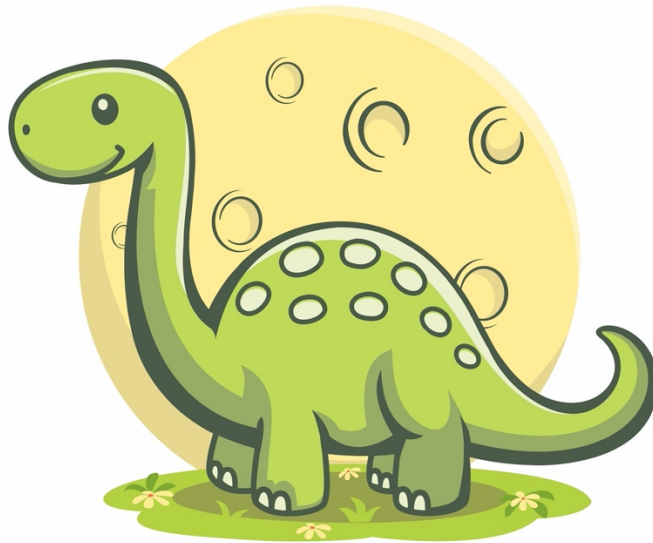


MOON VALLEY PREP

14235 N 7th Street
Phoenix, AZ 85022
(602) 938-3114
www.MoonValleyPrep.com



Moon Valley Prep
Where Learning Begins

Family Handbook

2022

Moon Valley Prep provides full-time and part-time, quality childcare to all families with children ages 6-weeks to 12-years old. As we begin our relationship together, it is important to define and understand our policies, as well as your responsibilities. We feel that communication between staff, families and children is critical in providing quality “family care.” These policies exist for the safety and well-being of both children and families. Please feel free to discuss any questions or concerns with your MVP Facility Director or Owners.

Our Mission: *Discover, nurture and develop children’s natural gifts and talents by providing healthy, interactive hands-on learning.*

School Hours: 6:00am - 6:00pm Monday - Friday.

Late Pick-Up Charge: \$1.00 for every 1 minute per child late will be added and paid to the Learning or Facility Director in charge of your child immediately at pick up (starting at 6:00pm). If you are unable to pay at pick up – you *must* pay before the start of the next day of attendance. Chronic or habitual late pick-ups may result in your child being disenrolled from MVP.

If a child has not been picked up by closing time, it is the responsibility of The MVP Facility Director to attempt to contact the parents and every authorized pickup person listed on this form. If after 30 minutes of trying and no contact can be made to arrange a pick-up, legal authorities must be notified. If these authorities are also unable to make contact, the child must be cared for as directed by these authorities. MVP team members are not permitted to remove the child from the center to provide continued care.

Holidays: *We have the right to be closed on the following holidays and the days that our nation observes said holidays:*

Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year’s Day
Labor Day
July 4th
Memorial Day

ENROLLMENT PROCEDURES

1. Completed enrollment packet and emergency/immunization forms.
Emergency/immunization forms **MUST BE COMPLETE** per Arizona State Law (with a minimum of 2 authorized emergency contacts other than parents/guardians).
2. Signed tuition contract.
3. Current copy of immunization record.
4. Registration Fee paid.
5. Minimum 1 week of paid tuition.
6. Photo ID.
7. Website Permission Form.
8. Ointment Permission Form

*** Your child(ren) will not be allowed to start class until every step of the above enrollment procedure is completed.**

DISENROLLMENT PROCEDURES

When disenrolling your child, MVP requires at least a two weeks' notice, or you will be charged for the tuition. An enrolled child who does not attend MVP for 2 weeks without written notice will be disenrolled without notification.

The safety of all children here at Moon Valley Prep is a top concern, and occasionally management might need to ask families to find alternative care for their child due to reasons that might put our children's safety at risk. However, your MVP Facility Director will work with your family to try to remedy the situation before disenrollment.

If a disruptive child behavior situation cannot be resolved, and disenrollment is necessary, we will disenroll on a temporary basis if the family agrees to seek child and family counseling. MVP will be happy to work closely with the counselor, family and child to resolve issues, with the goal of re-enrollment.

Moon Valley Prep is an equal opportunity provider; however, we reserve the right to refuse service to any family for any reason management deems necessary, i.e., tuition has not been paid as per policy agreement, disruptive child behavior or inappropriate language used by parents toward staff, children or other parents.

TUITION POLICY

Tuition is due before services are rendered. It is paid whether the child attends all days or not (this includes illness & holidays). So, ***all payments will be due BY the Friday prior to the next week's childcare services.*** If your child will not be here on Friday, please pay for the next week's services on the last day attending of the current week. Payments received on Monday are considered late and a \$30.00 late fee will be applied. *If payment plus the late fee is not received on Monday, your child will not be able to attend until your account is paid in full.*

Acceptable forms of payment are Cash, Personal Check, Money Order, Cashier's Check, Debit Card or Credit Card. We are not able to give out change; this will be added to your next payment. Any paid tuition is not refundable. Automatic tuition deduction is available; please see your MVP Facility Director to make arrangements.

Insufficient Funds: If a check is returned due to insufficient funds, we will ask that only Cash, Money Order, Cashier's Check, Debit Cards or Credit Card be used. If a credit or debit card transaction is cancelled due to insufficient funds, we will ask that only Cash, Money Orders or Cashier's Checks be used. A \$30.00 insufficient funds fee, plus the amount of the check and all additional fees charged by banks and/or collection agencies, will be your responsibility.

Additionally, due to insufficient funds, payment will be considered late. Payments received on Monday are considered late and a \$30.00 late fee will be applied. *If payment plus the late fee is not received on Monday, your child will not be able to attend until your account is paid in full.*

SIGN IN / OUT

Per State Law – Your child must be signed in and out each day with a written legal signature (as per a government issued document) at arrival and departure times. Procedures for arrivals and departures have been developed to assure the safety and well-being of everyone at Moon Valley Prep.

- Parents are to use the front door when entering and departing MVP.
- Children are always to be walked into their classroom.
- Never leave a child alone outside the building or in the parking area.
- Sign in/out procedures must be followed daily.
- Adults 18 years or older only are allowed to pick up children from the school.

A child will not be permitted to leave with any person other than those designated in writing by the parent and/or guardian. A telephone authorization to release a child to an adult not previously designated in writing will be verified by the pre-arranged code agreed upon by parent and MVP. Government processed Photo I.D. will be checked for any designated person picking up the child. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

It is your responsibility to keep any and all changes up to date. If there are any changes, please advise us immediately.

CHILD ILLNESS POLICY

Moon Valley Prep™ understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the center is sometimes necessary to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child.

Mild illnesses are common among children and infections are often spread before the onset of any symptoms. In these cases, we try to keep the children comfortable throughout the day, but will find it necessary to exclude them from the childcare setting for the following reasons (this list covers most common illnesses, but is not inclusive of all reasons for exclusion).

Child's Exclusion Due to Illness

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spread of harmful disease to others
- Fever 100° axillary (armpit), 101° orally, 102° aural/ear, 100° temporal (forehead)* * and behavior change or other sign and symptoms, e.g., sore throat, rash, vomiting, diarrhea, lethargy, irritability, constant crying, difficulty breathing.
- Diarrhea – more watery stools or decreased form of stool that is not associated with change of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing “accidents.” Diapered children with diarrhea will be excluded if the stool frequency exceeds 2 or more stools above normal for that child.
- Blood or mucus in the stools not explained by dietary change, medication, or hard stools, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.

Special

circumstances that require specific exclusion criteria include the following:

1. Toxin-producing E coli or Shigella infection, until the diarrhea resolves and the test results of 2 stool cultures are negative for these organisms
2. Salmonella serotype Typhi infection, until diarrhea resolves. In children younger than 5 years with Salmonella serotype Typhi, 3 negative stool cultures are required.

- Vomiting more than 2 times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores with drooling unless the child's health care provider or local health department authority states that the child is noninfectious.
- Abdominal pain that continues for more than 2 hours or intermittent abdominal pain associated with fever, dehydration, or other signs of illness.
- Rash with fever or behavioral changes, until a physician has determined it is not a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva "pink eye" with white or yellow eye discharge) until on antibiotics for 24 hours.
- Impetigo until 24 hours after treatment has been started.
- Strep throat (or other streptococcal infection) until 24 hours after treatment has been started.
- Head lice until after treatment and all nits are removed.
- Rubella, until 6 days after the rash appears.
- Scabies until 24 hours after treatment has been started.
- Chickenpox, until all lesions have dried or crusted (usually 6 days after onset of rash).
- Pertussis (Whooping cough) until 5 days of appropriate antibiotics.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Hepatitis A virus until 1 week after onset of illness or jaundice or as directed by the health department (if the child's symptoms are mild).
- Tuberculosis, until the child's health care provider or local health department states the child is on appropriate treatment and can return.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

* * Infants less than 4 months of age will be excluded if they have a fever of 100° axillary (armpit) or 100.4° aural (ear) and should receive medical attention as soon as possible.

* * Any child with a fever of 104° will be excluded and should receive medical attention as soon as possible.

* * Any infant younger than 2 months with a fever should get urgent medical attention.

We ask that for your child's comfort and to reduce the risk of contagion, children be picked up within 1.5 hours of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

Children need to remain home for 24 hours without symptoms before returning to the program, i.e., the child needs to remain out of the center for the remainder of the day he/she is sent home and the following day (if a child is sent home Friday, he/she may return Monday), unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash or continuing symptoms, a doctor's note may be required before returning.

Required Conditions for a Child to Return to the Center

Children who have been excluded may return when:

- They are free of fever, vomiting and/or diarrhea for a full 24 hours without the assistance of medication. *Fever reducing medications such as acetaminophen cannot be administered by staff or parents/guardians so that a child can remain at the center.*
- Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if stools remain loose) and when toilet-trained children do not have toileting accidents.
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual program activities, including outdoor time.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - 1) The child's health-care provider signs a note stating that the child's condition is not contagious, and;
 - 2) The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child has been out of the center due to any of the reasons above or any other reason deemed necessary by the child's health care provider, please let the center know. It may be beneficial to share this information with families in the center. If so, your family information will remain confidential; however, this will help staff and families observe the other children for symptoms and could assist their health care provider in making a diagnosis.

If a child is excluded because of a reportable communicable disease, a doctor's note stating that the child is no longer contagious and may return is required.

MEDICATION ADMINISTRATION POLICY

Intent

Inevitably, some children will require medication while in the childcare setting. The process for handling and administering medications must be well structured and carefully followed in order to ensure that the interests of the children and the providers are best served. When possible, a child's parent and physician should try to minimize the need for medications while in childcare. All once a day medication must be administered at home. Medicines ordered twice a day should normally be given before and after, rather than during, childcare hours. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for childcare, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during childcare hours is unavoidable.

Medication Consent

The MVP Facility Director or other trained staff will administer medication only if the parent or legal guardian has provided written consent (Medication Consent Form) and the medication is available in an original labeled prescription container.

- **Prescription Medication**
 - Parents or legal guardians will provide the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name, strength and dosage of the medication.
 - The date the prescription was filled.

- The name of the health care provider who wrote the prescription
 - The medication's expiration date
 - And administration, storage, and disposal instructions.
- **Nonprescription Medication**
 - MVP *will not* administer over the counter (OTC) medications (such as Children's Tylenol or Advil)
 - MVP will administer ibuprofen, acetaminophen, decongestants, etc., if it is a prescription from a health care provider
 - Fever reducing medications such as acetaminophen *cannot* be administered by staff or parents/guardians so that a child can remain at the center
 - The above "Prescription Medication" procedures will apply.
 - **Nonprescription Topical Children's Ointments:** can be applied with authorization from the parent/guardian according to the manufacturer's instructions for a period *not to exceed one year*. This includes diaper cream, sunscreen and insect repellent and other non-medicated (free from antibiotic, antifungal or steroidal components) topical ointments designated for use for children.
 - Instructions for the dose, time and how the medication is to be given, and the number of days the medication will be given will be provided to the childcare staff in writing (by a signed note or a prescription label) by the health care provider.
 - A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, chronic condition or prevention. Example: sunscreen, acetaminophen, Epi-pen. The instructions should include:
 1. The child's name
 2. The name of the medication
 3. The dose of the medication
 4. How often the medication may be given
 5. The conditions for use
 6. Any precautions to follow; and
 7. Potential side effects.
 - The first dose of any medication should always be given at home with sufficient time before the child returns to childcare to observe the child's response to the medication.
 - "As needed" medications may be given only when the child's health care provider supplies a prescription that lists the specific reasons and times when such medication can be given. Authorization from the child's health care provider must not exceed a period of *six months*. These medications will be brought in and taken home on a daily basis during the dates needed (they will not be stored overnight at the facility).

- Products containing Benzocaine, the main ingredient in gels and liquids applied to the gums or mouth to reduce pain, may only be applied with authorization from the child's health care provider for a period not to exceed ***seven consecutive days***.
- Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked up from MVP. Parents/guardians should share with the staff any problems, observations or suggestions that they may have in giving medication to their child at home, and likewise with the staff from MVP to the parent/guardian.
- A child may only receive medication with the permission of the child's parent or legal guardian (see Medication Consent Form).
- Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
- A prescribed medication or a Medication Consent Form written and signed by the parent/guardian who is also a physician is not acceptable. All prescribed medications and written authorizations for prescription medications must originate from the child's health care provider.

Medications for Chronic Conditions

For chronic conditions (such as asthma or allergies), the parent/legal guardian written consent must be renewed ***annually*** (or more often if needed). An individual care plan must be provided that lists symptoms or conditions under which the medication will be given. The staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

Emergency Supply of Medication for Chronic Illness

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time.

Medication Will Not Be Given If It Is:

- Not in the original container
- Beyond the date of expiration on the container
- Without written authorization
- Beyond expiration of the parental or guardian consent
- Without the written instructions provided by the health care provider
- For non-medical reasons, such as to induce sleep.

Staff documentation

1. Staff administering medications to children will be trained in medication procedures by the MVP Facility Director and record of training will be kept in staff's file.
2. A staff member trained in medication administration will be on site at all times when

- children are present.
3. Staff giving medications will document the time, date, dosage and route of the medication given on the child's Medication Administration Form and will sign each time a medication is given. Notation of failure to provide medication at the prescribed time as requested by a physician or parent will also be noted.
 4. Staff will report and document any observed side effects on the child's individual medication form.
 5. Staff will provide a written explanation why a medication was not given.
 6. Staff will only administer medication when all conditions listed above are met.

Medication authorization and documentation is considered confidential and must be stored out of general view.

Medication Storage

1. Medication will be stored as follows:
 - Inaccessible to children, locked
 - Separate from staff or household medication
 - Protected from sources of contamination
 - Away from heat, light and sources of moisture
 - At temperature specified on the label (refrigerated if required)
 - In a sanitary and orderly manner
2. Medications will be brought in and taken home on a daily basis during the dates needed (they will not be stored overnight at the facility).
3. Medications will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider (they will promptly be returned to parents/guardians or discarded).
4. Emergency medication may be left unlocked so long as they are stored out of the reach of children at least five feet above the floor.
5. Non-prescription diaper creams and sunscreens shall be stored out of reach of children at least five feet above the floor, but are not required to be in locked storage.

Medication Administration Procedure

1. **Wash hands** before preparing medications.
2. Medication errors will be controlled by checking the following six times each time medication is given:
 - Right Child
 - Right Medication
 - Right Time
 - Right Dosage
 - Right Route
 - Right Documentation
3. Prepare medication on a clean surface away from diapering or toileting areas.
4. **Do not add medication to the child's bottle or food.**
5. Use clean medication spoons, syringes, droppers or cups that have measurements on them (not table service spoons) provided by parent/legal guardian.
6. **Wash hands** after administering medication.

7. Observe the child for side effects of medications and document on the child's Medication Administration Form.
8. When a medication error occurs, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the facility.

Medical Administration and Emergency Procedures: There will always be staff on site who are CPR and First Aid Certified. If required, staff will administer medical attention to their level of training. If further emergency care is needed, 911 will be called and families will be notified by telephone.

VACATION

One week per year from the date of enrollment is free, with a minimum of one week's advance written notice of dates, and tuition for return week is paid *prior to vacation*. The week of vacation must be taken as one whole week - not days split into different weeks (we do not accept partial week tuition payments). Without pre-payment we cannot hold your child's spot. Please note vacation time is non-transferable.

NO SMOKING POLICY

Moon Valley Prep is a **SMOKE and DRUG FREE** facility. Smoking (and using any other type of tobacco product), alcohol or illegal drug use is prohibited inside the building, as well as outside on any part of MVP property (including playground, lobby, activity room and parking lot).

PROGRAM MANAGEMENT

Moon Valley Prep Early Childhood Learning Directors believe in praising appropriate and positive behaviors. We believe that each child is an individual and learns at his/her own pace.

Our goal in early childhood education is to grow your child toward independent problem solving skills, self-control, self-worth, as well as learning to respect others by learning to respect themselves.

Our approach to discipline at Moon Valley Prep is through "Appropriate Guidance." Our Early Childhood Learning Directors act as guides to your child to model correct classroom behavior. Appropriate Guidance includes redirection, diversion and substitution.

Redirection occurs when a child might need a break from an activity and can refocus energies in an alternative activity. **Diversion** occurs when we intercede in a situation by providing alternate ways to continue. **Substitution** encourages a child to move to another activity that will provide the same response to their needs. Our Learning Directors use these techniques according to the child's age and stage of learning level. Concerns observed in classrooms by Learning Directors are discussed with The MVP Facility Director and brought to your attention individually.

Daily Program: Moon Valley Prep is an interactive, hands-on curriculum based

program that offers developmentally appropriate, theme related learning in a caring atmosphere. We believe that all children should be given opportunities and the right to grow and learn in a safe and warm environment.

Schedule:

6:00am Open to receive children.

6:30am - 7:45am A healthy breakfast is offered.

7:45am - 9:00am Children have open centers and free play outside (weather permitting) until our program starts.

9:00am - 11:00am Program starts with various centers and theme related activities that offer educational concepts, plus a healthy snack.

11:00am - 12:00pm Lunch. Family style dining of a homemade, nutritious lunch that follows the guidelines of the AZ Health Department and Food Program. The current week's menu is posted in the front lobby, as well as the parent information boards in each classroom. Vegetarian and allergy alternatives are provided, as well as kosher approved snacks.

12:00pm - 2:30pm Quiet Time. All children under the age of 6 participate in a daily rest period. Napping is not required if the parent feels that it is not appropriate for their child. We ask that all families respect our *no drop-off policy after 10:00am*.

2:30pm - 6:00pm Afternoons are busy with the second part of the day, art, games, exercises, small group and large group activities, music, science, open centers, plus a healthy snack.

Clothing: Children should wear comfortable, casual clothing. We do a lot of hands-on and sometimes messy projects. Children who walk should wear closed toe shoes. ***Tennis shoes are recommended.*** Parents must supply additional changes of clothing as outlined above, and labeled with the child's full name.

Moon Valley Prep is not responsible for lost or damaged clothing and or possessions.

Field Trips: We occasionally offer off-site field trips, as well as "on-site field trips" that may be in relation to a unit in a theme. Parents will be notified when one is scheduled, and if a cost is involved. A child is allowed to attend only if a parent / guardian signs the field trip permission form, and pays the field trip fee prior to the scheduled time of departure. Family members are always welcome to volunteer as chaperones.

Transportation: Transportation to and from surrounding schools is offered. Presently we pick up at Shadow Rock Preschool, Hidden Hills Elementary School, John Jacobs Elementary, Hearn Academy, Great Hearts Academy and Lookout Mountain Elementary School. Please visit with your MVP Director with other pickup and/or drop off requests.

Family Involvement: Moon Valley Prep has an OPEN DOOR policy to families at all times. Families must comply with all policies and procedures stated in the Family Handbook. Please feel free to join your child in activities, lunch and special programs and events that we sponsor.

Family participation is welcomed and much appreciated at Moon Valley Prep. Some things that families can help us with are sewing, science experiments, music (singing, instrument instruction, etc), exercise, reading books, gardening fun, planning family events, planning holiday events, bringing a craft that the children can work on together, etc.

Families can also help by keeping their eyes open for flowers, budding branches, and other seasonal things from nature to bring to school for their children. This can also help families increase their own awareness of nature and have lots of fun doing it.

Family Responsibilities: Families are responsible for providing the following items. If any items are provided by MVP, you will be charged the appropriate amount.

- Diapers, baby wipes, infant formula and bottles.
- Sippy cup for toddlers.
- Four (4) extra changes of clothes if potty training, otherwise,
- Two (2) extra changes of clothes.
- Labeling any and all clothing and personal blankets, cups, etc, with child's full name.
- Pull-ups or extra underwear when potty training.
- Blanket for naptime (optional).

Birthdays: Birthdays are a special time for your child. Families are welcome to join in the celebration! Feel free to bring treats for your child's class if purchased from a licensed food provider. Please make arrangements one week prior with your child's Learning Director.

Holidays and Festivals: Moon Valley Prep offers an environment that respects the spiritual choices of others. Our mealtimes will include discussions with the children of what they are grateful for. Holidays and festivals will be honored according to the sensitivities of families. A family may share how they celebrate a holiday with songs, stories, lighting candles, etc. The Learning Directors are in no way allowed to teach any kind of religious doctrine to the children.

Items From Home: We cannot be responsible for items and toys brought from home; we prefer that children do not bring toys from home to school. Items such as candy, gum, money, balloons, toy guns and other pretend weapons are prohibited and should be left at home. We reserve the right to take away any item that might be perceived as potentially harmful or disruptive to anyone at school.

Outside Food or Drink: No outside food or drink is allowed during operating hours (except for birthdays). In cases of food allergies, dietary issues or religious instruction, please see your MVP Director to arrange the appropriate dietary provisions.

Baby-Sitting: *Employees of Moon Valley Prep are not allowed to baby-sit the*

children that attend MVP due to conflict of interest.

Parent Referrals: If you refer a family who enrolls in Moon Valley Prep, at their fourth week of attendance, your family will receive a Free week of tuition! This week is to be used when your child is not in attendance (such as an extra week of vacation). This is our way of saying “*thank you*” for spreading the word of MVP!

MISCELLANEOUS

Pesticides: A low toxicity pesticide is applied monthly on Saturdays. If an extra application is necessary, notice of the date will be posted prior to application. Pesticide information is available upon request from The MVP Facility Director, or by contacting “Burns Pest Elimination” at 602-971-4782.

Liability Insurance: Moon Valley Prep complies with the State Liability Insurance Requirements, which is available for review upon request.

Inspection Reports: Inspection reports for Moon Valley Prep are available for review upon request at:

Arizona Department of Health
Services 150 N 18th Avenue, 4th Floor
Phoenix, AZ 85007
Phone (602) 364-2536

Moon Valley Prep is an 'EMPOWER ACADEMY'!

This means we implement standards that support healthy eating, encourage active play, prevent exposure to second- and third-hand smoke, practice sun safety and promote good oral health habits. For more information, please visit www.azdhs.gov/empower-program.

MOON VALLEY PREP - PHYSICAL ACTIVITY POLICY

We at Moon Valley Prep are committed to our children's health. We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun, and that offer variety. If children are inactive for long periods of time they can be at risk for problems associated with being overweight. In keeping with this philosophy, our academy will follow the guidelines below:

- Infants under the age of 12 months will participate in tummy time and age-appropriate activities as enjoyed by the child.
- All children over the age of 1 are provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with the Empower guidelines.
- Team Members will encourage moderate vigorous levels of physical activity.
- Every child will have the opportunity to participate in outdoor physical activity.
- We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to fewer than 60 minutes at a time (except during nap time).
- Screen time is not permitted for children under the age of 2 and limited to fewer than 3 hours per week for children ages 2 and older.
- No screen time during meal or snack time.
- Physical activity is never used or withheld as punishment.

Information on screen time (in English and Spanish) will be made available to families at least once per year.

MOON VALLEY PREP - SUN SAFETY POLICY

We at Moon Valley Prep are committed to our children's health and protecting children from the sun's rays during outdoor activities. In keeping with this philosophy, our academy will:

- Ask the child's family to apply sunscreen prior to arriving at our childcare facility.
- Ask the child's family to provide a hat, sunglasses, and/or long sleeve clothing for their child that Team Members will put on the child when outdoors.
- Check with the child's family before applying sunscreen.
- Provide shaded areas during outdoor activities.
- Limit outdoor activities between the hours of 10 am and 4 pm, when the UV rays are at their

highest level.

- Regularly check the UV Index for the intensity of the sun's rays and plan for outdoor activities accordingly.
- Be a role model for sun safe practices.
- Limit sun exposure for children under 12 months old.
- Follow guidelines in the Empower Guidebook on protecting infants, toddlers and older children from harmful sun rays.

Information on sun safety (in English and Spanish) will be available to families at least once per year.

MOON VALLEY PREP - SUN SAFETY POLICY

We at Moon Valley Prep are committed to providing ongoing support to breastfeeding mothers and will respect a mother's decision to continue to breastfeed her child. In keeping with this philosophy, our academy will:

- Provide a welcoming atmosphere that encourages mothers to initiate and continue to breastfeed, even after returning to school or work.
- Provide a designated place for mothers to breastfeed their child on site (such as a rocking chair).
- Provide a refrigerator for storage of expressed breast milk.

Information on breastfeeding (in English and Spanish) will be available to families at least once per year.

MOON VALLEY PREP - CACFP POLICY

We at Moon Valley Prep are committed to the health of all of our children. CACFP supports childcare facilities by making childcare more affordable for many low-income families while promoting good eating habits. Eligibility for CACFP is determined by federal standards based on family income within established geographic boundaries. Our academy will check and document eligibility for CACFP.

At this time, Moon Valley Prep does not participate in the CACFP.

If you would like additional information regarding eligible family enrollment, please contact CACFP at 1-800-352-4558.

MOON VALLEY PREP - FRUIT JUICE POLICY

We at Moon Valley Prep are committed to supporting your child in establishing lifelong healthy eating and drinking habits. Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Too much juice may also take the place of more nutritious beverages such as fat-free or low-fat (1%) milk or water. In keeping with this philosophy, our academy will:

- Not serve fruit juice to any child.
- Water shall be used as the first choice for thirst and will be offered throughout the day.

Information on fruit juice (in English and Spanish) will be available to families at least once per year.

MOON VALLEY PREP - FAMILY-STYLE MEALS POLICY

We at Moon Valley Prep are committed to supporting your child in establishing lifelong healthy eating patterns. In keeping with this philosophy, our academy will:

- Serve meals family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food. Our role as caregivers is to provide nourishing food. The child's role is to decide whether and how much to eat. We will never force a child to eat.
- Model behaviors for healthy eating and positive body image in the presence of children by having staff members recognize the important role adults play as role models for children as they learn to live healthy lives.

Information on healthy eating (in English and Spanish) will be available to families at least once per year.

MOON VALLEY PREP - ORAL HEALTH POLICY

We at Moon Valley Prep are committed to protecting the health and safety of our students and staff in regards to tooth decay, which is an infectious disease and a serious problem among young children in Arizona. Our facility recognized that we play an important role in preventing tooth decay and in educating children, their families and staff on tooth decay prevention. In keeping with this philosophy, our academy will:

- Implement a tooth brushing program.
- Guide our Team Members on steps they can take to prevent tooth decay according to the age appropriate guidelines in the Empower Guidebook.

Information on tooth decay prevention (in English and Spanish) will be available to families at least once per year.

MOON VALLEY PREP - TEAM TRAINING POLICY

We at Moon Valley Prep are committed to furthering Team Member knowledge on the Empower Program and Empower topic areas including: physical activity, nutrition, oral health and tobacco. In keeping with this philosophy, our academy will make sure that our Team Members receive or attend 3 hours of training annually on age-appropriate topics pertaining to physical activity, nutrition, oral health and tobacco education. All training shall be documented and records will be readily available.

MOON VALLEY PREP - ASHLine POLICY

We at Moon Valley Prep are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help Team Members and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their families and our Team, our academy will promote the ASHLine information on the dangers of second and third-hand smoke by placing them in a visible spot at least once per year so parents and staff can see them. We will also refer parents, when possible, to ASHLine.

MOON VALLEY PREP - SMOKE FREE CAMPUS POLICY

We at Moon Valley Prep are committed to providing a smoke-free environment for children and our Team due to acknowledged hazards from exposure to second-hand smoke. In keeping with this philosophy, our academy will notify all Team Members, families and visitors of the smoke-free policy. Appropriate signage will be posted.