

**Annette's
Wiggles & Giggles
Preschool
Parent
Handbook**

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Welcome

What has been attempted through these pages of my parent handbook is to discuss duties and responsibilities, concerns, and expectations, as well as your obligations as parents of a participating child. Please keep this handbook handy for you to refer to if you have and questions concerning my program. Please feel free to talk to me anytime with any questions or concerns. These policies have been carefully planned in order to insure the comfort and protection of your child. I will do my best to provide your child with nurturing activities to suit his/her needs and a physical environment in which he/she can feel both secure and free to grow. Towards achieving these ends, I encourage and welcome your comments and suggestions and extend sincere thanks for your cooperation in these efforts.

Annette's Wiggles & Giggles Preschool is a program designed for children 3-5 years of age. Admission is granted regardless of sex, race, religion, or handicap.

I am truly glad you chose my program for your child. Welcome! My goal is to provide high quality of care in a warm, loving environment. Annette's Wiggles & Giggles Preschool is a cooperative environment and families are encouraged to be active members of their child's early education and care.

I have been a family child care provider/preschool teacher since 1992 and truly love my job! I sincerely enjoy children and know what an important job I have! I care for the world's most precious asset- young children!!! I understand how hard it is to leave your child with someone 8-10 hours Monday through Friday, I've been there. When my daughter was only two years old, she had been to five different child care homes and I couldn't bear to put her through another change, that is why I became a provider myself. I planned to do child care only until she reached kindergarten or first grade but then fell in love with my job! I plan on running my preschool business for many more years to come. It is an extremely rewarding job with many benefits. Where else can you play and have fun with little ones and get lots of hugs all day?!!

My Qualifications & Standards of Quality Care

I consider myself a professional and take my job seriously. I am NOT a “babysitter” and am insulted when called this. I have received appropriate training, I understand child development, and I am knowledgeable about helping children learn and grow. I have been awarded “Sacramento County Provider of the Year” (when I lived in Antelope, California) and my program was Nationally Accredited in 2004. Being Accredited Nationally is a big deal and very difficult to achieve. Both of these are big accomplishments and I take pride in my ability to provide quality care. I am always up to date on current health, safety, and CPR/1st Aid requirements and continue to keep abreast on current information on child care issues, brain development, and appropriate practices concerning children. Most important, I am truly interested in children and enjoy working with them!

I have an Associates Degree in Early Childhood Education from American River College. (I had a 4.0 GPA too!). I also had a Child Development Permit through the State of California Commission on Teaching Credentialing. Additionally while in California, I had been a Mentor Family Child Care Provider through Child Action, Inc. for three years; had five protégés whom I helped with their businesses. In addition, I have conducted professional training sessions at Child Action and at Early Childhood Conferences.

I take pride in my work and continually seek knowledge and professional growth. I belong to the National association for the Education of Young Children (NAEYC), and am a member of the Arkansas Professional Development Registry and will continue to take courses through Arkansas State University.

Program Benefits

- Individualized care with small ratio- 1:5
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 - Open door policy; encourage & welcome parent involvement & participation
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 - Nutritious, kid-friendly meals and snacks
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 - Daily "Wiggle Grams", monthly newsletter, and daily one-on-one communication with parents
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 - Large backyard with lots of grass, equipment, and toys for active play
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 - Nationally Accredited in Jan 2004
 -
 - Annette, owner/teacher, holds Degree in Early Childhood Education, CPR/1st Aid Certified, and over 27 years experience
-

Program Goals:

- Provide an environment that is safe and encourages free exploration and discovery.
- Provide a relaxed and unhurried atmosphere that allows children to become deeply involved in the activities that interest them.
- Provide children empowerment to make their own choices, share own suggestions and ideas, and to have ownership of the program.
- Provide an atmosphere where laughter, joy, and respect for the children are the heart of the program.
- Build true connections with the children in my care by learning what interests they have and what inspires them individually.
- Build developing relationships with families and work together as a team in the best interest of the children.
- Provide a sense of community for parents as well as the children. Encourage parents to get to know one another and to share ideas about the program policies and happenings.

Enrollment Policies

All forms must be completely filled out and returned before your child can enter my program. All forms are subject to yearly renewal and must be kept up to date. If care will begin at a later date, advanced payment for the first week of child care will be required to hold place for your child. This payment will NOT be refunded if your child does not begin on the agreed date. A one-time registration fee of \$35 will be required to cover costs of parent handbooks, registration paperwork, car seats, and set up supplies for your child.

The following are the steps in the enrollment procedure:

First Visit to Program

This is conducted in the evening or weekend when the program is not open. This way parents and child can meet me and get a tour of my environment and I can answer all questions without interruptions. I explain and show the curriculum ideas and approaches I use and thoroughly explain my program. If the parents, child, and I think my program is a good match and will meet the needs of the child, we schedule a second visit.

Second Visit to Program

This is scheduled and conducted during business hours so that both the parent and child can see my program in action. Usually this is conducted in the morning starting just before Circle Time and lasting about 45 minutes to an hour. (9 -10am) I want parents to come and check us out while in action so they get a true feel of how my program runs. I encourage them to allow their child to participate and join in on any activity they are interested in while at my program. In addition, I explain that I won't have time to spend one-on-one with the parents because children are my number one focus and won't be able to answer their questions. In essence, be the fly on the wall and observe my program in action. If at the end of this visit the parent, child, and I agree that my program is a good fit, I give the parent an enrollment packet with all the necessary paperwork and Parent Handbook. This is given only if the parent is truly interested. We then schedule a third visit to return the completed paperwork and review the Parent Handbook and Contract once the parent has had plenty of time to read the Handbook and complete the paperwork.

Once the Parents Decide to Enroll Their Child

This is usually decided at second visit and then the parents receive an Enrollment Packet. This packet is in a two-pocket, three-prong notebook and includes a file folder. It includes all the necessary paperwork, Parent Handbook and Contract, etc. The parents keep the notebook and return the file folder with completed paperwork, which then becomes the file for the child.

Third Visit

This meeting is done in the evening or weekend when the program is not open. I ask the parent to NOT bring their child. The parent(s) and I sit at my kitchen table and go over all my policies by thoroughly reviewing the Parent Handbook, Contract, and all the paperwork. We finalize all the necessary details about the first day and talk about any concerns, expectations, and ideas. I give a list of what to bring on their child's first day and welcome them to my program. Registration fee and the first week's tuition is due at this visit.

First Day of Preschool/Child Care

I strive to make children feel secure and happy in my program. Because the first day can be worrisome to some children, I ask the parents to come early the first few days to stay awhile until their child feels comfortable. (Sometimes this is not needed.) I ask parents to not sneak out when their child isn't looking. Children need to know when you are leaving and be able to say goodbye. In addition, I welcome texts or phone calls from parents to check up on their child's day anytime. (I don't answer calls in the middle of Circle Time or one-on-one time with the children, but will call back as soon as possible.) I ask parents if it is okay to get calls from me or their child at their work? Can they receive calls at work? Can we only call if an emergency or urgent matter? Or is calling them repeatedly okay? With prior content, I may help a child call their parent at work to help them through the day by hearing their parent's voice of encouragement. I am flexible, depending on the individual child's needs, in helping children transition into my program.

At my program I try to be flexible and accommodating to parents in both the registration and orientation process. I understand that sometimes parents are in desperate immediate need for child care and are unable to meet me three times before their child attends, and that is okay. However, we must meet the emotional needs of their child and take the necessary steps to make the transition into my program a successful, happy, secure, and comfortable one. In addition, all necessary paperwork must be completed and payment received before a child begins my program.

Bridging My Program and Home

It is extremely important to begin the preschool/child care and home relationship with an open, sharing approach that we can build trust upon. Then if issues arise - even sticky ones - we can talk about them without hesitation.

I will do my best to keep you well informed. I will provide a daily "Wiggle Gram" and I want to talk with each of you daily. Please feel welcome to visit and drop in ANYTIME! I encourage your involvement. Come eat lunch with us, stop by and read us a story, or show us something special. In addition, I welcome your comments and suggestions.

Clearly, ongoing interactions and support from families and myself make the connection between preschool and home a two-way street. You can help by sharing information about your child with me. Especially during any crisis or periods of change, when children are under stress and act and react differently, please keep me informed. Obvious stressful times include a change in jobs, a move to a new house, an illness or death in family, but they also could involve the child experiencing nightmares, making changes in eating habits, and stopping or starting medication. Of course, anything you share with me will be held in confidence. In turn, I will alert you to anything out of the ordinary that I might notice in your child here at my program. Only by sharing information can we build a bridge strong enough to support our children!

Hours, Absences, and Drop-off/Pick-up

HOURS

My program hours are from 7:00 am - 5:30 pm, Monday through Friday. My program ends at 5:30pm. For your convenience, I will be available for \$3.00 per five minutes up until 6:00 pm, after which the late fee applies. (\$1.00 per minute, see Contract for more information). The additional fee will be calculated daily and this fee will be due the following week. The five-minute increments are determined by the clock at the sign in area. A fee chart is hanging below the clock. This extended time rate is per child.

Absences

The income I receive is based on an estimation of income with the assumption that enrolled children will be present each day. The ratio of children must be planned and provided for. My income, materials and expenses continue, and in turn, charges must continue as set forth in the Contract. Please realize that I cannot deduct money for days not attended. Absences of a single day or portion of a week will make no difference in the Contract rate that you will be charged.

Drop-off and Pick-up

Parents are expected to enter my program and sign the logbook to drop off and pick up their child each day. Please do not allow your child to run out to your vehicle without you, for safety reasons. I have an open door policy and there is no need to knock before entering my program during normal business hours. I have a side door entrance that goes directly into the preschool. My front door will remain locked for safety reasons. My driveway and in front of my yard is both available for parking. Please be mindful and not park behind another parent's vehicle and block them in. You're welcome to park behind my vehicle of course.

Fee and Payment Procedure

Parents agree to compensate Provider for preschool/child care services at the rate agreed upon in the Contract. Payments are to be paid in advance of care provided on Friday or Monday. Payment after Monday is considered late and a fee of \$10 per day will be due with payment. Checks are to be made payable to "Annette Kelley"" and can be made weekly, bi-weekly, or monthly. Payment schedule will be determined by parent and stated on the Contract. Provider also accepts Venmo payments. (See Annette for details.) In the event of a returned check, the fee of \$30 will be incurred and due immediately with the past due funds. A two-week advance payment deposit will be required after two bounced incidents and will be used as the last two weeks of service. Payment is based on enrollment, not attendance, and is expected regardless of sick time, personal time, holidays, or vacations other than the approved one-week per year parent vacation with a proper two-week notice to the provider.

If a family is divorced or separated, it is the responsibility of the parent who has sole custody to pay tuition. If legal custody of the child is joint (or no formal custodial arrangements yet exist) both parents must decide and designate the responsible financial parent. The purpose of the designation is to set forth parent and provider understanding whom will make tuition payments and other fees when applied. The Provider will not be responsible for "chasing down" the other parent for payment. Partial payment from custodial or non-custodial payment will not be accepted.

Weekly Tuition Rates

\$135.00 per week Full Time Care including Morning Preschool

\$85.00 per week Preschool Only - 8:30-Noon, Monday - Friday

Five hours is considered a full day and a full day is up to 10 hours.

There is a one-time initial registration fee of \$35.00 due at time of signing the Contract.

Other Possible Fees

\$40.00 returned check fee

Overtime fee of \$3.00 per five minutes after 5:30 pm till 6:00 pm.

Late fee of \$1.00 per minute after 6:00pm.

Activities fee...amount varies according to the actual cost of field trip.

Daily Schedule

This is a basic summary of my program's daily full time schedule:

- 7:00 - 7:30 am Free Play
- 7:30 - 8:00 am Breakfast
- 8:00 - 8:30 am Free Play
- 8:30 - Noon Morning Preschool Program (see next page for details)
- 12:00 - 12:30 pm Lunch
- 12:30 - 2:00 pm Quiet Time
- 2:00 - 3:00 pm Free Play (outside or inside)
- 3:00 - 3:15 pm Snack
- 3:15 - 4:15 pm Outside Play
- 4:15 - 5:00 pm Inside Play
- 5:00 - 5:30 pm Table Activities till picked up

Quiet Time / Napping

My daily schedule has a "Quiet Time" in the afternoon immediately following lunch. This is a time for children, whose parents request naps, to have an opportunity to do so and let's the older children who no longer take naps to rest while watching a children's movie quietly or do quiet activities like puzzles, looking at books, etc. The movie watched each day is determined by the children's nominations and voted at lunch. I provide each child an individual mat, pillow, and sheet blanket, which is washed weekly. Children are welcome to bring their own blanket and/or stuffed animal for quiet time that stays here.

Typical Preschool Morning at Annette's Wiggles and Giggles

- 8:30 - 8:45 am Table Activities (changes daily)
- 8:45 - 9:05 am Circle Time (includes : opening song, discussion, The day's plans, story, action songs, picking jobs)
- 9:05 - 9:15 am Calendar, Meteorologist, Pledge to Flag
- 9:15 - 9:30 am Morning Snack
- 9:30 - 10:20 am Outside Play (including painting at easels, Play dough, etc)
- 10:20- 10:30 am Music Activity (changes daily)
- 10:30- 11:30 am Free Choice Time (Free Play plus a one-on-one Or Group Activity with Miss Annette)
- 11:30- 11:45 am Storytime
- 11:45 - Noon Table activities till lunch is ready

Philosophy of Discipline

The purpose of discipline is to teach children coping skills and discourage inappropriate behavior. There are three basic rules to follow: 1. You may not hurt yourself. 2. You may not hurt others. 3. You may not destroy property.

I model expected behavior and use positive methods of discipline which encourages self-control, self-direction, self-esteem, and cooperation among children. My environment respects each individual child and sends forth a message that the world is a warm and friendly place. I look for meaningful ways to show children that harmful and aggressive acts are unacceptable. It is my program's ultimate goal to teach children how to solve his or her own problems appropriately with love and support rather than "time outs"! If something of a more serious nature or a persistent behavior should occur that is a concern to me, I will need to discuss this with you so that we can jointly decide on a course of action that is followed both at home and at preschool.

I shall never use physically or mentally abusive forms of discipline. No child shall be confined in an enclosed area, or deprived of meals, snack, or rest, or necessary toilet functions as a form of punishment! No corporal punishment will be used, even if the parents request it. Also, the use of physical punishment by the parent cannot be permitted while in my home

or property. Again, I use redirection and simply talking to the child when behavior problems occur. "Time Out" is not a first choice in my program, but only as a last resort technique for a child who is harming others, self, or is out of control.

Children's Friendships

Enrollment in my preschool program offers children social experiences that might not be available to them in relationships with adults or siblings. With a few friends their own age, a child encounters lots of opportunities to negotiate and compromise. Children in my program are encouraged to express opinions and ideas in a respectful way to others. Interactions with and acceptance by peers have long term effects on a child's life! Children develop social competence in three major areas: initiating interactions, maintaining ongoing relationships, and solving conflicts with other children.

Children may benefit from having one-on-one time with one of the other children, outside of the preschool setting. Playing together a few times, outside my program, often gives two children a level of comfort with each other that carries over to their time in my preschool. This is especially beneficial to those children who have a hard time joining a group at play or have a hard time talking to other children about what they want.

Behavior Expectations

1. We keep our hands, feet, and body to ourselves. No hitting, kicking, pushing, pinching, biting, or hair pulling will be allowed. I have a "Hands to yourself" rule which will be enforced.
2. I emphasize the importance of practicing good manners. Every young child is capable of learning some of the most important phrases, "Thank you", "No thank you", "Please", and "You're welcome".
3. Food and drinks are only for designated areas.
4. Children are encouraged to practice good health habits.
5. All children are given the opportunity to make choices when choices are available and the children as a group make choices through a democratic vote.
6. Back talking, rude, or disrespectful behavior is not allowed.
7. Children will try to obey the first time when asked to do something.
8. Children will respect each other's belongings in cubbies or on hooks by not touching unless given permission by the owner of said property.
9. Children are expected to use appropriate language at all times. This means they will not use "bad words" or inappropriate topics.

Parent's Responsibilities

Parents are encouraged to call me as early as 6:00 am on normal business days, or on evenings/weekends to discuss issues concerning your child. You can text me 24/7. During the day I will get back to you via text as soon as I can find a moment. I will not answer phones or texts during circle time or busy times during morning preschool. And because I don't take my cell phone in my bedroom, you can text me in the middle of the night to let me know your child is sick without disturbing me. Parents are responsible to call or text whenever your child will not be attending my program. Days your child will be arriving much later than normal, a call or text is appreciated.

It is your right to visit my program at any time during my normal business hours. It is your responsibility to ask questions and understand your right about my open door policy, or any issue concerning my program.

Please inform me of any changes at home that might affect your child's behavior or eating habits. It makes my day easier to know ahead of time that your child didn't sleep well the night before. Keeping me informed benefits your child in many ways and allows me to understand and meet their changing needs.

I expect a certain degree of wear and tear on my child care items, but willful destruction will not be ignored and parents will be responsible for replacement costs of any item destroyed as such.

Parents understand that rules of my program do not change once parents walk through my door. If your child misbehaves in your presence, they will

be corrected accordingly and parents are expected to enforce the rules while in my home.

Provider's Responsibilities

It is my responsibility to answer any questions or concerns you might have and to keep you informed on all your child's happenings while in my preschool. I have an "Open Door" policy and you are not required to knock on my door before entering my home during normal business hours. I want you to know that it is your legal right as parents to stop in to see your child at any time and to inspect the areas in my home where your child is cared for.

I will do my best to provide your child activities that suit his or her needs and a physical environment in which he or she can feel both secure and free to grow.

I will enforce my health and illness policy to protect your child's health. In addition, I will do my sincere bet to provide a program where safety is top priority.

I will always keep you informed on our whereabouts during business hours. You will always be informed of all planned field trips. In the event we decide to go for a walk, or go to nearby school to play at the last minute, I will do my best to text you to let you know. You can always reach me by calling or texting because I will carry my cell phone at all times when away. I will always be reachable, even when away!

The Importance of Play

At good quality early childhood programs there is a lot of play - and there should be! Years of research on children's learning and development document the many benefits of play for children's intellectual, social, emotional, physical, and language development. Children at play are actively involved in creating themes, exploring and establishing environments, solving problems, and developing shared understandings. Play is fun! But it is also serious business that pays big dividends to its eager, young investors.

Children learn far better through direct interactive experiences than through just listening to someone talk, computer or video games, online apps, or tv. (I don't allow children to watch tv; my tv is never on except a G-rated children's movie during quiet time if there are those who do not nap.) Children learn extraordinary amounts through play and exploration.

Toys and Other Things from Home

Cubbies

Clothing and Supplies

Toys

Toys are furnished for the children. It is not recommended your child bring toys to my preschool. If your child brings toys or other items from home, the item must be shared, and therefore could possibly be broken, damaged, or lost. In the event this happens, it is agreed that I shall not be held responsible for replacement or repair. Toy guns, swords, or any weapon type toys are NOT permitted in my preschool.

Cubbies

Your child is provided a cubby and a hook to store personal items such as jackets, backpacks, artwork, etc. All children are expected to respect each other's property by not touching items that do not belong to them without getting permission from the owner prior to touching it. Please completely empty their cubby on Fridays to allow me to clean weekly.

Clothing and Supplies

Please dress your children in comfortable play clothes, which children can manage themselves as much as possible, and is able to get dirty! Please provide one complete change of clothing for emergencies caused by anything from a toileting problem to an occasional excessive fun with muddies. Also, please provide your child a pair of "play shoes" that stay at my program that are easy to put on and off and are machine washable. Please check your child's change of clothing and play shoes often to ensure proper fit and the choice of clothing items match the season.

Health and Illness Policy

The health and well being of all children in my program are of utmost importance to me. It is for the protection of the children that I must insist on strict adherence to my Health and Illness Policy. Please read it carefully. If you have any questions or doubts, regarding the statements it contains, please discuss them with me now. Please do not wait until your child is sick to think about what would be best for all concerned. At that point you may be making decisions based on emotional instead of logic. Even with all of our precautions, children do get sick and/or hurt. Due to my concern for all children enrolled in my care, there are certain guidelines that I require my clients to observe. Guidelines for attendance must be deferred to protect other children, as well as myself from illness as much as reasonably possible.

Children with minor illnesses may attend my program at my discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort. There are some illnesses and symptoms that, by law, exclude the child from attending preschool/child care. Some of those illnesses and symptoms are but not limited to:

1. Unexplained rash
2. Fever (100F. Or higher)- child needs to be fever free for 24 hrs.
3. Runny nose with color or excessive discharge
4. Excessive coughing
5. Diarrhea - must be diarrhea free for 24 hrs.
6. Discharge from eyes or ears

7. Unusually sleepy or drowsy
8. Cranky or fussy for no apparent reason
9. Rapid breathing, difficult breathing
10. Vomiting- do not bring your child if he/she has vomited within 24 hr
11. Communicable diseases (conjunctivitis, rosella, mumps, measles, influenza, head lice, hand-foot-mouth disease, etc.)
12. Puss or discharge from eyes or open wound sores.
13. Severe allergic reactions
14. Fainting spells or dizziness
15. Severe headaches
16. Lice- must be treated and all nits removed

I reserve the right to make decisions regarding your child's ability to take part in my program's activities. I also reserve the right to refuse children who look or act sick without any "solid evidence".

If your child becomes ill while at preschool/child care, you will be notified immediately and will be required to pick up your child within one hour. If parent(s) can not be contacted, then their emergency contacts will be notified and will be required to pick up your child. If reasonable efforts are not made to pick up a sick child, then this contract is subject to immediate termination.

Before returning to preschool, your child must be free of all symptoms for 24 hours, or be accompanied by a doctor's note. Masking your child's symptoms with Tylenol, etc before preschool can result in immediate termination.

In the event your child has possibly been exposed to an illness during preschool, you will be notified by an "exposure notice". This allows you to be aware and on the lookout for possible symptoms.

It is required that all children in my preschool have all immunizations current. A copy of his/her immunization record is to be given with all paperwork upon registration.

Any time I am asked to give medication to your child while in my care, directions must be given in writing. Medication must be in the original container, with your child's name and current date. I have a medication form for you to complete before I can administer the medication.

In the event of any emergency or accident, an ambulance will be called at your expense if I feel the need, or I will first attempt to contact you the parent. Part of this agreement is your authorization for me to take whatever emergency medical measures are deemed necessary for care and protection of your child.

Celebrations, Birthdays, and Holidays

In Annette's Wiggles and Giggles Preschool we like to celebrate! We celebrate everyone's birthday and most major holidays. I want to honor the traditions of all the families in my program. I believe the importance of family traditions and holidays in strengthening the connection between home and preschool. If you have holidays and traditions that you want to share with us, please feel free to do so. Likewise, if you do not wish for us to celebrate your son or daughter's birthday at my program, please let me know. Again, I want to respect everyone's tradition and beliefs and feel it benefits everyone to have diversity. I want to plan activities to reflect the diverse cultures and to foster respect for different cultures. I encourage each of you as families join us in celebrations.

In addition, if you are having a birthday party or other type of celebration of your own, do not bring party invitations to preschool without inviting EVERYONE! Nothing hurts children more than to be left out of a social event among peers. If you must only include certain children, please mail invitations with discretion. Events outside my preschool amongst families in my program is highly encouraged!

Food

Children are provided, but not forced, to eat nutritious meals. I serve morning snack, lunch, and an afternoon snack daily. Children who choose to not eat will not be served additional food until the next mealtime. If your child has allergies, please let me know. Please do not have your child come to my preschool chewing gum, eating candy, or other food. Please allow your child time to finish all uneaten food prior to entering my program. Chewing gum is not allowed in my program. At no time should your child bring food from home unless enough is brought for all and you have discussed with me ahead of time. Each child is provided with his or her own cup and water is readily available and encouraged between meals.

Meal times are served in a friendly, family style manner and we have talks and share many ideas at these times. Children are encouraged to learn table manners and are expected to remain seated during meal times and not play at the table.

Field Trips

My program participates in outings and field trips. A monthly activity calendar will be provided each month. Parents are asked to provide payment separated from tuition fees for these outings if there are costs incurred for some of the field trips. I have a field trip logbook to keep a running record of field trips and balances for each child. Please provide cash or check payments separate from tuition, so I am not taxed on field trip funds as income. Because our trips are usually at a discounted group rate and advanced reservations are made, our field trip costs are minimal. In addition, please let me know if your child will not be attending so i can cancel his/her reservations prior, to prevent fees incurring if he/she is not present.

Families are encouraged to come along on any filed trips!
Transportation for outings will be provided in a licensed, insured vehicle, and car seats will be used at all times, as mandated by law.

For safety reasons, the children are provided bright yellow shirts to wear on field trips. This helps me to easily see the children. In addition, I always bring a First Aid Kit, change of clothes and emergency cards for each child, wipes, hand sanitizer, tissues, sunscreen, and my cell phone.

Emergencies

Safety is a priority in my program! My play equipment is checked periodically for safety and safety rules and guidelines are enforced and continuously taught to the children in my care. In the event of an emergency or accident, an ambulance will be called if I feel the need.

Fire and tornado drills are held every month so all the children will have the know how in case of a real emergency. Emergency phone numbers (such as poison control, etc) are posted on my refrigerator for prompt availability. In addition, your emergency phone numbers and medical release forms are available to me in my van in the event of an emergency while away on a field trip. Please inform me of any changes so my records are always up to date.

All persons picking up children must be authorized to do so in writing, which is included on my emergency card. If someone is to pick up your child and is not included on emergency card, I require a written request (a simple note in logbook will do) or a text, before your child will be released. I will ask for a photo ID for anyone I am not 100% familiar with, before releasing the child to the authorized person picking up. I will not release children to anyone under the age of 18 years old.

Termination

Many experts agree that a fundamental basis for raising confident, trusting children is continuity of care. Unfortunately, the realities of daily life, such as a family move, sometimes make it necessary for children to make a change. If this becomes a consideration for your family, please share the information with me as soon as it becomes apparent. In the event that care must be terminated, a minimum of two weeks written notice must be given. (Three weeks notice is required for families who enroll two or more children.)

Parents may terminate the arrangements with less than the required notice, but will be required to pay the provider for the entire termination period.

All new children will be accepted on a two-week trial basis to allow for adjustments. This two week trial basis will allow either the parents or the provider to negate the Contract without notice.

Termination Procedure by provider:

1. Provider may terminate this agreement without cause by using a written termination notice. The termination date shall be two weeks after the parent has received the notice. Parent is responsible for any unpaid fees that have accrued up to the termination date.
2. Provider may terminate this agreement at any time for cause by issuing a written notice. The termination date shall be 24 hours after the parent have received the termination notice under the following conditions:

Failure to pay child care fees despite warning.

Failure of Child or Parent to refrain from violent behavior despite warning.

Failure of Child or Parent to refrain from destroying personal property despite warning.

Continued failure of Parent to drop off or pick up Child at scheduled hours despite warning.

Failure of Parent to repair/replace damaged property per this agreement.

Failure of Parent to refrain from bringing an ill Child to preschool despite warnings.

Holiday & Vacation Procedure

Provider will not provide preschool or child care on the following holidays: New Year's Eve, New Year's Day, Martin Luther King's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas. The charges for the weeks that contain a holiday are the same as the weeks which do not. Child care fees will not be pro-rated during the holidays specified above. Should one of the holidays fall on a Saturday or Sunday, Provider will take the preceding Friday or the following Monday as a paid holiday. In addition, Provider reserves the option to take additional adjoining days to the holidays without pay or use vacation days with at least a two week notice to the parents.

Provider allows a one-week vacation time per year from preschool/child care without charge. A year is not a calendar year, but the year your child is in Provider's care. A minimum two week notice is required for all vacations. Child must be enrolled in my program at least six months before taking the free week. And subsequent free week will be one year from first vacation taken.

Provider is entitled to seven days of paid vacation per year. Provider will notify parents at least 30 days prior to vacation. In addition, provider may take additional days off at no charge to parents with at least a two week notice. Both paid and unpaid vacation days taken by provider will not exceed 15 days per year.

Provider is entitled to take up to five paid sick/personal days per calendar year. These days are only to be used as needed in the event Provider becomes ill, bereavement, conference/trainings, or medical/dental appointments.

Parents shall be responsible for arranging alternate care during the holidays, vacations, or sick/personal days Provider is closed defined herein.