



POLICIES & PARENT CONTRACT

Effective 7/1/17

About Play-N-Grow Daycare & Preschool:

We are a preschool focused, licensed group home daycare, with two full time providers. Our Mission is to meet the needs of every individual child who is in our care. We understand that your children are the most precious and important people in your lives! We want nothing more than to help each child learn, grow, and meet each milestone. We believe that children learn best through play and repetition. We strive to give each child a safe, structured, and comfortable environment to explore their world and learn through play and imagination. Our school year is from September-May. We have preschool every day from 9-11:30 a.m. For more details about our preschool routines, go to www.playngrowdaycare.com.

Enrollment & Withdrawal Procedures

- Fill out the Play-N-Grow Daycare & Preschool Child Application at www.playngrowdaycare.com and click on the link or go to <https://cerina.wufoo.com/forms/playngrow-daycare-child-application/>. Filling out the form lets us know you are interested in our daycare/preschool and simplifies the process for both of us. If there is not a current opening, you will be automatically added to our waiting list. If there is an opening, I will contact you to set up an interview with you and your child.
- It is necessary for the child care provider and child to meet and interact before potentially starting care. In preparation for an interview, write down any questions you have so we can discuss them in person. There may be multiple interviews scheduled consecutively so your child is not guaranteed a position with an interview. If you know this is the place for you after interviewing, you may give me a call or e-mail me after 24 hours to see if I am still in the interview process or if there is a position for your child. If I'm still in the interview process, I will let you know ASAP.
- After we interview and we have agreed that this is the best daycare for you and your child, you may turn in all of your paperwork and pay a holding fee to ensure your spot in daycare. If you plan to start care within 2 weeks, the fee will be \$25. If you need your spot held for longer than 2 weeks, the fee will be a full week's tuition. Either way, your



fee will be applied to your first week in care, but otherwise it is nonrefundable. There will be no holds longer than four weeks outside of a daycare closing.

- After starting care, there will be a one week security deposit equal to your tuition rate due within the first 30 days. It will be non-refundable and will be applied to your child's last week of care. There's no time limit. For instance, if you end care three years after your start date, the one week deposit will still be applied.
- All of the forms required to start daycare, can be found on my website, <http://www.playngrowdaycare.com/daycare-forms.html>. If you don't have access to a printer, I can give you printed copies of all of the forms. You may find my "[Checklist for New Enrollment](#)" very useful.
- It is very important that you read the current Policies and Parent Contract thoroughly before you sign and return it. Once it is signed, I will expect that you understand and plan to follow all policies.
- Each child will have a 30 day probation period, during which either the childcare provider, or the parent, may terminate the childcare arrangement without advance notice. After that, if either party decides to terminate care, a two weeks' written notice is required, and the tuition must be paid in accordance.

Hours, Holidays, Child Schedule

- We are open year round on weekdays, from 7:30 a.m. to 5:30 p.m. Our clocks are set by satellite time. The provider will arrive by 7:30 am and if the provider is early, the door will not be unlocked for children until opening time so please don't plan to be early.
- Each child will have a "Contract for Daily Schedule" to fill out that must be signed by all parents/guardians that are responsible for dropping off and picking up from daycare on a daily basis. Once the contract is filled out and signed by the parents/guardians, it must be approved by Play-N-Grow Daycare & Preschool owner, Cerina. Once the contract is agreed upon, you will be expected to abide by it. Arrival and departure times effect our daily routines as well as our (the providers) schedules. If you will be dropping off or picking up outside of your contract time, please let us know by text or phone call every time it occurs. If it will be a permanent change, we can discuss updating the contract.



- There is a late charge of \$5 per quarter hour after 5:30 p.m. I am very strict on this policy. **Call/Text ASAP** when you will be **late** picking up your child at **your departure time** specified on your signed "[Contract for Daily Schedule](#)".
- Parents may visit anytime during daycare hours, with or without an appointment, and have the right to free access to all areas used by the children.
- Please **call/text ASAP** if your child will be **absent**, or will be **late** for your arrival time specified on your signed "Contract for Daily Schedule". If you are 30 minutes past your scheduled arrival time and I haven't heard from you, I will try to contact you to see if your child will be coming for the day. Please keep in mind that it is your responsibility to contact me, not vice versa.
- When your child isn't here by 9 am, he/she misses out on our daily lesson, circle time, his/her little helper job, and/or other activities. It is disruptive to the other children and our schedule. If your child is going to be later than 10:30am, it may be a good idea to make other arrangements for the day. If your child isn't here by 11 am, you forfeit the day because it becomes an inconvenience to everyone for a number of reasons, 1) waiting for the child to arrive 2) the child arrives in the middle of activities 3) the child will not be ready to help clean up toys 4) the child will be ready to play rather than sit for lunch and get ready for nap, etc.
- We will be **closed** on the following days: New Year's Day, Martin Luther King Day, President's day, USD 260 Spring Break, Memorial Day, Independence Day and the day after, Labor Day, Thanksgiving Day and the day after, and the two weeks surrounding Christmas through New Year's Day.
- The provider is allotted up to 10 paid days per year to use for sick leave, personal days, or emergency. Keep in mind that with 2 providers, closing outside of scheduled holidays is a very rare occurrence.

Inclement Weather & Power Outages



- If school is closed for a snow day and I feel it is necessary to close I will notify you ASAP. There are a couple of reasons I may close: 1) If I feel the weather is too hazardous for children to be riding in a vehicle or 2) If I feel it is inconvenient to open due to several children calling in.
- If there is a power outage due to weather or other power line issues, or an issue with a city water line that is anticipated to be an issue for longer than we can handle, I will notify you to pick up your children. If there is an issue before daycare begins, I will notify you ASAP so you can find alternate care for the day.

Tuition, Fees, Payment, Vacation

*Expenses and childcare fees are reviewed and evaluated at the end of each year. They are subject to change on a yearly basis. You will be given 2 months’ notice of any fee change.

Part time care is only available for school age children before and after school and full day when school is out, only for families who have younger children enrolled in our care, and as long as we are able to stay in ratio as required by the state. We do not offer full time care for school age children above age 6 during the summer. Drop in care is not accepted.

Full Time Tuition:

<u>Age:</u>	<u>Rate:</u>
30 months to 3 years (and NOT potty trained)	\$155 per week
3 years (and potty trained) to 5 years	\$150 per week

Part Time Tuition: (School age only)

	<u>Rate:</u>
Before and After School	\$15 per day
Full Day when school is out	\$30 per day

- Tuition is paid in advance every **Monday**. A **late fee of \$10** will be charged if your tuition is not paid by **5:30 p.m. Tuesday**. The tuition and late fee must be paid before



the end of the week to avoid suspension the following week or until tuition is paid in full. If your child has to be suspended due to non-payment three times in one year, it will result in termination. If your child has to be suspended for two full weeks for tuition to be paid in full, it will result in immediate termination. **Tuition must be paid on time regardless of absence.** There is an online payment option that is very easy and convenient to use, especially if your child is absent. There is **no discount** for illness, National Holidays or other scheduled time off. You will only be charged for half of the two week break surrounding Christmas through New Year's Day. One regular week's tuition will be due on the last day in session before break begins. You will only be charged for 50% of regular tuition for spring break week. The tuition for spring break will be due on the last day in session before break begins. I will try to send reminders if I haven't received a payment for your child by Tuesday morning, but I can't guarantee it. Please try to be responsible for paying on time without reminders to avoid late fees, etc.

- The childcare arrangement may be terminated if payments are late. As stated above, the tuition and late fee must be paid before the end of the week to avoid suspension the following week or until tuition is paid in full. If your child has to be suspended due to non-payment three times in one year, it will result in termination. If your child has to be suspended for two full weeks for tuition to be paid in full, it will result in immediate termination.
- There will be up to a \$35 charge for a returned check, and if further issues occur, payments must be made in cash.
- If your child has to be suspended due to incomplete immunizations, no payment, etc, you will not be granted a discount.
- You will **not** be charged for days we are closed that are **not stated in this contract.** Here are our provider paid scheduled closings and possible closings:
 - a) **Holidays:** New Year's Day, Martin Luther King Day, President's day, USD 260 Spring Break, Memorial Day, Independence Day and the day after, Labor Day, Thanksgiving Day and the day after, and two weeks surrounding Christmas through New Year's Day.
 - b) Up to 10 days per year for sick leave, emergency, or scheduled personal day.



*One of the benefits of Play-N-Grow Daycare & Preschool is that there are 2 providers and closing outside of scheduled holidays is very rare. However, please have a back-up caregiver available just in case.

- As a valued part of the Play-N-Grow Daycare & Preschool family, you may be granted a 25% vacation discount for one week per year. You must give two weeks written notice on a vacation notification form and be gone for a minimum of 5 days. You can print a vacation notification form on my website on the "[Daycare Forms](#)" page or I can print one for you.

Arrival/Departure:

- Parent, guardian or authorized person must **sign in and out** using the time clock on the laptop on the entry table.
- Please make sure your child is dressed and ready for the day when you arrive. Also, make sure he/she is dressed **appropriately for the weather** with shoes/socks. It may be a good idea to have a jacket available all the time in spring/fall when our KS weather is inconsistent. When extra clothes are used, please send some back so we always have some here. If your child has to borrow clothes, please wash and return within 2 days or you may incur a fee.
- We will only release children to adults authorized on the KDHE Medical Record form, unless there are special circumstances and permission is given directly to Play-N-Grow Daycare & Preschool to release children to another adult by the parent/guardian who enrolled the child. The Medical Record form will be updated with the new person's information ASAP. If we have not met the adult who is picking up your child, we may ask for proof of ID.
- We will not release any child to parents or any other person who appears to be under the influence of drugs and/or alcohol. If the care provider's discretion on this matter causes a disagreement because said person is a parent, we will let the child go because we have no



legal grounds, but we will immediately notify the police of our observation and call the other parent or emergency contact.

Meals and Snacks

We do our best to provide healthy and nutritious meals! “The kinds of food your preschooler eats and drinks are important for his or her health. Fruits, vegetables, grains, protein foods, and dairy provide the nutrients that their bodies need. Keep an eye on the amount of added sugars, sodium, and saturated (solid) fat.” – SOURCE: <http://www.choosemyplate.gov/preschoolers-food-groups#sthash.DMICzCmD.dpuf>

We are on the First Choice Food Program. We follow each meal component carefully and have menus available upon request. Water is available at all times. Meals are served at the dining room table. The children will not be permitted to carry around food or drinks. There is no need to bring food or drinks from home. If you have food or a drink with you when you arrive, please don't bring it inside as it is against state policy. We serve morning snack, lunch, and afternoon snack every day. Breakfast is not a scheduled meal, but I understand early mornings can be tough so if your child arrives before 8:30 am and doesn't have time to eat breakfast at home because of an unforeseen event, I will make sure that he/she is offered breakfast if you let me know. However, this should be a very rare situation so please don't form a habit as I do not actually serve breakfast. Meal times are posted on our daily schedule.

Daycare Rules

- Shoes & outerwear stay in individual lockers. The children have an assigned locker for their shoes, jackets, and other belongings.
- No jewelry that is in small pieces such as small beaded bracelets. When they break, we find beads for weeks no matter how many times we sweep.
- If you or your child are afraid of losing it, breaking it, or sharing it, don't bring it.
- No toys from home unless it is a soft, quiet toy for nap time. It will only be allowed at nap time.



- Inside voices & Outside voices (we use them at the appropriate locations, no screaming.)
- Furniture is for sitting. We often say, please sit down or get down. (We sit on our bottoms. We don't climb, walk, jump, stand, bounce, etc)
- Be kind to your friends (nice words, no bossiness, hands & feet to ourselves)
- Big kid words (no whining or throwing fits)
- Running is for outside and in the playroom on occasion (cautiously at the provider's discretion). We use walking feet inside.
- Share with your friends. We stress that sharing is taking turns, not handing something over just because someone else wants it. "Sally, Jimmy has that toy right now, but you may ask if you can have it when he is all done playing with it." Jimmy, can I play with that when you are done? Yes, Sally, you can have it when I'm done. We make sure that it is an appropriate amount of time and the other child gets the toy next. Sometimes we ask them if they can play together with the toy. Sometimes they do and sometimes they don't want to. The children learn to communicate with one another and they learn that they can't have whatever they want on demand.
- Try before you ask for help. As long as you try, no worries! We are here for you! We work on independence a lot in preschool. We work on putting on our own shoes and jackets, etc. (If you don't know the upside down jacket trick, ask us and we will show you). We also work on becoming independent in the bathroom once potty trained.
- Respect! (respect each other, respect your providers, respect your parents, respect my house and the toys you play with). We speak kindly to each other and we are constantly reminded how to do so. We learn to respect each other by using our words to tell each other when we don't like something, listening to others, and stopping the action that is causing them to feel bad. That includes adults. For example, if a child says, "I don't want to be tickled right now," it is showing them how to be respectful to others by listening and respecting how they feel. Respect is a hard thing for children to learn and hard for adults to teach, but it is worth the effort!



Discipline Policy

Our approach to discipline depends on the age and stage of the child. With younger children a tactful distraction from the situation is appropriate. As the child gets a little older and begins to understand more, the child will be given an explanation and be redirected to another activity. We have daily goals to achieve to earn a reward as well so we use positive reinforcement to encourage good behavior. When a child has been given an opportunity to correct a behavior and it still continues the child may need to be isolated from the situation for a time out, within view of the group. A time out is one minute per year of age. It is important to reassure the child that angry feelings are normal, while at the same time indicating that hurting another person in anger is not appropriate. I try to establish an atmosphere of mutual respect. It's easier to get along when we respect each other. The children will learn to be kind to each other and apologize when they hurt each other physically or emotionally. I feel that these methods have worked with my daycare kids and they love each other as family.

Rest Time

We have a quiet rest time every day for two hours. All children will sleep or rest on a provided nap mat during this time. Please do your best not to disturb nap time. If you need to pick up during nap time, I will bring your child to you at the door and I will have him/her ready to go if you let me know the exact time you will be here. It is important for young children to get the appropriate amount of sleep for their well-being.

Please bring a toddler sheet, a small blanket, and a **small** pillow (if your child wants/needs one) to keep here to use during nap time. Also, your child may bring a small stuffed animal to sleep with during nap time. They may leave it in their nap box to keep here or store it in their locker outside of nap time to take home each day.

Diapering/Potty Training

Children are not required to be potty trained to start care here, but since we only accept ages 2 ½ and over and run a preschool program, we prefer it. If they aren't potty trained yet, try to have an established routine for us to follow to help your child succeed. We use potty training seats attached to the toilet rather than potty chairs so keep that in mind for your home routine. Please



provide pull ups or diapers and wipes in surplus to keep here. Also, if you choose pull ups, please provide the kind that have Velcro sides. I will notify you when our supply here is low.

Off Premise Trips and Field Trips

When you enroll your child, you will receive an “Off Premise Trip” form to sign to give general permission to go to different locations away from my home property. If we want to take any off premise trips that are not listed on the form, we will request written permission from each parent. We typically take at least 2 field trips each year (not counting playgrounds) and we typically ask for parent volunteers. Each child will be restrained with a car seat, booster seat, or a shoulder seat belt, according to age and state law. Forms containing emergency information for each child, as well as a First Aid Kit, will be carried in the car each time the children are transported.

Preschool

I take pride in teaching your children! I believe education is extremely important and the younger children learn, the better! They love to learn through play, activities, art, etc. and they have FUN doing all of it! Just as I believe education is important, I also believe it is important to track child development. We will have an assessment covering what we teach at the beginning and end of the year so you can see your child’s growth. We will also have an early childhood development evaluation 1-2 times per year, possibly by an outside agency. We will let you know when these are scheduled and may ask you to sign a permission slip beforehand if required. Every child learns differently and at different rates, but if we notice signs that your child may be behind developmentally or needs extra services that we aren’t able to provide, we will give you a referral. We will help you explore options, help you, and support you in every way possible. There is absolutely no shame if this happens! Every child is created uniquely and wonderfully and it’s important to meet all of the specific needs of each individual.

The cost of curriculum is covered in your tuition, but I will send out a list of school supplies I need from everyone a few times each year to help me cover costs. Every child will receive one Play-N-Grow curriculum bag (Friday bag) with his/her name on it. We send it home every Friday filled with the art work and paper activities we do throughout the week. You may return it to us the following week before Friday. Returning it on Monday morning with your tuition fee is a good habit to form. If it gets lost or broken, the cost to replace it is \$1.50. To learn more about our curriculum and routines, visit www.playngrowdaycare.com/preschool.html



Immunization Information:

All children must be current on their immunizations and their information kept up to date. We must have a copy of this information in our files on the KDHE Medical Record form. You may choose to attach official immunization records from your doctor instead of filling out the history of immunizations table on the medical record form, but you must still sign the bottom of the form. If your child is exempt from any immunization, then he/she may need to be excluded from daycare in the event of an outbreak of an unvaccinated illness. Vaccines are required as follows for ages 0-4: **Birth**-Hep B. **2 months**-DTaP/DT, Polio, Hep B, HIB, PCV7, Rotavirus (recommended). **4 months**-DTaP/DT, Polio, HIB, PCV7. **6 months**-DTaP/DT, Polio, Hep B, HIB, PCV7, Rotavirus (recommended). **12-15 months**-MMR, VAR, HIB, PCV7, Hep A. **15-18 months**-DTaP/DT. **18-24 months**-Hep A.

Illness

Procedures to limit the spread of contagious illness:

- Hands are washed using antibacterial liquid soap before/after eating, after using the bathroom, after diaper changing, after being outside, etc.
- Diapers are changed on a sanitized surface.
- Childcare areas, toys, and bathrooms are cleaned and sanitized.

If your child becomes ill while in my care, I will call you and you must IMMEDIATELY pick your child up from daycare, which means within 30 MINUTES or safe driving time. Children who have had diarrhea, vomiting, or a fever of 100 or above, may not return to daycare for a period of 24 hours from the last episode of the above without medicine, and must be symptom free. Likewise, children on antibiotics shall remain out of daycare until they are on antibiotics for a period of 24 hours and are symptom free. A doctor's note may be required if I feel it's necessary.

The KDHE illness guidelines are as follows:

The parent, legal guardian, or other person authorized by the parent should be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

- 1) The illness prevents the child from participating comfortably in facility activities;



2) The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children; or

3) The child has any of the following conditions and poses a risk of spread of harmful diseases to others:

- An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
- Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature should be taken only by persons with specific health training.
- Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.
- Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
- Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- Purulent conjunctivitis (Pink Eye-defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.



- Untreated scabies, head lice, or other infestation.
- Untreated Tuberculosis, until a health care provider or health official states that the child can attend child care.
- Known contagious diseases while still in the communicable stage (chicken pox, streptococcal pharyngitis, rubella, pertussis, mumps, measles, hepatitis A).

Medication Management

1. Non-prescription medications shall be administered to children only with written consent from the parent or guardian on the short term medication form which can be printed from the link on the forms page of my website when it is needed. Please bring it with you to daycare filled out and signed if you need me to give your child any medication.
2. Prescription medications shall be administered only with written consent on a short term or long term form which can be printed from the link on the forms page of my website when it is needed. Please bring it with you to daycare filled out and signed if you need me to give your child any medication. All prescription medications must be in the original container labeled with the child's name, name of the medication, dosage, dosage intervals, name of the physician and the date the prescription was filled. The label shall be considered the order from the physician.

Injury

In the case of a minor injury: any fall, bump, bruise or accident that happens during the day will be discussed with parents. If the accident leaves an unsightly mark, I will text with a picture, call, or e-mail to keep you informed to relieve the element of surprise. In the case of an emergency (anything apparently life-threatening or serious injury) 911 will be called and parents will be notified immediately.

I am legally required to report to Kansas Department for Children and Families if there is any evidence of suspected child abuse or neglect observed in children enrolled for care. I may not notify parents if /when DCF is called.



Disaster Plans

- Emergency evacuation plans are posted on the wall upstairs and downstairs.
- All other emergency plans and helpful information can be found on the bulletin board.

Communication

Communication is very important between parents and caregivers. If you have a concern, please don't hesitate to talk to us about it. If we have a concern, we will talk to you about it. We have a bulletin board in the entry way that has information posted for your viewing. We send home daily reports with your child to let you know how your child's day was, how much he/she ate, how long he/she slept, etc. Currently, we are using Tadpoles. You will receive an email at the end of each day with an overview of your child's day including important notes and pictures/videos. Let us know what the best way is to get in touch with you during the work day. We can call, text, or email you if there is something we feel we should converse with you about (that is not an emergency) before picking up your child.

This contract must be signed by **all** legal parents/guardians responsible for the child/children in care.

*I have read, understand, and agree to follow the policies and procedures of Play-N-Grow Daycare. I understand that if I choose not to abide by this contract that my child may not be able to continue care at Play-N-Grow Daycare.



POLICIES & PARENT CONTRACT

Effective 7/1/17

Parents' or guardians' names: _____

Name of Child or Children: _____

Amount of weekly tuition (to be paid in advance every Monday): \$ _____

(2nd child if applicable): \$ _____

Parents' and/or guardians' signatures: _____ Date: _____

_____ Date: _____

Provider's Signature: _____ Date: _____