No recalculation or refund will be given if parents decide to remove the student from the school or in case of relocation. Payment freeze, partial refunds or discounts may apply for long illnesses. A medical certificate is required (within the month) in order to benefit.
- Once a Kindergarten student is registered and enrolled in the school, the term's tuition fees must be fully paid. Kindergarten fees are non – refundable. No recalculation or refund will be given if parents decide to remove the student from the school or in case of relocation or long absences. Payment freeze, partial refunds or discounts may apply for long illnesses. These benefits must be utilized within the same school year of September to August. A medical certificate is required
- In the case of admission of Kindergarten students in the first half of a term, a full term's fee will be charged.
- In the case of admission of Kindergarten students in the second half of a term, half the term's fee will be charged.
- Twenty percent (20%) late charge will be applied to all nursery fees paid after the first Wednesday of the current month and applied monthly on all unpaid balances until cleared.
- Twenty percent (20%) late charge will be applied to all Kindergarten fees that remain outstanding after the end of the first month of that term and applied monthly on all unpaid balances until cleared.
- If the payment of school tuition fees and late payment fees are still not cleared after one week's notice of reminder, the school will exercise the right to withdraw the student's place. In this case the parents will be given one week's written notice.
- If payments become uncollectable in our view, we reserve the right to employ the services of a collector to recover the funds owing and to charge the collector's fee to the balance on account.
- School fees are subject to review on a yearly basis. The school will notify all parents of any change of fees at least two months in advance.

- All parents must send a written withdrawal notification stating the reason for withdrawal and the official withdrawal date. This must be submitted at least seven (7) days in advance in order to utilize the benefits offered.
- In rare cases where students must take leave of school, a 5% withdrawal expense fee is collected  
\*\*\*conditions apply
- All parents must sign for and collect the personal belongings of their child on the final day of attendance.
- Failure to formally communicate your intention to withdraw your child will result in the non-issuance of a letter of recommendation for the child.

## **BEHAVIOUR MANAGEMENT**

### **Our standard practice**

Learning acceptable behaviour in the classroom and other social settings is vital to the success of every child. Small Treasures Childcare uses positive reinforcement techniques, including prevention, redirection and praise, to help children develop self-control, self-reliance, and to respond positively to both peers and adults.

### **Behaviour Management Guide**

In order to encourage positive behaviour and minimize inappropriate behaviour in children, the following strategies and measures will be employed:

- Give children clear instructions, appropriate to their age.
- Ensure that limits form part of the instructions given to children.
- Identify inappropriate behaviour and label this for the child.
- Ensure that disciplinary measures are regularly discussed with all children in an age appropriate way.
- Use reasoning and explanation to address inappropriate behaviours.
- Explain to child the reason why the behaviour is unacceptable. Present another way child could have expressed self or acted.
- Use time out from specific activities.



## Next step

If a student is consistently not responding to positive reinforcement techniques, the child's teacher will meet with the parent/guardian to determine a course of action and will work with them to monitor progress.

- In the very rare instance that the situation is not improved, we will request that the student be withdrawn from the Small Treasures Childcare program.
- All parents/guardians must sign our behavior management policy during the application process. This is kept in the student's file. Parents may obtain a copy of this document through the school office

## OPERATING PROCEDURES

### Hours of operation

- Small Treasures Childcare opening hours are from **7:00 AM to 7:00 PM Monday to Friday (except for pre-scheduled closures restrictions by Government Authorities, pandemic or natural disasters)**
- Our campuses closes on public holidays and weekends (Nanny service is available upon request at an additional cost. **(See fees and guideline brochure)**)

### Drop off and pick up

- Parents please pick up your children or arrange to have them picked up **no later than 15 minutes prior to closure** Mon-Fri weekly.
- Please notify the office **at least half hour before pick up time** in the event you are running late.
- **No child should be picked up after closing time.** In the case they are, the parent will be charged a late fee (See fees and guideline brochure for cost available in the office).
- This late fee must be paid prior to the child being accepted back in school.
- During drop-off, a parent/guardian or a designated adult must remain with the child until the child is officially delivered to the care of a Small Treasures Childcare staff member.
- A parent/guardian or a designated adult must supervise the child after receiving the child from our staff member.

- No child may be left alone or unattended on school property.
- Upon drop off and pick up, all children must be signed in/out with a staff member.
- Kindergarten children must be in their classrooms **NO LATER THAN 8:00 am**
- If a child shows up after 9:00 am, the child will not be served breakfast and parents will not be allowed to accompany the child to the classroom.
- Each class has a very specific daily routine, and having children show up at various times in the morning and even occasionally into the afternoon greatly upsets this routine as well as class lessons. First lesson is very critical to the day's activity and no child should be left behind.
- Exceptions may be made on an individual basis, otherwise this policy will be strictly enforced. Please see the principal / office personnel to discuss any exception requests other than the occasional doctor's appointment or special circumstances.

### **Sign in and out**

- The parties who will be dropping off and picking up your child must provide their full legal signature (no initials or nicknames) on the sign-in sheet each day.
- Pick-up must be by persons so designated by the Parent and their names placed on the child's file. All such persons should be introduced to the Small Treasures Childcare Supervisors. In case of emergency, if you would like someone other than one of the designated persons listed on our child's file (an Alternate) to pick up your child, a phone call or written note should be submitted to the school's office. Any such Alternate will be asked to present an ID upon arrival before pick up is done. A STCC Supervisor will call parent to verify authenticity of any call or note authorizing an Alternate to make a pick-up.

**(This requirement is strictly enforced for everyone's protection)**

## EARLY COLLECTION OF CHILDREN

- Please inform the office as early as possible if you intend to pick up your child before regular pick up time. Upon arrival, please visit the Office and the Supervisor on duty will inform the relevant teacher of your arrival.
- The child will be taken to you at the drop-off / pick-up area.

### Visitation – Open Door Policy

Parents/guardians are welcome to visit the school at any time. For the safety and security of all school personnel and students, all visitors must make an appointment in our office. As an added safety policy, if you need to visit your child's class please call the office and make an appointment and we will be happy to escort you wherever you need to go.

### Communication

We keep our lines of communication open because we want to hear from you. Your suggestions are always welcome in order to improve our service. Our main medium of communication is via email and telephone. We also send written notes occasionally as technology evolves we will introduce other means of communication.

### NOTICES

Approved notices or memoranda may from time to time be sent by email or placed on the STCC Bulletin Board for the attention of parents. Only authorized employees are allowed to make, place or alter any notice. Parents may make request through the office for notices to be sent or displayed.

### PARENTS' MEETINGS

We may request that you meet with us from time to time to discuss issues of importance regarding the care of our Children. You may also request such meetings with us. Meetings may be with direct Caregivers along with an Administrative staff member.



A special Parents' Day function is planned yearly. This and other events will include presentations from the children such as artwork, skits and musical items. The events will give parents an additional opportunity to interact with caregivers and other staff members on a one-on-one basis.

### **Residence change/Personal information**

Please inform the school of any change in residence, mailing address, telephone numbers, email address or change in family situations. We ask that updated information be consistently submitted to the school office.

### **MEDICAL**

We continue to wish all our Treasures well and encourage our parents to take keen interest in immune system building. We however ask parents to take note of the following:

#### **ILLNESS**

- If your child has run a fever in the last 24 hours or, experienced vomiting/ diarrhea during the night please keep them at home. Your child must be fever free for 24 hours before returning to school.
- Parents are advised to keep their children at home if it is suspected that they have a communicable illness or disease, including but not limited to:
  - Chicken Pox, Conjunctivitis, Hand Foot and Mouth, Diarrhea, Flu, Yellow cold or Cold Sores.
- \*Children on antibiotic medication must be kept at home for three days before returning to the Centre, with medication.
- A medical report must be presented before or upon return.





**The following precautions and/or procedures will be followed for any child suspected of having a communicable disease:**

- A staff member will immediately notify the parent/guardian, or other approved contact of the child's condition when they have been observed with signs or symptoms of an illness and ask that the child be picked up immediately.
- A child with any sign of illness or disease will be immediately isolated and made comfortable in the sick bay until discharged to his/her parent/guardian, or other approved contact. Any bedding/furniture used by the child will be disinfected before it comes into contact with another individual. The staff will follow all procedures for dealing with communicable diseases.
- If a child has a non-contagious illness, a caregiver may be available (upon request) to care for the child at home (at a cost).

**COMMON SYMPTOMS REQUIRING PICKUP OR ABSENCE:**

- **Fever:** A body temperature of 101 degrees Fahrenheit or greater (Infants – 100 degrees Fahrenheit).
- **Diarrhea:** Three (3) or more watery stools in a 24 hour period.
- **Vomiting:** Vomiting on two (2) or more occasions within the past 24 hours period
- **Rash:** Body rashes, not obviously associated with diapering, heat or allergic reactions to medications
- **Sore Throat:** If associated with fever or swollen glands in the neck.
- **Severe Coughing:** Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing.
- **Pink Eye:** Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for at least 24 hours.
- **Untreated Scabies and/ Head Lice.** May return with Doctor's certification after treatment.
- **Multiple sores inside the mouth with drooling:** Unless a medical doctor determines the condition is non-infectious and provides a written statement of acceptance.

- **Ring Worm:** A fungal infection of the scalp or skin: may return to school after evaluation and under treatment by a medical doctor.
- **Impetigo:** Return at least 24 hours after treatment is initiated.

## **MEDICAL CARE**

### **Administration of medication**

- Parents of children on medication must complete a medical permission form detailing dosages and any other pertinent information. These must be handed directly to the Senior Care Giver or Day Care Supervisors on arrival or placed in the medical permission box at the sign-in counter.
- If possible, please give medication to your child before they come to school. In the event that they do need to take medication during the school day, procedures are as follows:
  - All medication (prescription medication only), will be administered only with the written orders. We do not administer over-the-counter drugs.
  - Medication must be in the pharmacy package (with dosage/administration information) Any medicine not properly labeled will not be administered.
  - Should any changes occur regarding the administration of this medication to the child, a revised statement regarding dosage/administration must be submitted to the office immediately.

## **INJURIES**

- We ask parents to understand that light physical contact and horseplay is a natural part of the regular interaction and socialization process of children in their formative years. The nurse on duty will render first aid to any child who is apparently injured while in our care, with serious cases being referred to the institution's paediatrician or the nearest emergency medical facility.

- Parents will be immediately informed of any injuries to their children. In the case of a minor bruise or scratch, first aid will be rendered by the Supervisor/ Nurse on duty. In the event of biting, hitting or scratching, parents of the injured child will be duly informed, however the identity of the other children involved will not be disclosed. Small Treasures Childcare will address behavioural concerns with the parents of offending children, especially where such offences against other children or staff is repetitive.
- The health and well- being of our Treasures is our number one priority. We are committed to the care of our Treasures and all reported incidents will be handled with due care and sensitivity. Dialogue and reports of incidents are facilitated. Small Treasures Limited shall not be held liable for cuts, scrapes or other injuries that the children in its care may sustain during the normal course of play or interaction with other children. It is mutually agreed that costs of any unlikely injury will be confined to claims on the insurance policy provided. It is further agreed that Small Treasures Limited will not be liable beyond the provision of the insurance package.



## Emergency Treatment

- Parents/guardians are required to complete an emergency medical form for each child. In case of an accident or emergency, this form will be used to notify the designated contacts.
- Please be advised that those listed as alternative contacts must be available for the call during school hours. To ensure the best possible care for your child, please provide contacts that are in the immediate area and can respond quickly to an emergency situation.
- If none of the emergency contacts can be reached, the school will make an executive decision to take the child to our school doctor or the nearest emergency medical facility. While ensuring that the child is cared for, we will continue to try making contact.

- Parents of children with known medical conditions such as seizure, asthma or any type of chronic illnesses, or severe allergic reactions should make a special declaration on their application form ensuring the emergency instructions are clear.
- Confidentiality will be maintained at all times regarding any child's medical condition or treatment.

### **Accident/Unusual incident reporting**

In case of any accident (emergency and non-emergency) or other incident deemed "unusual," a report will be completed by the teacher or other staff member describing the incident. Parents/guardians will be notified of the incident. Any completed incident or accident reports will be signed by parents/guardians and placed in the child's school file.

### **NAP TIME**

Children become easily over-stimulated and when this happens, they may become cranky. This is why "nap time" is so important. Children will rest for one hour after lunch.

If parents would like to visit, they should do so before or after nap time. A sleeping mat and fitted sheet for the child's mattress must be sent. Sheets must be replaced at least weekly.

### **EXTRA-CURRICULAR ACTIVITIES**

We are expanding the possibilities for our Treasures by offering extra-curricular activities.

It is our experience that children who participate in these activities are usually high achievers.

We encourage every parent to register their child in at least one activity.

Please note that payment must be done on a monthly basis.

### **Among the activities we currently offer are:**

DANCE, BALLET, TENNIS, SWIMMING, MUSIC, SPEECH, SPANISH, FOOTBALL, KARATE AND GYMNASTICS

### **FIELD TRIPS**

#### **Notification and consent**

- Occasionally, the school staff will plan a field trip for our students. Field trip permission slips, including the



date, purpose of trip, times of departure from and return to the school will be sent home in advance of the planned excursion.

**Every student must have a written permission slip from his or her parent/guardian to participate.**

- If you do not consent to let your child participate or a student does not return with a written permission slip, they will remain at the school and participate with one of the other classes. These events are very rare and are carefully chosen with maximum learning experience and safety in mind, we encourage every student to participate.

### **Excursion management**

A field trip register is maintained on the facility which includes the name of each participating child, staff member, chaperones, and the license plate number of any motor vehicle used on the trip. Attendance will be taken before departing the school, upon arrival at the destination, upon preparation for return departure and arrival at the school. Every child must be attired in the school's branded P/E Gear Top.

### **OUTDOOR PLAY**

It is a requirement that, weather permitting, children must play outside daily. The staff will exercise their best judgment in weather conditions for outside play. Please ensure your child is dressed appropriately. Because outdoor play is an integral part of your child's day, we strongly advise application of sunscreen in the morning before they arrive at school.

### **SCHOOL UNIFORM POLICY**

At Small Treasures Childcare we pride ourselves in providing equal opportunities for all our students by providing them with the best learning experience. Having them all dressed in our school's uniform will help them to cultivate an early sense of equality, pride and team building.

- Children between the ages of 18 months and 6 years are required to dress in their uniforms. These uniforms are available for sale in The Small Treasures Childcare offices.

- Parents are encouraged to make sure their children are properly attired in their uniforms every day. Uniform check-up will be conducted by the school's supervisors and the class teachers. Students arriving without the proper school uniform will be given a notice of warning and may not be allowed to attend the classes if the issue is not urgently addressed.
- Parents must take care of the students' personal hygiene and make sure that their nails are short and clean.

### **The school uniform is as follows:**

#### **• Weekdays Uniform – Boys**

**Kindergarten** – Plaid navy bush jacket with School's logo crest on the left side and long navy pants

**Nursery** – School's Jersey Top with logo and black shorts

#### **• Weekdays Uniform – Girls**

**Kindergarten** – Plaid navy tunic with school's logo tie.

**Nursery** – School's Jersey Top with logo and black Skort.

- Black school shoes/sneakers and navy or black socks.
- Physical Education/Sports Uniform – Boys & Girls.
- School's jersey with logo and shorts/skorts.
- Black or white sneakers.
- Hair cut / style should be appropriate for school.
- Hair must be clean and well kept.
- No jewelry—except for a small stud earring.
- Long hair must be tied up.

### **Extra clothes**

- Each student must have an extra set of clothes in a clearly labeled plastic bag to change in the event of emergency spills etc. Soiled clothes will be returned in the plastic bag at the end of the day.
- All clothing, blankets, toys or other personal items MUST be labeled with the child's full name to prevent misplacement.
- Children may be involved in messy play, paint and/or outdoor activity and they may also have food spills. Please send adequate clothing for at least 2 changes for the day.

**SOME CLOTHING ITEMS ARE NOT RECOMMENDED FOR CHILDREN TO WEAR WHILE AT SMALL TREASURES CHILD-CARE**

- Such items include slippers and short shorts.
- Parents may be called if their child is not properly attired or equipped with appropriate foot wear.
- Beads or any other dangerous objects are not allowed.

Children will be encouraged to be self-sufficient and independent and part of this involves teaching them how to dress themselves. Please ensure that clothing items are simple enough for the child to handle.

### **OTHER ITEMS TO CARRY (All should be placed in a single shoulder-carry bag)**

- Plastic bags for soiled clothes.
- 2 towels and 1 wash rag.
- Pampers, panties or briefs, as and where necessary.
- Wet wipes.
- Soap/substitute.
- Vaseline/lotion/substitute.

### **PARENTS' ATTIRE**

Parents must be properly attired at all times, when visiting the campuses.

- Short dresses/skirts/shorts, or any revealing clothing, merinos, hair curlers, visible tattoos, low-hanging trousers and other inappropriate forms of attire are not permitted.
- Parents and guardians who are not properly dressed may be denied entry or asked to leave the compound.

### **FOOD AND FUN MEALS:**

Good nutrition is vital to healthy development and learning.

At Small Treasures Childcare, we provide two (2) balanced meals, namely Breakfast and Lunch.

We serve hot porridges and a healthy hot lunch each school day. (See Lunch Menu for more details.

(available in the office). **NB: Management reserves the right to make adjustments to offerings from time to time**

#### **• Parents are asked to also supply appropriate quantities of:**

- Labelled breast milk or milk substitute (age appropriate).
- Labelled fortified cereal (age appropriate)
- If your child has food allergies, please notify the staff.

- Children with special food requirements must provide their own food and must take the food in a hot food thermos.
- Children taking dinner to school must also take the dinner in a hot food thermos and also a spoon.

**THE SAFETY OF THE CHILD COMES FIRST AT SMALL TREASURES CHILDCARE SO WE DO NOT ENCOURAGE THE USE OF MICROWAVES. (There is no exception to the thermos rule)**

### **Snacks and Juices/water**

Parents must provide healthy snacks including a fruit each day. There are designated snack times and children are given water with snacks

All juices and water must be frozen or chilled and placed in an insulated lunch bag for your child.

Frozen Ice-packs may also be placed in the bag for additional cooling.

### **• CUP SOUPS AND POPCORN ARE NOT ALLOWED**

### **Birthdays and Celebrations:**

We love to watch our children grow and with this in mind, Small Treasures Childcare offers parents the opportunity to host a combined party on the last Friday once per month. Parents who would like their children who were born in the same month to celebrate with their peers are allowed to provide snacks, treats, rides and party favours in order to have an enjoyable experience.

- The expense will be the full responsibility of the participating parents. The office must be notified in advance for arrangements to be made.
- Other arrangements may be made to host parties at the institution on a Saturday or Sunday at a cost to parents.

## **GENERAL ENVIRONMENT**

### **SANITATION**

All employees, parents and visitors are expected to co-operate in keeping the grounds, facilities, sanitary conveniences and work areas clean and tidy. The environment should be kept in a manner conducive to maintaining proper safety, health and fire prevention standards. Adequate containers and trash cans are provided for disposing of garbage.

Employees, parents and visitors are expected to make proper use of the garbage bins provided.

**SECURITY**

We ask all parents to keep the safety of our Children in mind at all times and to comply with the instructions of the Security Officer and Small Treasures Childcare personnel with regards to entry to the premises, parking and exit.

The gate to the premises will generally be kept closed. Parents and designates will be granted entry and exit at the discretion of the Security Officer or a Small Treasures Childcare staff member on duty, to ensure safety of our Treasures. We ask that children not be left unattended especially in the parking lot, near the entrance or exit.

**SAFETY/FIRE DRILLS**

STCC takes the safety of our children and staff members very seriously. All Small Treasures buildings conform to fire codes and are periodically inspected by Government inspectors, The Fire Department and other safety professionals. Members of Small Treasures Childcare staff are knowledgeable in First Aid, CPR, the use of fire alarms and fire extinguishers. There are signed fire exits, assembly areas and designated fire lanes throughout the premises. Please look for the signs and respect requests from Small Treasures Childcare personnel asking you to leave these areas unobstructed.

**Fire drills are held every 3 months. Fire safety week is observed in October.**

I / We have read, acknowledged and agree to the terms and conditions outlined in the handbook.

NAME OF CHILD \_\_\_\_\_

NAME(S) OF PARENT(S) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

WITNESSED BY \_\_\_\_\_

DATE \_\_\_\_\_



# We Appreciate You!



**ENGAGED  
KIDS**

Like us on



## TWO LOCATIONS TO SERVE YOU:

- **58 Lady Musgrave Road, Kingston 10, Jamaica**  
Telephone: (876) 978-7133 / 622-3512  
Email: [admin@smalltreasuresjm.com](mailto:admin@smalltreasuresjm.com)

- **Oaklands Complex,**  
**115-116 Constant Spring Road, Kingston 8**  
Telephone: (876) 755-4711  
Email: [admin@smalltreasuresjm.com](mailto:admin@smalltreasuresjm.com)