

Policies and Procedures

**Enrollment It Takes a Village Daycare** accepts children from age one to five years old. We accept children as young as 6 weeks if they are a sibling of a child that’s enrolled currently. **ITAV** does not discriminate based on a child’s ethnicity, economic level, family structure, language, religion, sex, national origin or disability.

Parents must keep all of their child’s information up to date in order for them to attend school.

**Provisional Hiring ITAV participates in provisional hiring. This means we conduct a SLED check and review the central registry for abuse and neglect history initially, allowing suitable candidates to work during the two-week period while we await the final fingerprint document.**

**The hours of Operation ITAV** hours of operation are 6:30 am - 5:30 pm. Children are to be picked up ten hours after their drop off to prevent late fees. IE: 6:30 AM TO 5:30 Pm.

We are closed for all major holidays; Closings can be found on our academic calendar that is given out in January.

In the event of inclement weather, Our Village will follow closings of Dorchester School District. Parents will receive a

call or text as well as a notification on the Bright Wheel App as soon as possible to make them aware of any closings or delays.

**Attendance, Arrival, Departure** Children benefit from predictable routines. Regular attendance helps them gain the most from the **ITAV** program. For that reason, teachers encourage children to arrive by 9:00am so that they can fully participate in planned learning activities. Please inform the teacher or director if your child will be arriving late 24 hours in advance. We will accept children as late as 10:30 if the child has a doctor’s excuse. If the child arrives after 9 am there will be a $5 fee charged per minute late. Excessive tardiness will be grounds for termination. Breakfast is served for all children who arrive by 7:30, we then do a morning snack at 9 then afternoon snack at 2:30pm.

Upon arrival, each child must sign in with a teacher. A parent or another adult must accompany every child to the classroom and notify the teacher that the child is present. Please recognize that for safety reasons children may not walk to their classrooms alone or be left in the lobby or hallways unattended. Our Village is not responsible for the child until the parent has made contact with the appropriate teacher and the teacher recognizes the child as being present. Teachers must be informed when a child arrives or leaves the classroom or playground. Children must be signed out every day at departure.

Parents must notify the school if someone who does not regularly pick up their child will be picking up their child.

Parents must provide the school with accurate contact information for this person if the parents will not be reachable. The names of all adults authorized to pick up each child must be on file with the school. When an adult who does not routinely pick up a child comes to Our Village, a photo ID must be presented to the administrator before the person enters the child’s classroom.

If there is a court order prohibiting any individual from having access to a child, the school must have a copy of the documentation ordering such prohibition. For parents with shared custody, please be aware that either parent that is listed on the registration form at enrollment has access to their child and is able to pick them up from school unless a court order is in place.

Parents need to call the school immediately should an emergency arise that prevents them from timely picking up their child. **Parents will be charged $35 the first minute late and $5.00 per minute late fee for every minute after the school’s closing time** until they arrive at the center (late fees must be paid prior to the child’s next drop off), even if parents call the staff to let them know they will arrive late. It is important to call, however, because it is comforting for children and staff to know a parent is on the way. **If a child has not been picked up by 6:30pm and no word or directions have been received from the parent or other authorized adult, a protective service worker or law enforcement officer will be notified to pick up the child. In such cases, the administrator on duty will stay with the child until he/she is united with his/her family.**

Our Village has free and full access for parents to visit throughout the day. Families are welcome to participate in activities or even come and read to the children in their child’s classroom once Covid-19 is less of a threat. The school encourages parents to plan their visits during times when it will not disrupt nap time (8am-11:30 am).

**Tracking** Each classroom will keep a tracking log to include each child in attendance and location of each child at any given time. This tracking form is to help teachers account for each child as they move about the school.

**Daily Schedules** Daily routines are posted in each classroom. Our Village allows for variations in the schedule to account for the individual needs of each child as well as special events, extended instructional time, early closings, etc. All schedules will consist of mealtimes, free play, center times, reading time, class meetings, outside play, and nap time.

**Supervision of Children** Appropriate adult supervision is required at all times, both in the classroom and on the playground. No child is ever to be left unattended or out of a teacher’s sight. Teachers will conduct head counts frequently as children move about the school. Supervision will also be guided by the Department of Social Service’s ratios.

**Resources and Referrals** Our Village will provide a list of and referrals to families upon request. These can range from ABC Voucher and ABC Special Needs to Baby Net, Beginnings SC, Behavior Matter and Tri County Therapy.

**Outdoor Play** Outside play is an extension of the curriculum and is aimed at promoting children’s physical growth and socialization. Teachers are encouraged to take stimulating materials outdoors to extend curriculum activities. Plan for your child to play outdoors every day, when the weather permits. Remember to dress your child appropriately for the season, including rain gear and wearing closed-toe shoes. We follow the Child Care Weather Watch for the chill factor and heat index.

The purpose of this policy is to ensure that children are supported and encouraged to engage in active play, develop fundamental movement skills and limit screen time. Our school encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, which are fun and that offer variety. All children, weather permitting, will be provided at least 90 minutes of outside play time daily.

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child’s behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our school uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

Encouraging Healthy Habits

We partner with families to promote physical activity at home, offering resources and ideas to extend active play beyond the classroom.

By fostering a love for movement, we aim to support lifelong health and well-being for every child in our care.

**Screen Time Limitations** Screen time is limited to educational purposes and will not exceed 30 minutes per day for children ages 2 and up.

**Clothing and Personal Belongings** All clothing and personal belongings should be labeled with your child’s name. Clothing should be comfortable enough to allow children to fully participate in a wide variety of activities (i.e., painting, water play, sandbox, etc.) without undue concern that these clothes will be damaged. For safety and health reasons, children should wear comfortable footwear that has closed toes and fit securely on their foot during active play. Sneakers are recommended. Please do not send your child to school in flip-flops or open-toed shoes. Children are expected to dress appropriately and be ready to go outdoors in every season. Please dress children in cool clothing for summer, warm coats, hats and gloves in the winter, sweaters in the fall and spring, rain gear for wet and mildly rainy days. Parents are responsible for providing a new bottle of sunscreen, labeled with their child’s name, each spring as needed. Sunscreen will be applied when needed if written permission for its application is on file. Each child is expected to keep a complete change of extra clothing, including socks and shoes at the school. Extra clothing should be placed in a plastic Ziploc bag clearly labeled with your child’s name.

During toilet training please bring at least two extra changes of clothing. Parents of toddlers who are not potty trained also need to provide disposable diapers and any needed wipes, powder, or ointment.

Parents should provide a blanket and small pillow (if the child desires) for naptime. Parents will be responsible for laundering these items on a weekly basis. A soft toy or doll from home may also be provided for naptime comfort. Our Village cleans cots/mats at least once weekly.

Children should not bring other toys from home except for special projects. The school provides adequate toys and materials for all children and cannot take responsibility for items from home that may get lost or broken.

Parents should provide items for nap time such as a mat and a blanket for their child.

Please provide water bottles (with water only) daily for your child.

In short, please provide the following DAILY:

* Backpack
* 2 complete changes of clothes
* Diapers that secure at the side/Pull-Ups and Wipes if needed.
* Water Bottle/Cup
* Blanket
* Sweater/Jacket/Coat in Cooler Weather
* Sunscreen/Bug Spray in Warmer Weather

\*Please be sure ALL items are labeled with your child’s name.

**Diapers** ITAVD will log diapers that are brought in for children under the age of two years old. We will also provide daily updates in Bright Wheel to parents of children under the age of 1. It’s very important to label each diaper with a child’s initial this helps with our organization process in the morning. The child’s teacher will update parents once the child is low on diapers or wipes. Please be sure to put the child’s initials on the back of each individual diaper. When bringing in a sleeve or box of diapers we will have the teachers log it on the sign-in sheet or tracking sheet and have teacher/director and parent initial by it. This avoids any confusion about the number of diapers brought in. If the parent just brings in a few diapers at a time, then the log will not be necessary.

**Meals** Our Village provides breakfast and afternoon snacks daily. Parents are expected to bring a bagged lunch daily. If parents forget to do so, no worried a sandwich and chips will be provided. The food served meets the guidelines of the Child and Adult Care Food Program under the U.S. Department of Agriculture. Menus are emailed, posted on the kitchen door and in classrooms for parental review.

Meals at Our Village are served family style and are used as an opportunity for developing appropriate social behaviors, conversation skills, good nutrition habits, and ecological attitudes that discourage food waste.

If a child with an allergy is enrolled in the center, foods that contain peanuts or tree nuts will not be permitted in the school. In this case, in order to keep everyone safe, please be sure you and your child are free of particles and residue on skin and clothing if you consume these foods prior to entering school. All families will be notified of allergies that are present within the school for the safety of our children.

Our Village strives to partner with families to accommodate the nutritional and cultural needs of each child. It is important to indicate any special dietary needs (e.g., allergies or cultural/religious dietary restrictions) on enrollment forms. Parents need to bring these needs to the attention of the caregivers at the time of enrollment and when their children transition into a new classroom. Parents will be asked to provide alternative meals and snacks if the regular menu cannot accommodate their children’s dietary needs. Any food brought from home must follow our guidelines. Sweets, fast food or soft drinks for your child to eat are not permitted at the school.

**Nutrition Policy Our** Village follows the childcare nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

Fruits and Vegetables

* We serve at least 2 servings of fruit/veggies daily.

Grains

* We serve whole grain foods at least once a day.

Beverages

* We only serve water and milk.
* We do not serve sugar sweetened beverages.
* We serve only skim or 2% milk to children aged 2 years and older.

Role of Staff in Nutrition Education

* Staff provides opportunities for children to learn about nutrition throughout the week.
* Staff act as role models for healthy eating in front of the children.

Snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high-quality foods each day so please do not send your child outside food and drinks.

**Menus** Each month we post a copy of our snack menu on the Bulletin Board in our Lobby. Children will bring a bagged lunch and ITAVD will provide a morning and afternoon snack.

**Nutrition and Discipline** Staff will never use food as a reward or as a punishment.

**Transitions** Many children transition into a new classroom at the start of the academic year in mid-September, but can be transitioned in accordance with birthdays, their development or based on need and availability.

**Child Abuse and Neglect** Childcare providers are mandated by state law to immediately report any suspected child abuse or neglect to the Department of Social Services (DSS). A written statement is signed annually by all staff and parents in the Center indicating their awareness of this policy. The number one priority of Our Village is to protect all the children in its care.

**Discipline** Our Village will NEVER allow a child to be deprived of food, water, a nap or rest, or bathroom facilities as a form of discipline; neither will corporal punishment be used as a form of discipline.

Our Village facilitates Conscious Discipline as a form of prevention, redirection and positive reinforcement. The

Our Village allows children to go to a “safe place” in the event that they are sad, upset or angry. A part of the

Our Village’s daily routines, children will be taught how to handle and express their emotions through breathing, talking, identifying with books and pictures, etc.

**Emergency Procedures** Current emergency phone numbers for each child shall be kept on file so that a parent or designated emergency contact can be reached in case of an emergency. Be sure that your emergency contacts understand that they will be called upon to pick your child up from the school if we are unable to reach you. It is important that families report changes in their own and emergency contacts’ phone numbers to the office.

*Parents and then emergency contacts will be telephoned in case of the following:*

* If a child becomes ill or injured while attending school. Emergency contacts will be called if parents cannot be reached in a reasonable amount of time.
* If a child is left at the school until 5:45pm or later.
* If Our Village must close because of extenuating circumstances such as a weather emergency.

Our Village will follow the evacuation plan in case of fire or other emergency that requires leaving the building. Please inquire with the director or see emergency evacuation plans posted in classrooms.

**Accidents and Injuries** In the event of a minor accident at the school, first aid measures will be taken, and an Incident Report Form will be completed. The original Incident Report will be given to the parent, and a copy will be placed on file in the child’s folder. Minor scrapes and bruises are treated with tender loving care. It Takes a Village Daycare will not call parents for every minor injury. Parents will be called in case of accidents that may need a doctor’s attention. Our Village will always call parents if their children experience one of the following:

* Injury to the head or face
* Injury that causes a great amount of bleeding
* Injury or incident that upsets the child to the point of inconsolability.
* In the event of a serious accident or emergency, the child will be taken to the hospital by ambulance.

Every effort will be made to contact parents immediately. If parents cannot be reached, the school will attempt to reach the emergency contacts and then the physician listed on the Enrollment Information Form. In the event the child’s physician cannot be reached, an assigned member of the staff will stay with the child and secure needed medical treatment.

**Emergency Medical Plan** In the case of a medical emergency in which emergency medical care and treatment is warranted, the following steps will be followed:

* Call 911. The parents/guardian will immediately be called after that. If parents cannot be reached**, ITAV** will attempt to reach the emergency contacts and then the physician listed on the Enrollment Information Form.
* If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.
* First Responders will assess and determine whether the child needs to be taken to the nearest hospital or parents’ preferred hospital by ambulance.
* A teacher will accompany the child to the hospital and remain until a parent or guardian arrives.
* A qualified staff member will be assigned to the classroom until the regular teacher returns.

Emergency information for the child will be taken with the child to the hospital or emergency room.

**Illness** To protect the health of all children, It Takes a Village Daycare follows the guidelines of the American Academy of

Pediatrics for exclusion. **ITAV** has a ZERO TOLERANCE illness policy and requires that a child, teacher, or other staff with the following conditions not enter the building until his/her recovery has reached a stage conducive to inclusion in regular school activities.

The following illnesses or conditions shall result in exclusion from Our Village:

* **Feve**r of 99.5° F or above as measured in an axillary position (under the arm). Child must be **fever free for 24 hours without fever-reducing medication**; this includes ear infections.
* **Diarrhea** – uncontrolled diarrhea, increased number of stools, increased water and/or decreased form that is not contained by the diaper or toilet use. The child may return to the school 24 hours after the symptoms stop. In the event of an outbreak, ITAV may choose to follow the advice of a DHEC representative and require that affected children not return to the school for a longer period of time.
* **Vomiting** –defined as two or more episodes of vomiting in the previous 24 hours. The child should remain home until vomiting resolves, or a physician determines it to be non-communicable and the child is not in danger of dehydration. The child may return to school 24 hours after the vomiting stops.
* **Chicken Pox** – until seven days after onset of rash or until all sores have scabbed over.
* **Hand Foot Mouth disease (Coxsackievirus)** - The child may return three to six days after no longer contagious.
* **Streptococcal pharyngitis (strep throat)** – Child may return to the center 24 hours after initial treatment and after 24 hours of being fever-free.
* **Viral or bacterial infections** – until treated and released by physician.
* **Symptoms of possible severe illness**, such as unusual lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs – until medical evaluation indicates inclusion.
* **Pink eye (purulent conjunctivitis)** – after the condition has been evaluated and treated.
* Rash with fever or behavior change – until a physician determines that it is not a communicable disease.
* **Ringworm or Pinworm** – The child may return 24 hours after treatment is begun.
* **Roseola** – after rash and fever are gone.
* **Rotavirus** - The child may return after the diarrhea stops for 24 hours which can be up to 9 days but no less than 2 to 3 days.
* **Scabies** – The child may return 24 hours after one treatment with prescription cream.
* **Head lice** – The child may return 24 hours after treatment is begun and nits are no longer present. The parent(s)/guardian(s) must submit a statement indicating that his/her child received appropriate treatment. The statement must include the name of the specific Head Lice medication administered either by a physician or the parent(s)/ guardian(s) before the child may be readmitted to our center. Contact an administrator for information about effective and approved treatment plans.
* **Covid**-19 - If we have an outbreak of Covid in the center that affected more than one room we will close the entire center between five and ten days to give time for us to Clean and Sanitize the Center aggressively. During this time, we ask that all students and staff be tested. If the outbreak occurred in one room (i.e., baby room or with older kids). We would close that room for five days and ask that the child that has been exposed stay home for ten days. Covid is no longer contagious five days from onset of symptoms. But we ask for 7-10 days just in case a family member is to be exposed during that time. This will allow time for parents to advise us if there has been a risk for the child to expose once again. During the time the child is out tuition still needs to be paid to reserve the child’s spot. If your family has been on vacation, we ask that you quarantine for five days and provide us a negative test upon your child’s return to school. If a parent has an exposure or positive covid result, we ask that you keep your child home ten days. If a child has a positive result, we won’t require a negative result after their quarantine because covid can live in the body up to 90 days.

**\*Please understand that health and cleanliness is of great importance to us. When ill children attend school, it becomes difficult to keep their illness contained, and it can affect everyone who comes into our school. Please help us keep our school and families healthy by complying with our policies and procedures for illnesses.**

If a child becomes ill at school, a staff member will notify a parent or other emergency contact in case they cannot reach a parent, to come pick up the child. If the parent or other contact cannot or does not come pick up the child within an hour and a half, the school will call the next person on the emergency contact list. **While waiting for pick up, the student will sit with the director in the office.**

**Inconsolable Child**

**If we try to console a child for more than 30 minutes after consulting with a parent for calming suggestions and they’re still showing signs of extreme discomfort, we’ll ask that the child be picked up and seen by a physician. This is just to make sure there aren’t any underlying signs of illness. Thanks for your understanding!**

**Medications/Treatments ITAV** requires written authorization to administer any medication or medical treatment. Medication Forms are available from the director. Completed forms are kept in a medication log. **ITAV** **only distributes prescription medication, not related to communicable illnesses.** Parents will need to complete the Medication Form requesting and authorizing administration of the medication and specifying the dosage and times of day the medication is to be administered. An administrator will check the name and date of the prescription to be sure the medication is prescribed for this specific child and is current. The prescription label or doctor’s note should also indicate the nature of the condition being treated.

Written, signed and dated parental consent is required prior to the administration of any prescription or administration of special medical procedures:

* The medicine must be in its original container. All medications shall be used only for the child for whom the medication is labeled.
* Medications shall not be given in excess of the recommended dose.
* Prescribed special medical procedures ordered for a specific child shall be written, signed and dated by a physician or other legally authorized health care provider.
* Medicine will be administered for only one day with a parent’s authorization. Continued usage requires a physician’s written authorization.

Storage of medication:

-All medications shall be kept in their original labeled containers and have child protective caps.

-The child’s first and last names shall be on all medications.

-All medications shall be stored in a separate locked container under proper conditions of sanitation, temperature, light and moisture.

-Discontinued and expired medication shall not be used and shall be returned to the parent or disposed of in a safe manner.

Medication Log:

For each medication that is administered by a staff person, a log shall be kept including the child’s name, the name of medication, dosage, date, time and name of person administering the medication.

This information shall be logged immediately following the administration of the medication and a copy provided to child’s parent(s)/guardian(s).

**Confidentiality** All children and families have the right to expect that all information about their family will be kept confidential. A child’s behavior and development should be discussed only with his or her teachers and parents. A parent does not have the right to know who injured their child (pushing, biting, etc.); they do, however, have a right to know the circumstances and how both children were cared for.

Children’s records are stored in secure file cabinets and computer files. Only authorized personnel – the child’s teacher, the director(s), or director designee, an authorized employee of the Department of Social Services, or the child’s parent or legal guardian will be given access to the child’s personal information.

**Photographs** In order for your child to be photographed, for any purpose, consent must be given. This can be found on your registration form. Photos are used for classroom materials, personalization on the school’s Bright Wheel App

and on our social media and website. Please notify the director if we may not use any photo of your child for a publication, such as the school website or an article.

Security Footage The security cameras are reviewed by Director and Owner periodically through the day to be sure our standards are met. Parents are able to subpoena footage if needed.

**Field Trips ITAV**, for safety and liability reasons, has chosen not to transport children at this time. Instead, the school will bring outside activities to our facility yearly. Our Village on-site “field trips” will be just as interactive and even more frequent and more convenient for families to come participate in these activities. Families will be notified well in advance when these activities are planned. Policy on Preventing Student Termination

It Takes a Village Daycare is committed to ensuring the success and well-being of every child. We believe that with collaboration, understanding, and creative solutions, termination of enrollment can be avoided. This policy outlines the steps we take to prevent termination by prioritizing parent collaboration and alternative strategies.

Steps to Prevent Termination

Our philosophy is rooted in the understanding that every child is unique and capable of growth when supported by a nurturing and inclusive environment. Termination is considered a last resort and will only be pursued when all other options have been exhausted.

1. Open Communication

Initial Meeting: When challenges arise, we schedule a meeting with parents/guardians to discuss concerns and collaborate on solutions.

Regular Updates: Provide parents with regular progress reports and updates regarding their child’s behavior or development.

Two-Way Feedback: Encourage parents to share insights about their child and any external factors that may be affecting their behavior or performance.

2. Individualized Support Plans

Observation and Assessment: Observe the child to understand triggers and challenges.

Behavior Plans: Develop individualized behavior plans tailored to the child's needs, including specific goals, rewards, and interventions.

Specialized Resources: Provide access to additional support, such as behavioral specialists, counselors, or therapists, if necessary.

3. Classroom Strategies

Flexible Routines: Adapt schedules and routines to accommodate the child’s needs.

Positive Reinforcement: Use positive reinforcement to encourage desired behaviors.

Small Group Activities: Incorporate small group activities or one-on-one interactions for children who may struggle in larger settings.

4. Parent Collaboration Strategies

Workshops and Training: Offer parents workshops or training sessions on behavior management, communication, or developmental milestones.

Consistent Communication Channels: Use tools such as newsletters, apps, or daily reports to keep parents informed and involved.

Joint Problem-Solving: Partner with parents to brainstorm strategies that align with the child’s needs and the family’s values.

5. Alternative Options to Termination

Schedule Adjustments: Offer part-time enrollment or adjusted schedules if full-time participation is a challenge.

Temporary Leave: Allow a temporary leave period for parents to address specific challenges with external support before returning.

Referral Assistance: Connect families with community resources, early intervention services, or other care providers for additional support.

Peer Integration: Pair children with peer buddies to encourage social engagement and reduce behavioral struggles.

Conditions for Termination

Termination will only be considered when:

1. All reasonable interventions and support plans have been implemented and proven unsuccessful.

2. The child’s behavior poses a significant and ongoing risk to the safety or well-being of others.

3. Parents/guardians fail to engage in the collaborative process or refuse recommended resources/interventions.

**Termination of Services** Except in the case of an emergency, **it is expected that parents will notify the school in writing at least two weeks in advance of withdrawing from the program. If this advance notice has not been given,** **tuition for the two-week notification period will still be due.**

Service may be terminated when a pattern of any of the following becomes excessive: - -Habitually late pick-ups.

-Habitually late arrival

* Failure to pay tuition in a timely manner.
* Failure to comply with school policies concerning ill children.
* Being unreachable and out of touch by phone
* Failure to provide documentation requested by Our Village staff and/or required by DSS.
* Failure to keep immunization records current.
* Failure to provide emergency contact updates.

-**Unmanageable/Dangerous behavior** from parent or child.

Once termination Occurs

* You will be removed from the Bright Wheel application.
* We will arrange for a pickup of the child’s things.

Reasonable Accommodation ITAVD welcomes therapist in the center. We find that when Speech Therapist and Occupational therapist come to visit it’s not only great for the child the therapist was assigned to but it’s good for the class entirely. We love to see that children are getting help with behavioral concerns, speech delays or any needs a child may have. But if a child does pose a flight risk or continuously causes harm to the other children here, they may be asked to leave until they get the help they need. In most cases were unable to assign a teacher to shadow that one child to prevent them from hurting others. Services would be terminated, and resources would be referred to that family.

**R.E.S.P.E.C.T** We love our families, and our hope is to always avoid miscommunications. However, these things happen. To avoid miscommunications or assumptions in tone we avoid texting when there’s something urgent matter. We like to attack the issue and have an immediate resolve. We truly believe feedback is a gift. If that involves sitting down to review camera footage, scheduling a zoom meeting with a teacher or virtually shadowing your child we want to do those things. We need the opportunity to fix any grievances. We ask that we are given the opportunity. And that yelling and profane language don’t occur over phone or on the premise. That’s not our culture.

Biting Policy Imagine being in a foreign country and not knowing the language. That’s the life of a child that may bite out of frustration. They may not have the tools to communicate their frustration. It’s our goal to provide them with those tools during their time here. But if were not able to resolve it after advising the parents of the biting incidents, we will then have a conference with the parents to come up with a plan to prevent over a two-week period. If we don’t see progress in that time, we will have the child take a two-week break. In the event there is still a space for them in the center we will welcome them back and monitor. They will have one week to show that there’s been a change in behavior.

**Toilet Training** Children must be physically, cognitively, and emotionally ready if they are to be successful with learning to use the toilet independently. The child’s primary caregiver will follow the family’s lead and will partner with the family to make toilet learning a relaxed and successful process that builds the children’s self-confidence and self-esteem. The process usually begins when children are about 24 months old. Whether a child is potty trained is not a determining factor in admission at ITAV.

**Tuition and Fees** Tuition costs are based on yearly operational costs and split over 51 weeks for each child. Prompt payment of tuition is imperative to the operation of our school.

Payments may be made by card, check (if done via square) cash or money order (made payable to It Takes a Village Daycare). Overpayment will be applied to future tuition.

*Registration Fee*

$150.00 is due at enrollment along with the child’s first and last week’s tuition. There’s a $75 Annual Registration Fee due by September 1stonce registration has begun each year for families with one child. The fee is $30.00 for each additional child. Drop In students’ registration is $90.00. We accept Drop in students based on availability. Registration fees are nonrefundable unless otherwise noted.

*Tuition*

We accept children aged 1 to 5 years old. Tuition is 285/ for infants, toddlers and potty training students

265 /week for fully potty-trained students

Part-Time- (3 days) $160 /week

Part-Time and Half-Day/Drop-In spaces are limited. Parents should speak to the director about availability.

Tuition increase will occur each year in August to accommodate cost of living for our employees and inflation changes for business overhead.

Tuition is due every Friday. A late fee of $40.00 will be imposed if tuition has not been paid by Monday at 9am of the current week. If payment is not made by Wednesday evening of that week, the child will not be allowed to return to school the following day. Re-admittance to the school may be made as long as the tuition and late payment fee accompany the request; however, the space may no longer be available and there may be a waiting list.

Full tuition is due every week, regardless of attendance. Full tuition is due and will not be adjusted for absences, illnesses, or holiday weeks, \*inclement weather, vacations, etc. Any requests for tuition adjustments will be denied.

Vacation Week Starting on August 12th, 2024, families are welcome to a tuition free vacation week when they give two weeks notification in our communication application. In order to be eligible for use of free vacation week families must attend mandatory family orientation class. The student must be absent the full requested vacation week.

Sibling Discount

The youngest of two or more siblings will receive a 10% discount on Tuition.

\*Please note that due to our geographical location, inclement weather, especially in the fall during hurricane season, is expected. Please be mindful that full tuition, will still be due in the event of inclement weather and school closings.

Reward System

Families that have been with ITAV 2 years or more will be locked into their rate. This reward system is new and will take effect in September 2024.

Any questions or concerns about the information in the It Takes a Village Handbook can be addressed to your child’s teacher or the director. The Handbook can be amended at any time per the director’s discretion. Families will be notified of any additions or changes to the school’s handbook with a written form. Please sign the related agreements on the registration form.

**2025 - 2026 SY Celebration / Closings Calendar**

| **Date(s)** | **Day(s)** | **Occasion** |
| --- | --- | --- |
| September 1, 2025 | Monday | Labor Day – Closed |
| October 13, 2025 | Monday | Professional Development – Closed |
| November 4, 2025 | Tuesday | Election Day – Early Closing at 2:00 PM |
| November 26–28, 2025 | Wednesday–Friday | Thanksgiving Break – Closed |
| December 24, 2025 – January 1, 2026 | Wednesday–Thursday | Winter Break – Closed |
| January 2, 2026 | Friday | Professional Development – Closed |
| January 19, 2026 | Monday | Martin Luther King Jr. Day – Closed |
| February 7–8, 2026 | Saturday–Sunday | SCECA Conference (Greenville) – Closed |
| April 3, 2026 | Friday | Good Friday – Closed |
| April 1–3, 2026 | Wednesday–Friday | Spring Break – Closed |
| May 25, 2026 | Monday | Memorial Day – Closed |
| June 19, 2026 | Friday | Juneteenth – Closed |
| July 4, 2026 *(observed July 3)* | Friday | Independence Day (Observed) – Closed |

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