



# Policies & Procedures

For part time preschool Effective September 2021

## **About Us:**

Play-N-Grow is a licensed group daycare with two care providers/teachers located in Derby, KS. Our program enrolls up to 12 preschool children, 3 years old to 5 years old. Our purpose is to provide early childhood education while nurturing physical and emotional growth. We strive to give each child a safe, structured, and comfortable environment to explore their world and learn through play and imagination.

## **Enrollment & Withdrawal Procedures**

- Fill out the Play-N-Grow Daycare & Preschool Child Application at [www.playngrowdaycare.com](http://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 the position until it is formally offered. 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 school for you and your child, you may turn in all of your paperwork and pay your non-refundable enrollment fee, \$80. The enrollment fee guarantees your spot in our program, covers cost of school supplies, field trip shirt, personalized preschool bag, ASQ (professional child development assessment called Ages & Stages Questionnaire), etc.



- 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 you may pick up a forms packet. Please use the "[Checklist for New Enrollment](#)" to keep track of everything you need.
- 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 4-week trial probation period. We have the right to expel any child from our program without notice during your first 4 weeks of school for behavior issues that we are not equipped to handle while also teaching preschool. \*(See behavior policy contract form) If this happens, you will not owe future payments. After the probation period is past, a two weeks' notice is required for parent's choice to withdraw from school or expulsion and the tuition must be paid in accordance.

### **Hours, Holidays**

- Preschool is September through May with start and end dates TBA. The schedule is Tuesday through Friday, from 8:00 am to 11:30 am. The teachers will be ready to welcome children by 8:00 am. Please don't plan to arrive early. There is no school in the summer. Possible summer programs and enrollment TBA annually.
- Please **call/text ASAP** if your child will be **absent** or **late**.
- We will be **closed** on the following days: Thanksgiving Day and the day after, the two weeks surrounding Christmas, New Year's Day, Martin Luther King Day, President's day, USD 260 Spring Break, & Good Friday. We try our best to keep the calendar up to date so you can plan accordingly. Closing outside of scheduled holidays is a very rare occurrence, but emergency closings are possible.



### **Inclement Weather & Power Outages**

- Play-N-Grow will follow USD 260 closings for inclement weather.
- If there is a power outage or city water is turned off and 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 school begins, I will notify you ASAP so you can make other arrangements.

### **Tuition, Fees, Payment**

\*Tuition fees are charged weekly. The fees are subject to change on an annual basis.

<u>Age:</u>	<u>Rate:</u>
3 years (and potty trained) to 5 years	\$80

- Tuition is paid in advance, every **Monday**. We accept checks, cash, or online payments through Google Pay.
- 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. Please be responsible for paying on time without reminders to avoid late fees.
- Late or missing payments are grounds for termination. **Tuition must be paid on time regardless of absence.** A **late fee of \$10** will be charged if your tuition is not paid by **11:30 am Wednesday**. 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.
- If your child has to be suspended due to incomplete immunizations, you will not be granted a discount.

# Play-N-Grow



- 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:

## **Arrival/Departure:**

- Please make sure your child is dressed **appropriately for the weather** with shoes/socks. Please have a jacket available all the time in spring/fall when the 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 to avoid 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 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 2<sup>nd</sup> provider is available, you may ask her to supervise for you while you chat. 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.

## **Snacks**

We serve a large snack during preschool every day. We follow meal regulations set by the state that are overseen by the First Choice Food Program. Water is available at all times. Snacks are served at the 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.



## **Preschool Rules**

- Shoes & outerwear stay in individual lockers. The children have an assigned locker for their shoes, jackets, and other belongings.
- No small piece jewelry such as small beaded bracelets.
- Toys from home will not be permitted.
- If you or your child are afraid of losing it, breaking it, or sharing it, don't bring it.
- Inside voices & Outside voices (we use them at the appropriate location, 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 (we have a calming corner to help work through emotions)
- Inside Walking feet (We can run outside)
- Share kindly. 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 toys are shared in an appropriate amount of time.
- 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).
- 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, young children 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](http://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!



### **Daily Behavior Reward 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.

### **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 will 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.

### **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 being outside, etc.
- 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 up your child, 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 may not return 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 be filled out and signed if you need us 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 be 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 will 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.

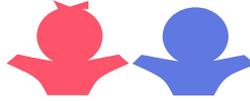


### **Disaster Plans**

- 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 Facebook Group for *family members of currently enrolled children*. 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.



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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 Preschool. I understand that if I choose not to abide by this contract that my child may not be able to continue school at Play-N-Grow.

Parents' or guardians' names: \_\_\_\_\_

\_\_\_\_\_

Name of Child or Children: \_\_\_\_\_

\_\_\_\_\_

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

(2<sup>nd</sup> 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.
- Hands will be washed or sanitized at arrival.
- 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.*