



POLICIES & PARENT CONTRACT

Effective 9/1/19

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 90 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 be ready for children by 7:30 am, not earlier, so please don't plan to arrive early.
- 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](#)".
- 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 update the contract.



- Parents may visit anytime during daycare hours 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 8:25 am, he/she could miss out on our daily lesson, circle time, little helper job, or other planned activities. It is also disruptive to the other children and our schedule if you arrive after we start preschool. 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. Arrival time at preschool is exciting and fun! The kids look forward to play time with their friends and it is really difficult for any child to handle, as well as for us, to expect them to immediately sit down for lunch, play for 30 minutes, then lay down for nap. This is especially difficult if they have slept in or haven’t had very much active morning play time. I understand that once in a while medical appointments can interfere with normal schedule and that is definitely an excused exception.
- 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 or planned ahead personal days is a very rare occurrence. I try to keep the calendar up to date so you can plan accordingly.

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 multiple 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 not available. Unfortunately, in the home daycare setting, it is too difficult to fill the vacant hours. Therefore, anyone who accepts a full time position and pays for full time tuition, may create his/her own schedule within the hours of 7:30 am-5:30 pm Monday through Friday. However, it needs to be consistent and it needs to be reasonable pick up and drop off times which avoid being disruptive to the rest of the class.

*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

- 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 a FREE online payment option for convenience.
- There is **no discount** for illness, holidays, or other scheduled time off unless noted on the calendar. On the calendar, provider paid days off are highlighted yellow and unpaid days are highlighted green. 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 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. Closing outside of scheduled holidays and personal days indicated on the posted calendar, is very rare. *Pease 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. Please have a jacket available all the time in spring/fall when our KS weather is inconsistent. The children may keep one in their locker and take it home weekly to wash. When extra clothes are used, please send some back so we always have a set 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 reserve the right to 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.
- Please be aware that you are resuming responsibility of your child once you walk through the door to pick up. There are two important reasons for this: 1) Young children don't typically respond well to double authority 2) Safety. Once your child sees you, they know it's time to go and they could decide to try to go to the car on their own. If you need to speak with one of the providers, you still need to supervise and be aware of your child's whereabouts at all times. If a 2nd provider is available, you may ask her to supervise for you while you chat, however, if it is already 5:30, that is not an option. If there is only one provider present with multiple children, she can chat as long as she's able to supervise at the same time.



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.DM1CzCmD.dpuf>

We are on the First Choice Food Program. We follow each meal component carefully and have menus available upon request. Meal times are posted on our daily schedule. 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 so if your child arrives early, please make sure your they eat something healthy that can curve their appetite until our scheduled snack time. Please choose items that are not full of sugar because their growing bodies need real fuel to start their day off right. Fueling on sugar can cause or exacerbate behavior problems and mood swings. Protein is the best choice! Cheese, yogurt, peanut butter, or boiled eggs are some quick and easy options. It matters what we put in our bodies!

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 (no standing, climbing on chairs and tables)



- Be kind to your friends (nice words, no bossiness, hands & feet to ourselves)
- Big kid words (no whining or throwing fits)
- Running is an outside activity (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

We follow Generation Mindful’s techniques (similar to conscious discipline) for nurturing social and emotional skills in children through mindfulness, child-led play, and positive discipline. We can meet children where they are, socially and emotionally, teaching them with clear and consistent boundaries, free from shame, blame, and pain. The first step to emotional regulation is *awareness*. With practice, children as young as age two and three begin to recognize the four



different mood groups we all feel in the average day. Children will intrinsically want to visit their Calming Corner when they can notice and name their emotions. After helping your child identify and express their emotions, he/she can choose a calming strategy, such as fidget toys, squishies, snuggle buddies, a weighted blanket, books, or puzzles, to begin to help them manage their emotions.. The behaviors we are looking for from children are easier for them to do when they are feeling safe and connected to another human being. Connection builds compliance which is why these tools help adults and children “connect before they correct.”

You can try this technique at home too! When you begin to use your Calming Corner on a regular basis, there will no longer be a need to put children in forced Time-Outs. Children (and adults!) having challenging behaviors and/or feelings will take a Time-In instead. The Calming Corner is an inviting "get-to" place kids go to feel better and to learn. Time-Ins are not a punishment.

Resource-this info is credited to: www.genmindful.com

Family Support: It is extremely important for you to take an active interest in your child’s life. Ask about his/her day, recognize behavior, then reinforce what your child is learning when you’re at home. It is important for your child to see parent/teacher collaboration and support of one another! When we work together as a team, support each other, and keep behavior reinforcement consistent between home and school, your child will thrive!

Individual Goals and Prize Box: When you pick up your child at the end of each day, you should have a parent/student/teacher conversation that sounds similar to this: What was the worst part of your day? Did anything make you upset or sad, why? How did you work through it? What was the best part of your day? Did anything make you feel really excited or happy? Did you keep your hands to yourself? Do you think you made good choices and deserve a sticker? In most cases, this should be yes! The goal is to work through any problems successfully even if they had a melt down and went to the calming corner. We want them to utilize the calming corner! If they hurt a friend physically, didn’t keep hands to self, then the answer should be no. No, I don’t need a sticker today. I will do better tomorrow! Monday through Thursday are sticker days, Friday (or whichever day will be the end of your child’s week) will be Treasure Box day (each day will be counted individually, but toys & candy every day is unnecessary). Parents/teachers may also set an individual goal to focus on a personal struggle. In that case, you would discuss the behavior with your child each day to remind them what they are working on then add it to your conversation at the end of each day to decide if the prize was earned.



3 Strike Rule: We want all of our children to be safe, happy, and successful and that means it is necessary to put the needs of our entire class, as a whole, as a first priority. Sometimes parents and caregivers need outside help to manage behavior and that's ok. In some cases, a child needs other interventions or services that I can't provide in this environment, to help them succeed. If there are reoccurring, violent and disruptive behaviors that are causing safety concerns and preventing peers from learning in a single day, we may have to call you and ask you to take your child home for the remainder of the day. Keep in mind that sending a child home is a last resort, but a lifeline as there is no "principal" or "office" in a daycare/preschool setting. If we can't provide a safe space for all of our children in care due to one non-compliant child, then we have no choice but to send that child home. We have to rely on you to take on the "principal's" role. If your child is sent home, it is the ultimate teaching moment. I urge you to take the time to discuss what happened, why it happened, and brainstorm together about how you can prevent it from happening again. Consequences should be fair, not harsh, but children need to know that their actions and choices do have consequences. If it is not taken seriously, your child will most likely feel that it's a reward to go home and won't learn anything from it. In that case, it will happen again. The goal is that it will help to correct the behaviors so it doesn't happen again, especially to the point of being sent home. Any of the following behaviors are cause for concern and may result in being sent home: physical bodily harm to self and others, property destruction, consistent disruption caused by displays of angry outbursts, consistent disrespect to authority, or refusal to comply. If your child is sent home 3 times, the family of the child may be given a formal 2 week notice along with a recommendation and/or referral to a child specialist when warranted. Whether or not an expulsion is necessary will depend on the severity of the behaviors. *Please note that we do our best to try everything we can to work through any issues with the child and family for an extended period of time before that decision is made.

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. It is important for young children to get the appropriate amount of sleep for their well-being. If you need to pick up during nap time, I may get your child ready and meet you at an alternate door to avoid disturbance.

Please bring a toddler bed/crib sheet, a small blanket, and a **small**, travel size 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 or booster seat according to age, weight, 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, fun activities, creative art, etc. and they ENJOY 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 every school year so you can see your child's growth. We will also have an early childhood development screening 1-2 times per year performed by an outside agency. This screening is called an ASQ (Ages & Stages Questionnaire) which is a questionnaire that corresponds with the age of the child and monitors his/her development. More information may be obtained by visiting www.agesandstages.com. You will be asked to fill out the consent form at enrollment.



The cost of curriculum is covered in your tuition, but I will send out a list of needed school supplies up to a few times each year to help me cover the cost of materials. 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 \$3. 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 entrusted in my 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 keep you included in your child's life at preschool with daily photos and notes in Play-N-Grow's private, "current family member's only" Facebook Group. 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 9/1/19

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: _____



Illness Policy Update for Health and Safety due to Covid-19

Effective 6-1-20

The previous KDHE guidelines that were followed for daycare illness policies are being replaced with the current guidelines due to Covid-19. These Protocols will be in place to help ensure the health and safety of everyone who walks through our doors to the best of our abilities. We will abide by these rules until further notice.

Resource: KDHE

<https://www.coronavirus.kdheks.gov/DocumentCenter/View/144/Guidance-for-Child-Care-Facilities-Licensed-by-KDHE-PDF---5-18-20?bidId=>

Screening

Strong practices for screening for signs and symptoms of illness, exclusion policies, and increased sanitation are essential. These provisions are in place in order to prevent the spread of COVID-19.

- Has there been travel within the last 14 days in a state or country identified by KDHE as required for isolation or quarantine (<https://www.coronavirus.kdheks.gov/224/What-to-do-if-you-think-youre-sick>) or a hot spot for COVID-19 per CDC (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) ?
- Has there been any exposure to an individual diagnosed with COVID-19?
- Is anyone showing signs of illness and symptoms?
 - a fever greater than 100.4 degrees (F)
 - cough
 - shortness of breath
 - sudden loss of smell or taste
 - other signs of illness (headache, sore throat, general aches/pains, fatigue/weakness/extreme exhaustion)



Exclusion

- Individuals who have a fever or other signs of illness will not be admitted.
- Individuals with history of COVID-19 exposure, including travel within the last 14 days in a state or country identified as a hot spot for COVID-19, and those showing signs of illness will be excluded.
- Children who are sick, with the typical reasons kids get sick (vomiting, rash, diarrhea, pink eye etc.) should be excluded in accordance with your policies.
- Individuals should be **fever free for at least 72 hours, without the use of fever-reducing medications** (Tylenol® or Advil®) before returning.
- Current information about when individuals who have been exposed to COVID-19 or individuals with symptoms consistent with COVID-19 should stay home is available on the [KDHE COVID-19 Resource Microsite](#) and on the [CDC COVID website](#).

Drop-off and Pick-Up

- Signs will be posted outside the entrance restricting entry to anyone with symptoms of illness.
- Outside visitors will be limited.
- A hand hygiene station is at the entrance so that individuals can clean their hands before entering. Keep hand sanitizer out of children's reach and supervise use.
- Pens shouldn't be shared. You should use your own pen or clean/disinfect between each use. For electronic check-in, clean keyboards between each use.
- We will continue greeting parents at the door or outside for pick up and drop off, but it may not always be possible. As a secondary option, we will do our best to stagger drop-off and pick-up times to avoid overcrowding of children and parents/guardians in a confined space.
- It is recommended to limit parents/guardians to one per child during drop-off and pick-up. Ideally, this should be the same individual each day. Please try your best to do this. If it's not possible, we are willing to keep communication in order to meet at the door.
- My revision to the following statement, "Parents/guardians who are self-quarantining due to close contact with a COVID-19 individual should not do drop-off or pick-up" is this, *a child who lives with an individual in quarantine should not attend daycare and should stay home as well.*



*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.

Covid-19 Illness Policy Contract

Effective 06/01/2020

Parents' or guardians' names: _____

Name of Child or Children: _____

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

_____ Date: _____