

2026

HANDBOOK for

Families



Open Arms Learning Center

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Equal Opportunity Provider

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Welcome!

We welcome you to Open Arms Learning Center, and to the partnership we will share during these early years.

The need to have good quality early education is great, and Open Arms Learning Center strives to meet that need by providing nurturing educational experiences. As an Arkansas Better Chance (ABC) program and Better Beginning Participant, Open Arms Learning Center has chosen to meet quality standards that are substantially higher than the minimum requirements. Our goal is to help your child explore and begin to understand the world around us and to lay the foundation for future academic pursuits.

It is the policy of Open Arms Learning Center that no child will be denied admission based on race, sex, religion, or physical disability.

This handbook includes program policies and important information you will need as we share this year. We hope you will read the handbook carefully. If you have questions, please call us. This handbook may be revised as necessary to stay current with state regulations, curriculum updates, and as other circumstances warrant.

Please talk to us often. We have an open door policy which means you can stop by and visit anytime throughout the day. Be sure to download and link to the ProCare App as we send notification pertaining to your child through this service. You can also make payments on your account. See the office if you would like more information on Procare. Like our Facebook page as we make announcements from time to time that pertain to the center. Thank you for choosing Open Arms Learning Center. We're glad you are here!

Warmly,

Jill Wilson
Open Arms Learning Center

What You Need to Know Before Your First Day

Center Hours

7:00a.m. to 5:00p.m., Monday through Friday Inclement weather policy (when school closes/ if we are safely able to open inclement hours will be from 8 am to 4 pm. If school closes in the middle of the day due to weather, we will close early.

ABC Hours

8:00a.m. to 3:00p.m., Monday through Friday (following Mountain Home School calendar)

Orientation

New families participate in a meeting or tour with the director. If you have not attended an orientation, contact the center director.

What to Wear

Your child should dress for an active day. We suggest comfortable, washable play clothes. Sneakers and socks are best for active play. (See page 12)

What to Bring

Center program provides all meals, snacks, and school supplies for children. (See page 8)
Your child needs a complete change of clothes at the center (shirt, shorts/pants/skirt, socks, and underwear). Be sure to write your child's name in each piece of clothing. Give the clothes to your child's classroom teacher. Babies will need bottles, diaper, and wipes.

Arrival and Departure

Plan to arrive a little early. Walk with your child to the classroom. Let your child's teacher know how your child's night and morning has been (how he/she slept, if he/she ate breakfast, had medicine, etc.). To pick your child up, we will need to make a copy of your driver's license the first time and be prepared to show ID. Go into the child's classroom, sign the attendance form once a week, check your child's cubby for any take home activities or information, and ask your child's teacher about his/her day. Be sure to sign your child in each morning and out each afternoon on the computer with your fingerprint.

Attendance Policy

Please call the center if your child will be absent. If arriving late, please call before 10:00a.m. to get on lunch count. ABC day is 8:00 a.m. to 3:00p.m., similar to calendar as the Mountain Home Public School. In order to maintain enrollment in the ABC program, students may not miss more than 10 unexcused absences during a semester.

Illness

Children who are ill will not be admitted to the center (See page 7)

Meals and Snacks

The center provides breakfast at 8:00a.m., lunch at 11:00a.m., and snack at 2:00p.m. USDA approved menus are posted in the entry. (See page 8)

Behavior Guidance

Our program uses a variety of positive guidance techniques to help children learn appropriate behaviors and develop self-control. Physical punishment and threats are not used by our staff (See page 13)

Toys from Home

Children are encouraged to leave their toys at home. (See page 12)

Frequently Asked Questions

FAQ 1: What if my child is sick?

If your child is ill, please keep your child at home until they are symptom free for 24 hours. Be sure to call to let us know why he/she will be absent. If your child becomes ill during the day, we will call you. He/She will need to be picked up within 45 minutes. (See page 7)

FAQ 2: What school supplies does my child need?

All supplies are provided by the Center. The only thing you will need to bring from home is diapers, wipes, and a change of clothes with their name on the tag. Infants will need bottles with water daily and pacifier.

FAQ 3: Do you teach the children anything?

Preschool children learn in unique ways, so our activities may not look like “school”. Our teachers plan activities that help children increase their thinking and creativity skills. Children’s experiences will strengthen their literacy skills and encourage them to investigate the world around them. In other words, we’re teaching early reading, math, science, social studies, health, music, art, and more! We follow the Adventures in Learning and Creative Curriculum, which is a Kindergarten Readiness curriculum.

FAQ 4: Can my child bring a toy or DVD?

We do not watch TV or DVDs- there are so many interesting things in the world to explore and learn! We prefer that children leave their toys at home. (See page 12).

FAQ 5: What if there’s a tornado?

Your child’s safety is our first concern. We practice emergency drills every month so that children and staff know what to do. Emergency drill procedures are posted in each classroom. (See page 10)

FAQ 6: How many children does one teacher have?

Depending on the age of the children, the state mandates our ratios. We strive to provide the best environment for each child in our care, and therefore try to remain under the required ratios. Infants are 4 children per teacher, Toddlers are 6 children per teacher, and Preschool is 10 children per teacher. ABC ratio is two teachers and 20 children.

FAQ 7: Does my child bring their lunch?

No, the center provides all meals. Breakfast is at 8:00a.m., Lunch is at 11:00a.m., and Snack is at 2:00p.m. All the menus are USDA approved. We have menus posted in the entrance of both buildings. No outside food is brought from home unless there is a doctor’s note or a special party at 2:00p.m. (See page 8)

About Our Program

Purpose

The purpose of this center is to provide quality childcare and age appropriate learning by trained and loving teachers in a safe and caring environment in which each child can play, learn, and grow.

Our Philosophy

We believe...

- That children learn by using their senses and by moving.
- That each child learns and develops at his/her own pace.
- That children learn through language and rapidly developing their language skills.
- That all preschool children need hands-on experiences with a wide variety of materials.
- That families and program staff are partners in supporting the child's development and learning.

Goals and Objectives

Our program will strive to provide a safe, healthy environment in which every child has the maximum opportunity and support in developing to their full potential. We strive to prepare children for their educational years and to enter school with the skills they need to achieve success, and to enhance children's social, emotional, physical, and cognitive development. To provide age appropriate learning and assist children in developing resolution skills. To identify disabilities and delays in young children and assist them in receiving services early. To involve parents in the child's education and to encourage parents and give them resources to reinforce learning at home. To present an effective multicultural education foundation by means of which all children can learn to accept themselves and others.

Attendance

Hours

Our center is open from 7:00 a.m. to 5:00 p.m. ABC Program covers 8:00a.m.- 3:00p.m.

Late Pick Up

We expect children to be picked up promptly by agreed upon time. (Children who are enrolled in After Care for ABC will be transitioned into that program at 3:00 p.m. at the rate of \$10.00 per day). Two things happen when you are late picking up your child. First, your child becomes anxious about why you are late. Second, staff (who have responsibilities after children depart and who have lives outside of the center) may have to stay at school past their scheduled time and are late for their evening commitments.

If children are picked up after 5:00p.m., a late fee of \$25 will be charged per child. After 5:15, an additional \$10 will be charged per child per every 10 additional minutes. At 6:00 p.m., appropriate authorities will be called to take custody of the child if arrangements have not been made.

Absences

If your child will be absent from school, please call to let us know. Illness and family emergencies arise from time to time. However, for ABC in order to maintain enrollment, students may not miss more than 10 unexcused days during a semester. Promptness and regular attendance are imperative for students to receive full benefits of the ABC program. The educational loss resulting from absences from class, which cannot be adequately measured, is the rationale for this attendance policy. Acceptable absences shall include illness or injury, death or serious illness in the immediate family, doctor or dental appointments, which cannot be arranged outside of school hours, appearances in court and other extenuating circumstances.

Staff

All staff members are required to participate in on-going training in child development and early childhood education. Our staffing maintains, at a minimum the state required ratios. The center director initiates a background check on every new employee, as required by current licensing requirements. In addition, references from previous employers are required. All staff have yearly Professional Development Plans, and are CPR and First Aid trained. Credentials of teachers vary from High School Diploma to CDA's, to Bachelors Degrees.

Curriculum

Our activities are planned around your child's individual needs, abilities, and interests. Because children learn through their senses and by moving, it may not look like school to you! Teachers use play experiences to help children learn skills and concepts. Activities encourage exploration, creativity, and problem solving. The staff works with children to enhance their learning and development in all areas: social-emotional, physical, language/literacy, and intellectual.

Our program has chosen to use Adventures in Learning, Frog Street and Creative Curriculum. Both of these are aligned to the Arkansas Frameworks and help educators to create high-quality programs that meet the unique needs of the children and families.

No religious activity will take place in the ABC classroom during the hours of 8:00-3:00. Religious activities will not be paid or subsidized by public funds or occur in any manner suggesting governmental endorsement of any religion or religious message.

Field Trips

Preschool classes take a variety of field trips throughout the year. Parents must sign a field trip permission form for each trip. If your place of employment would make an interesting trip for the class, please talk to your child's teacher. All field trips and special activities will be provided at no cost to the families.

Calendar

Our center is closed the following 10 days:

New Years Day (January 1), Good Friday (Spring), Memorial Day (May), Independence Day (July 4), Labor Day (September), Thanksgiving & Friday after (November), Christmas Eve and Christmas Day, New Years Eve (December).

ABC provides 178 days. Our ABC program follows a similar schedule as Mountain Home School District calendar as closely as possible.

Illness

For the good of all children and the teachers, please keep your child at home if he/she is ill. If symptoms appear during the day, we will call you to pick up your child immediately (please have someone on your list that is able to pick up within 45 minutes). **If your child is sent home they must be symptom free 24 hours before returning. We are no longer allowed to take doctors notes. If your child has any of this symptoms they will have to stay out for 24 hours. (ear infections, teething, etc)**

If your child is exposed to a contagious illness going around, we will post a notice. Please let us know if your child has been exposed to a disease away from school so that we can watch for symptoms.

State health regulation require that children with the following symptoms be excluded from the childcare.

- **Fever** over 100
- **Diarrhea** (2 or more loose stools in a 24-hour period.)
- **Vomiting** (1 or more occasions within the past 24 hours.)
- **Rash** that is not obviously associated with diapering, heat, or allergic reactions to medications.
- **Sore throat** if associated with fever or swollen glands in the neck/ return 24 hours after antibiotic have been started.
- **Severe coughing** leading to gagging, vomiting or difficulty breathing.
- **Pink eye**
- **Untreated scabies, headlice or the presence of nits**
- **Multiple sores in the mouth** with drooling
- **Ring worm**
- **Impetigo- until treatment has been started and sores are dry**
- **Any contagious disease**

Immunizations

Every child in the center must be fully immunized. A copy of the child's current immunization record is required at the time of enrollment. Waivers will be accepted but must be updated yearly. Failure to comply with this requirement will result in termination of your child's enrollment.

Medication

Our program staff does not administer medication to children. However, if your child has a medical care plan that requires medication during the school day, please contact the center director to make these arrangements. We will work with you to administer medications necessary to sustain life (i.e. heart, lung, emergency and diabetic medication). This requires written permission from parents and written directions signed by the physician ordering the medication. Parents are welcome to come to the center to administer medications they wish their children to have.

Injuries

Minor injuries will be treated with appropriate first aid and you will be informed about them on an accident report. Accident reports are placed in children's cubbies for parent pick up.

You will be called to the center immediately if your child sustains a more serious injury. In cases that we perceive to be potentially life threatening, we will call an ambulance to transport your child to receive medical care.

Please understand that names of other children involved are not included on the report for confidentiality reasons.

Nutrition

Our program serves two meals and one snack per day. Menus are posted in the entrance of each building. There is no charge for these meals.

Breakfast	8:00am
Lunch	11:00 am
Snack	2:00 pm

We expect all children to participate in our meal program. Every child enrolled to the center must have a completed food program sheet on file and updated yearly or as needed. All children present during meals times shall be served the same food. This is a state requirement, and it is fair to all children. Nothing may be brought from home or restaurants to substitute for the food served by the center without a doctor's note. All meals consist of the correct amount of food from all the food components. Children will be encouraged to taste everything served, but will not be forced to eat.

Food Allergies

Please notify your child's teacher and the office if your child has a food allergy. You will need to have a statement signed from your child's doctor confirming the food allergy and including any special instructions or emergency procedures. Menu items with equivalent nutritional value will be substituted for allergy-causing foods, if the doctor's note is provided.

Rest

Children are offered an opportunity to rest after lunch. Children have sleeping mats labeled for them. Clean sheets are provided weekly for older children and daily for infants, or more often if needed. Children are not required to go to sleep. Non-sleepers may rest quietly with a book, while laying on their cots/mats. We believe all children in childcare under elementary school age need to take time to rest during their busy days. This is a licensing requirement.

Outdoor Play

Outdoor play is not just recess, but is an extension of our indoor learning opportunities.

All children will play outdoors every day, weather permitting. The length of outdoor play times is adjusted according to the weather. Factors such as humidity and wind are considered in determining whether children will be able to play outdoors and how long they will stay out.

- If children are healthy enough to be at the center, they are healthy enough to go outdoors. Please do not send your child expecting we will be able to keep them inside because of a cough or have been sick.
- Please **dress your child for the weather**, especially cool mornings in fall and spring.
- **Sneakers** with socks, or other similar shoes are best for running, climbing, and enjoying the outdoors.
- At enrollment, and yearly, parents sign a consent form for **sunscreen** to be used as needed.

Safety and Emergencies

Transportation

If your child is less than six years old and weighs less than 60 pounds, a child passenger safety seat will be provided when he/she is transported by the center. If your child is at least 6 years old or weighs at least 60 pounds, he/she must be restrained by a safety belt. (Ark. Code Ann. 27-34-104). Conventional school buses are exempt from this requirement.

Our program must obtain a signed permission form with the place, time, and date, including medical release, before leaving the center with your child.

We provide after school pick up from Mountain Home Kindergarten, Nelson-Wilks Herron, and Hackler Intermediate School.

Release of Children

No child will be released to persons not authorized by a parent or guardian. Our staff will not release a child to anyone who is not immediately recognized as the child's parent or as someone on the authorized pick-up list unless:

- The individual can provide an official picture ID AND
- The person in charge can match the ID to the individual named on the child's data sheet.

Emergency Procedures

Evacuation procedures for fire and other emergencies are practiced monthly. Severe weather drills are also conducted every month. When severe weather is in the area, the director monitors weather reports and alerts staff to be prepared to quickly move children to safety. Emergency procedures are posted in each classroom. The staff knows and periodically reviews procedures for other emergencies, such as an intruder alert.

In case of an emergency that would require evacuation of the premises, we have our procedure posted on the Parent Information Bulletin Board and a note will be posted on the door.

Weather –related Closings

When Mountain Home public school district closes due to severe weather, our Center will delay opening until 8:00a.m. and close at 4:00p.m. For school closings please listen to KTLO 97.9 or KPFM 105.5 or follow our Facebook page. It is important that you have the procare app as we will announce hour changes and closures through notifications in the app. In extreme circumstances, if we are unable to open due to weather we keep safety our top priority.

Abuse Reporting

Our teachers are required by state law to report suspected child abuse/maltreatment. This includes non-accidental injuries, such as welts, bruises, cuts, burns, scratches, and broken bones. Suspected sexual abuse, emotional abuse, and neglect are also reported. Child neglect is defined as abandonment, lack of food, utilities, shelter, or lack of supervision.

Teachers are trained to recognize indicators of possible abuse. If they fail to report suspected abuse/maltreatment, teachers can be charged with a Class C misdemeanor. Reports are confidential and are considered allegations until an investigation is complete. The phone number for the Child Abuse Hotline is posted all buildings.

Interviews by DHS and Other Agencies

Any staff member or children in attendance may be interviewed by Child Care Licensing, by the Division of Child and Family Services, and/or by law enforcement officers for the purpose of investigations or to

determine compliance with licensing requirements. Child interviews do not require parental notice or consent.

While this should not be a common occurrence, please understand that when it does happen, the administration and staff are obliged to comply with this law.

From time to time situations occur with child custody. It is our standard that we are here to provide care for your child and not to get in the middle of parents custody fights.

Children's Needs

Clothing

Children in our program are active and creative. So that your child can fully participate in all the activities, please follow these guidelines when dressing your child for school.

- Children can **easily manage clothing for toileting**: fasten and unfasten buttons, zippers, snaps, buckles.
- Clothing is **washable and durable** enough to permit vigorous play.
- Clothing is **inexpensive** so that soiling, damage, or loss will not cause great concern.
- **Shoes** are sturdy and protect the child's feet. Sneakers (with socks) are the best choice.
- Clothing is appropriate **to weather conditions**. Children will spend time outdoors every day. Be sure to send jackets, sweaters, coats, gloves, hats as needed.
- ALL clothing is **labeled** with the child's name. The program is not responsible for lost clothing items.

Change of clothes at school. Every child must have a complete change of clothes at school (socks, underwear, shirt, shorts/pants/skirt). Please check periodically to see if your child's change of clothes needs replacing. If a change of clothing becomes necessary during the day, the soiled clothing will be placed in a bag with your child's name on it.

Cubbies

Children are provided with cubbies as a means of keeping their belongings together. Please check your child's cubby each day for notes, art projects, and other items that need to go home.

Toys

We have many materials for the children to explore. Please encourage your child to leave his/her toys at home. It is often difficult to have a toy with a group and the toy may get broken. Toys that resemble weapons are not permitted. For reasons of safety, no latex balloons are allowed in the center. Items brought for show-and-tell or share days must coincide with curriculum.

Birthdays

Your child's birthday is a special occasion to share with friends. If you would like to provide a simple snack for the group, please plan the date in advance with your child's teacher. We love your children

and want them to be healthy, so please avoid high sugar/salt/fat items. Your child's teacher can suggest appropriate snacks that your child's friends will enjoy. Any class parties or birthday parties will be held during the afternoon snack time (2:00p.m.). All holiday parties will have volunteer snack sign-up sheets posted for parents. Please bring items in their original store bought packaging when possible due to allergies, in case we need to know the ingredients of the snack.

Behavior Guidance

Our goal is to help children learn acceptable behavior and develop self-control. Our program is designed to promote positive and enjoyable learning experiences and to build trusting, respectful relationships. A well-planned schedule, classroom arrangement, and curriculum, along with well-trained staff, significantly reduces instances of inappropriate behavior. However, when children do make mistakes in behavior, we use the following guidance techniques.

- Tell the child what he/she CAN do
- Give choices whenever possible, but only when the child really has a choice
- Support children in learning to solve their own problems and work out conflicts
- Re-direct a child to another activity
- Help the children learn how to play with friends

Physical punishment and threats are never used by our staff. Teachers will provide schedules and maintain curriculum to reinforce positive behavior.

Limits of Behavior

- Respect others.
- Respect yourself.
- Respect toys and equipment.

Guidance Policy

At enrollment, parents will be given a written copy of our behavior guidance policy. Parents will also sign an acknowledgement that they have been informed of the policy.

Pattern of Inappropriate Behavior

When a pattern of inappropriate behavior emerges, parents are required to meet with our staff. The goal will be to work together to find a solution to the problem behavior and resolve the difficulty. If outside professional consultation or evaluation is necessary, the center director will invite an appropriate consultant to join the parent-staff partnership.

Child Dismissal

The director reserves the right to dismiss any child if the parent or child refuses to follow the policies and procedures of the center.

- This may include situations in which repeated requests for updated immunization records, emergency contact information, required paperwork, etc. are ignored by parents.
- Tuition is not promptly paid
- Failure to comply with policies and procedures.

Please know that No child shall be dismissed from ABC without Division approval for behavior.

Thank you for choosing to allow our staff to support your child's development. We are committed to each child's social emotional development and so we do not dismiss children from our program because of concerns with behavior. Behavior concerns tell us children need more time, support and practice to develop their social and emotional skills. When serious concerns arise, we will work together. On rare occasions, we may work with families to seek the best care for the child if all parties agree that our program can no longer meet the needs of an individual child.

Children with Special Needs

Our program accepts all children. No child is denied enrollment due to special medical, health, or developmental needs, race, sex, or religion. We will work with special services providers to ensure that your child has the supports needed to foster development. All Medical Plans and Individualized Education Plans will be kept confidential in a locked file. Parent, teachers, and therapist will work together to plan and carryout activities to help children achieve goals.

Transitioning

As children grow, they may move to a different group within the center. We will work with you to make the transition a positive experience. We will plan activities for the children and provide suggestions to you that will help your child bridge from preschool to kindergarten.

Family-Staff Partnership

Confidentiality

All information about children and families is considered confidential. Staff members and volunteers will maintain the confidentiality of each family and of each child's educational records.

Families who commit malice, libel or slander toward the center or staff will be asked to find alternative care immediately. **Malice** is to cause suffering on another, either because of a hostile impulse or out of deep-seated meanness. **Libel** is a written or published defamatory statement, while **slander** is defamation that is spoken by the defendant. This includes statements made toward the center or staff on any social media outlet whether indicated or explicit.

Communication

We use a number of methods to communicate between center and your family.

- Talk to your child's teacher at drop-off and pick-up time.
- Read posted weekly lesson plans and daily schedules.
- Read special event notices posted.
- Read the information on the parent bulletin boards.
- Read the center newsletter every month.
- Enjoy the photos, children's work, and other documentation of children's activities. These are posted in your child's room and throughout the center.
- Check your child's cubby for notices.
- Talk with you in parent-teacher conference
- Share information in center-wide parent meetings.
- Visit the center! You are welcome to drop by any time we have an open door policy.

Orientation

Families who are new to our program will have a tour and go over paperwork, policies, and procedures with the center director. If at any time questions arise, please feel free to call or stop by the office. Open House will be held each August.

Daily Arrivals and Departures

A parent or authorized adult must accompany children into and out of the center at all times, and must sign children in and out. Arrival and departure times are very busy; for safety, please hold your child's hand in the parking lot. Please do not leave children unattended in vehicles.

Each authorized person will have a unique code to gain access to our building and give them access to sign your child in and out on the computer. Codes will be given to the enrolling parent to distribute as needed. We will need a copy of photo id for each child's authorized pick up persons. There will also be an attendance sheet in your child's classroom to be signed weekly.

Drop off and pick up times are opportunities to exchange information with our staff. As staff members are greeting children, parents often have lots of information to give us. Please help us do a good job- if it's important for us to know, write it down and hand it to a staff member. It helps us to know how your child slept, ate, and if their routines have been changed. Please be prepared to share this information daily.

Parent-Teacher Conferences

Conferences are scheduled twice a year at a time that you are able to attend. We look forward to these special opportunities to talk about your child's progress. Parents or teachers may wish to request additional conferences as needed.

Assessments and Screenings

Within forty-five (45) days of entering the ABC program, each child shall receive a routine annual developmental screening to determine individual needs. OUR Cooperative provides therapist that come to the center should your child qualify for any services for 3-5. Early Intervention can provide services free of cost for birth – 3 year olds that qualify. Total Therapy can provide therapy at our locations as well. If you have a concern, please be sure to talk to your child's teacher or stop by the office. Our teacher use the ASQ to identify delays and work on individual goals for children. Early intervention is important!

Meetings and Special Events

Family events will be planned throughout the year. We encourage your family to participate in these special activities. Notice of these events will be in the newsletter and posted on the parent bulletin board.

Photographs and Video

Teachers use digital cameras and digital video to record children's activities. Documentation of children's activities is used for families to see what their children are doing in the center, and also for children to recall what they have been doing. You will see photographs throughout the center.

Photographs may also be submitted occasionally to the Baxter Bulliten to inform the community about our program. Our staff may also share photographs or videos with other teachers in professional meetings, classes, and workshops. No photos or video will be posted to facebook, or personal accounts without prior approval and permission.

During the enrollment process, parents will sign a release for their children to be included in photographs and video.

Advisory Group

A parent advisory group will be formed at the beginning of each year. This group will work with the director to make recommendations for program improvements and to help plan special events.

Volunteers

We love volunteers. If you or someone you know has a special talent, craft, or loves to read to children, please see the director to complete the necessary paperwork and sign up as a volunteer. If you are not able to volunteer on a regular basis, we also have many opportunities during special events or parties to be a special part of our team. The children love to see parents at school!

Family Library and Information

The center has a small library of books and videos on child development. The center director can share these resources as well as assist you with resources available in our community.

Enrollment

Eligibility

We accept all eligible applicants until our maximum enrollment is reached. To review eligibility requirements, contact the center director. It is the policy of Open Arms Learning Center that no child will be denied admission based on race, sex, religion, or physical disability. Children from 6 weeks to 12 years may be enrolled.

Enrollment

During the enrollment process, parents will have an orientation (See page 14) and will complete all the necessary forms. A child enrollment packet must be completed in its entirety with required signatures. In addition, updated copies of your child's immunization records are also required per state law. It is the responsibility of the parents to maintain current immunization records at the center. The paperwork includes:

- Enrollment/Data Sheet

- Emergency contact information, including non-parental contact and medical information
- Parental authorization for medical care, daily pick-up and field trips
- Signed parent form for program handbook
- Signed policy for discipline of children
- Food Program Participation Sheet
- Immunization release
- Developmental Screening Permission

Yearly renewal forms will need to be completed with updating information, contracts, CACFP, immunizations, sunscreen, and other various forms throughout the year.

In addition, if your child is 3 or 4 years of age and is enrolling in the ABC preschool program you will need to complete the following:

- Child Application
- Well Child Check-up
- Birth certificate
- Documentation Family gross earned income does not exceed 200% of Federal Poverty guidelines. Acceptable documentation shall include a copy of one of the following:
 - Pay stubs dated within the past 30 days.
 - Federal Income Tax Forms

Withdrawal

If your child will be withdrawing from our program, please inform 2 weeks prior. This allows us to help your child prepare for new experiences. Also, we can notify another family who may be waiting for a place in our program.

Help Paying for Childcare with School Readiness Assistance

School Readiness Assistance (Child Care Vouchers) help many families pay for the cost of childcare. Once approved we will be the state for childcare cost. You may have a co-pay or be billed if you go over absences at the voucher rate.

Childcare Voucher application can be found at the following website

<https://sra.ade.arkansas.gov/>

Once your profile is approved you will be able to do the following:

- Complete and submit an application
- Upload all required documentation

Please feel free to reach out to us at OEC.familysupport@ade.arkansas.gov if you have questions or concerns.