



# Parent Policy Handbook 2019-2020

## WELCOME

We're honored that you've chosen us to care for your child. What we offer your family is much more than a babysitting service. We are a loving, safe, home-like environment designed for your child to grow and succeed. Your child is an individual who is an integral member of our group, whose uniqueness is acknowledged and respected. We want to work with you and will always welcome your ideas, concerns, comments, and suggestions.

We will also share the same with you. Since children are often with us for several years, we see ourselves as a meaningful part of your child's life. We want you and your child to feel completely comfortable in our home. It helps us to know about changes in your child's life, such as a grandparent's visit or a new baby. Thank you for allowing us to help your child grow and learn.

Abundant Wonder Preschool (Christy Muir) is licensed through the OKDHS Childcare Services to care for up to 7 children. *\*\*Our compliance file can be found in the playroom. The file is labeled "Licensing Compliance"; please feel free to review this file at your discretion.*

Being a DHS-licensed child care/preschool & a professional business; it's important that we follow a variety of policies that are written to keep your child safe, to provide him/her with high-quality care, & to comply with all DHS regulations. We take this responsibility very seriously. In these handbook pages, you will find the financial terms of this contract and details of our policies. If you thoroughly respect, understand & follow our policies we can all have a successful relationship that will allow us to provide your family with an exceptional preschool experience.

## TERMS AND POLICIES

### FINANCIAL

1. **Prior to Care:** A one-time, non-refundable Registration Fee of \$100.00 (per child) is required. Your child's enrollment is not guaranteed until you have returned the signed Contract Agreement plus Registration Fee. Certain other policies apply if needing to hold a space for longer than one week.
  - a. Prior to the start date of care the following must be received by Abundant Wonder Preschool for each child:
    - i. Signed Parent/Caregiver Contract & all DHS Child Information Forms
    - ii. Registration Fee
    - iii. Immunization Record/Exemption Certificate
2. **Monthly Tuition:** *\*\*Hours of Operation: Monday through Friday from 7:30 a.m. to 5:30 p.m.*
  - a. Your child's monthly tuition is due no later than 5:30pm on your due date in advance of care being provided. Brightwheel Invoice Payments are preferred. Checks are to be written to **Christy Muir**.
  - b. Please indicate on your contract form which payment plan you wish to commit to (Monthly or Semi-Monthly).
    - i. If you choose to pay Semi-Monthly, you will receive 2 emailed invoices. Your payments are due no later than 5:30pm on the 1<sup>st</sup> and 15<sup>th</sup> of each month respectively.
    - ii. 2-week prior notice is required if you wish to change from Monthly to Semi-Monthly payment option.
  - c. Drop-in fees are payable per occurrence at time of scheduling, prior to the first day of drop-in care.
  - d. Tuition is due regardless of your child's attendance and includes all sick days, listed holidays and vacation/personal time - these are paid days. There are no refunds, credits or deductions for any days your

child is absent, for any reason.

- e. Tuition automatically increases 3% each September. Courtesy reminders will be sent out each July.
- f. We do not keep cash on hand to make change so if your payment is made in cash, please make sure you have exact change or be prepared to have any change due you added as a credit to your account.
- g. *Please indicate on Signature Page that you understand this Monthly Tuition policy.*

3. **Overtime Fee:**

- a. \$15.00 per (any portion of) 15 minutes per child will apply if a child remains in care after 5:30pm. The late fees are due and payable upon pickup or prior to the start of the next day's care.
- b. If your child is not picked up by the time we need to leave for an after-hours event, this fee is doubled (\$30/any portion of 15 min) and you will pick them up at the event. We will not be late to our personal commitments.
- c. Overtime fees are also subject to late payment fees.
- d. *Please indicate on Signature Page that you understand this Overtime Fee policy.*

4. **Late Payments:** Your tuition payment to us is our paycheck so please do not put us in a position to ask to be paid, take your responsibility seriously and pay us on time.

- a. If your child will be absent on your tuition due date, please pay on your child's last day of attendance before the due date (or Brightwheel Invoice Payment).
- b. Payments are considered late if not paid by the due date at 5:30pm.
- c. A late fee of \$25 per day (including weekend days) will be charged on monthly and semi-monthly payments.
  - i. "No Pay, No Play" Your child may not attend after 3 business days of nonpayment.
  - ii. This contract is immediately terminated after 1 week of nonpayment. Collection proceedings will then begin and you will be responsible for all tuition fees, late fees, collection fees, legal fees, and related loss of income.
- d. *Please indicate on Signature Page that you understand this Late Payments policy.*

5. **Returned Checks:** A returned check fee of \$50 will be charged on all returned checks/payments, plus any other costs incurred as a result of the check/payment being returned. In this event, late fees will apply since your payment will be considered late as it did not clear the bank. All future payments must then be made by cash or money order.

## **ATTENDANCE**

- 1. **Arrivals & Departures:** *\*\*Please use the attendance log/phone by the entrance to clock-in and clock-out every day.* DHS licensing, food program & tax records require us to maintain this log.
  - a. Arriving & departing generally requires that we interrupt whatever activities we are currently participating in with the children so please make them brief. If there is something that you need to discuss with us during this time, please let us know ahead of time so we can plan accordingly.
  - b. *\*\*If someone else is dropping off or picking up your child, please notify us before they arrive. Also, make sure they have their ID ready and are familiar with our arrival & departure routines before they arrive.*
- 2. **Arrival:**
  - a. Parents being brief, consistent, & firm, will make it a much more pleasant experience for your child. A long farewell will be more traumatic for your child & is also a disruption to the other children in care. Furthermore, some children go through a short phase of separation anxiety at different stages of development. Nearly all children will "test boundaries" during this time by being unusually demanding or seemingly disrespectful to you. This is developmentally normal & will not be resolved by prolonging your departure or by trying to sneak away. When your child is having a problem separating, it gets worse the longer you are here. 99% of the time, he/she will be just fine the minute you leave.
  - b. Just as brief goodbyes are important, it's also important that you plan *enough* time when dropping-off. Please make sure you have enough time to sign-in, remove & store your child's shoes, coat/hat, etc. & give him/her a proper farewell. Developing a good-bye routine is comforting and helpful.
  - c. *\*\*If your child does not arrive by 8:45am and we have not heard from you, we will call or text you to confirm plans for arrival. This is to help minimize instances of children being left in cars or other dangers.*
  - d. **Early Arrivals:** You must make arrangements no less than 24 hours in advance if you will need to bring your child BEFORE 7:30am. If you arrive early without our prior approval, we will not open the door. We ask that

you remember that this is our home; we have our own morning routines and possibly have sleeping children that you would disturb by knocking/ringing bell.

a. *Please indicate on Signature Page that you understand this Early Arrivals policy.*

- e. **Late Arrivals:** Arriving AFTER 9:00am is prohibited. We ask that you remember that circle time starts at 9:00am so coming later than that disrupts our routine. This applies to doctor's appointments also. Please try to schedule appointments later in the day (after nap) or plan to keep your child home after their appointment. We will NOT wait for late arrivals if we have an outing planned.

a. *Please indicate on Signature Page that you understand this Late Arrivals policy.*

### 3. **Departures:**

- a. Please do not send someone else to pick-up your child unless you have given us prior *written* consent.
- i. Separated/divorced parents – you must both give your written consent if you have joint custody. Please do not put us in the position of having to deny pick-up to someone you have approved unless the other parent has also approved.
- b. *\*\*Your pick-up contacts will be asked to show picture ID.*
- c. *\*\*We will not release your child to anyone who is under the apparent influence of drugs or alcohol or an individual who poses a safety risk regardless of parental permission.*
- d. Parents who are separated or divorced: if there is a court order keeping one parent or guardian away from your child we must have a copy of the order to that effect in our files. Otherwise, we cannot prevent the non-custodial parent or guardian from picking up.
- e. **Early Departures:**
- i. If leaving early is needed, please consider picking up before nap (around 1:30pm) instead of during.
  - ii. **Naptime departures are highly discouraged.** They not only disrupt your child's routine and much needed rest/sleep, it potentially disrupts other children as well.
    1. Special instructions will be given if a naptime (1:30p-4p) pick-up is absolutely necessary.
    2. Excessive naptime pick-ups may result in termination of contract due to the lack of respect shown to the children in our care.
- f. **Late Departures:** Please call/text us if you will be more than 15 minutes later than your usual time to pick-up your child.
- i. Children are very in tune with routine and notice when parents don't arrive at their usual time. It's not fair to keep your child waiting much longer past the time he/she is used to going home without giving them some kind of notice (think how you feel when people are late for a meeting).
  - ii. Also, please keep in mind that our family may have plans after hours.
  - iii. Repeated late pick-ups are grounds for termination.
  - iv. In the event that a parent cannot be contacted, it is our policy to call emergency contacts should a child remain in care after 5:45pm.
    1. If parents cannot be reached and/or alternate arrangements for pick-up can't be made, we will reluctantly call DHS.
- g. *Please indicate on Signature Page that you understand this Departures policy.*

4. **\*\*Holidays/Closed Days:** We close for regularly scheduled breaks throughout the year. Please refer to our calendar, website, and Band group for a list of holidays/vacations/closed days.

### 5. **Vacations**

- a. **Your Vacation:** Any parent who gives a full 30 days' notice of temporary withdrawal for vacation will have their child's tuition reduced by 50% for the period of time of withdrawal up to a total of two weeks (10 days) per calendar year. These days can be spread out throughout the year as long as it is a total of 10 days or less and 30 days' notice is given each time.
- b. **Our Vacation:** We will occasionally also take a vacation of 1-2 weeks during the year ~or the equivalent number of personal days (10) throughout the year~ (*at least* one week's notice will be given). Full tuition payment is required on the regular due date and are subject to late fees.
- c. *Please indicate on Signature Page that you understand this Vacations policy.*

## WELLNESS

1. **\*\*Illness Policy:** Minimizing all our children's exposure to illness is a responsibility we all share. \*\*We will not provide care for children who are ill. Please understand this policy thoroughly so that you will know the symptoms for which your child cannot attend preschool.
  - a. Parents agree that a child who is ill (eg. fever, infection, diarrhea, vomiting, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of children in our care and our family.
  - b. The parents further agree that should a child become ill while in care, immediate arrangements will be made to remove the child from the preschool within 1 hour.
    - i. If we reach the parents voicemail, and do not receive a call or text back, we will call again 10 minutes after the initial phone call. If we do not receive a call back after the 2<sup>nd</sup> call within 10 minutes, we will begin calling contacts on the emergency phone call list.
  - c. To clarify, a fever is defined as "any temperature above normal". A child needs to stay home (or parent called to pick child up) if s/he has a temperature of 100.4 or above and/or if a child has 2 or more loose (diarrhea) stools/day or any vomiting. Please note that this is also the policy of Norman Public Schools, "The Good Health Handbook" (distributed by the Oklahoma State Department of Health) as well as many other well respected entities.
    - i. Children will not be allowed to return to preschool until they have been symptom free without the aid of fever reducing medications AND eating normally for at least 24 hours. In some cases, a note from a doctor may be necessary but does not override our final decision.
    - ii. If you are contacted to pick your child up from care due to fever, diarrhea, or vomiting... they automatically **MAY NOT RETURN** any time during the following day of care.
  - d. Parents agree that a child who has obtained vaccinations will be kept at home for at least 24 hours after the vaccine is administered. We strongly encourage immunization appointments to be set Friday afternoons when at all possible. While most children do not have adverse reactions, many do have slight discomfort/fevers/feelings of unease within the first 24 hours requiring more one-on-one attention.
  - e. \*\*It is my sincere hope that you appreciate these efforts to keep every child in our care as well as possible in a group setting. Please respect this illness policy and have consideration for your child, other children in care and their parents. If a child is not well enough to go outside to play or attend school, they are not well enough to attend preschool. If a child is exceptionally fussy or obviously do not feel well at any point upon return to preschool, parents will be called to pick the child up. If a child has an excessively runny nose or cough, parents will be called to pick the child up.
  - f. Giving your child fever-reducing medication before preschool in order to mask the fever, not notifying us of your child's symptoms of illness, or any other attempt to hide an illness is grounds for immediate termination.
  - g. \*\*Medication, including over-the-counter, must be provided by the parent/guardian in the original container and clearly labeled with the child's name and instructions.
    - i. If medication is to be administered once or twice daily, please make plans to administer at home before/after preschool.
    - ii. Medication must be accompanied with written dated permission using required DHS Medication Permission form signed by the parent giving the exact dosage and times to be administered.
    - iii. Each dosage administered is recorded by the caregiver and the record is readily available to parents.
    - iv. All medications are properly stored out of children's reach and away from food.
    - v. There are special regulations regarding injections per DHS requirements.
  - h. *Please indicate on Signature Page that you understand this Illness policy.*
2. **Our Illnesses:** In general, our family stays fairly healthy.
  - a. In the event one of our children becomes sick, they are 'quarantined' away from the preschool children and toys. They are not allowed to enter the playroom or play with the children outside.
  - b. The adults (Christy, Will, any assistants) will follow the same illness policy as is required of parents so as to do everything possible to keep others well.
    - i. If we can stay open (with help from assistants/substitutes) we will but it is your responsibility to have a back-up plan in place for the rare occasions we can't remain open.
  - c. We all take this very seriously as we know that sick kiddos or a closed preschool means a parent has to stay home from work and possibly won't get paid.

3. **\*\*Management of Injuries:** We will make every effort to keep your child safe and free from injury. We daily inspect indoor and outdoor play space and equipment for hazards and we supervise children at all times. We have properly maintained first aid kits in our home and vehicle. We will always have immediate access to a phone to call for emergency care if needed
- a. In the event that your child is injured in a non-life-threatening way, we will assess and provide first aid.
    - i. If the injury is more serious (needs stitches, broken arm, etc.), we will notify you so you can transport your child to the hospital or doctor's office. If we are unable to contact you, we will attempt to call the people you have listed as your emergency contacts.
  - b. If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and we will take appropriate action, including calling 911 and having your child transported to the nearest hospital.
    - i. We will then notify you of the emergency. If your child must be transported to the hospital, one of us will accompany him or her and remain until you have arrived, as long as one of us is able to leave while maintaining the appropriate caregiver ratio here at the preschool.
    - ii. An injury report form will be completed as soon after the incident as possible. We will give you a copy and keep the original report in your child's file.
  - c. We will notify OK DHS within 24 hours of any injury to a child requiring emergency medical attention.
  - d. All costs associated with injuries to your child will be your responsibility or that of your insurance.
  - e. In the event your child is hurt by one of the other children, or your child hurts one of the other children, you will be notified. However we will not disclose the names of the children who have been hurt to the parent of the child who has caused the injury. Likewise we will not reveal the name of the child who has hurt his or her friend to the parent of the injured child.
    - i. This is to ensure that no prejudice is created toward a very common and developmentally expected occurrence. Our children are learning everyday about social situations and the appropriate way to act in a group. We will have and adjust to the usual hiccups.
4. **\*\*Emergency Procedures:** Please also refer to our [Disaster Policies and Procedures Manual](#)
- a. Fire: There is one fire extinguisher located in our home (on the kitchen counter). If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911.
    - i. Caregiver will guide the children out the nearest and safest exit, staying below smoke. If necessary, older children will help with younger children. We will not have a backyard meeting place due to the existence of foliage surrounding the yard. If we must exit the house into the back yard we will continue through one of the gates to the front yard meeting place. Front yard meeting place is the sidewalk of the neighbor to the east of us. Caregiver or other representative will call 911 via cell phone or neighbor's phone. Caregiver or other representative will call to inform parents as soon as possible.
  - b. Tornado: In the event of a tornado watch or indication of imminent severe weather, emergency contacts will be used to request parents pick up their child prior to any severe weather occurrence (only if safe to do so). Those children not picked up by parents will follow our Severe Storm/Tornado warning plan if necessary.
    - i. We do have a small storm shelter, registered with the city of Norman, to use in the event of a tornado warning. Upon news of tornado watch for our area, caregiver will quickly prepare the shelter. Tornado supplies are kept in the tornado shelter. The staff will move all children to the shelter (located in the garage floor). All will remain in shelter until the sirens have ceased or provider is certain of safety. Caregiver or other representative will call or text to inform parents as soon as possible.
  - c. Flood: We are not in a flood zone and our home sits on a hill so we are not required to have a plan for flooding.
  - d. Power outage: There are flashlights located in the emergency supplies box in the garage to use if needed. If the power remains out for some time, there are non-perishables located in the pantry that will be used to eat. OK DHS Licensing requires us to close if we are unable to maintain our home's temperature between 65 and 80 degrees F.
  - e. Inclement Weather/School Closings/Blizzard: We generally do not close AW due to inclement weather. However, we want to encourage parents to keep their child home if they don't have to work. This is for the safety of your family. Therefore, we offer an incentive to discourage driving in unsafe weather. If Norman Public Schools close due to bad weather, you will not be charged for that day of preschool if you choose to keep your child home. However, if you do have to work, we are here for you. **\*\*Abundant Wonder will close in**

the rare/improbable occurrence of a blizzard.

## **GENERAL HOUSEKEEPING**

1. **Communication from you:** Christy can be reached via text, phone or email during regular business hours (M-F 7:30am-5:30pm). All concerns, calls, texts, or emails received after business hours will be addressed on the next business day. Thank you for respecting personal time with our family.
  - a. Texting (best method) 405-476-0713:
    - i. If you use texting as your method of contacting us, we will confirm that we received your text by replying as quickly as possible during business hours. If we do not, you should assume that we did NOT receive it & you should call us.
  - b. Phone (same number as above):
    - i. If calling during business hours, keep in mind that I will likely be engaged with the children and may not be able to take your call. In general, the best time for me to talk without interruption is during nap.
    - ii. If you expect a return call, please be sure to leave a message detailing what you're calling about.
  - c. Email is [abundantwonderpreschool@gmail.com](mailto:abundantwonderpreschool@gmail.com). I will respond as quickly as possible.
2. **Communication to parents/guardians:** It is our goal to keep the lines of communication as open as possible and will contact you as needed.
  - a. Our most common form of communication is texting. Its a quick and easy way to send updates and reminders. Texting also allows us to have conversations that are best kept between adults.
  - b. We acknowledge that there are some things best discussed in person or over the phone. For those occasions, we will typically request a conference at a time in which children can be out of earshot.
  - c. We will aim to also follow the timeframe outlined above.
  - d. Email, newsletters and Band will also be used to keep parents as updated as possible of general goings-on.
3. **Behavioral Expectations:** We don't want our home to feel like an institution; we have certain expectations, but we are not rigid. In a preschool home where there are always several children present and excited, it's important that expectations are respected to keep everyone safe. Sometimes at pick-up time, the children may get rowdier than usual because someone else is here. During this time, parents should take extra care to show your child that you respect us and our expectations by supporting them while you are here.
  - a. Treat everyone with respect and kindness. No name-calling, yelling, foul-language, or teasing. No gun/violent play or threatening.
  - b. Keep hands and feet to yourself. No roughhousing, hitting, biting, pinching, throwing, pushing, hair pulling, grabbing, kicking, pulling, spitting, or otherwise hurting ourselves or others (including parents or siblings).. No lifting, carrying, climbing, or sitting on other children. No picking up babies and toddlers even by siblings.
  - c. Stay in the house or yard. No leaving the house or yard without an adult (no one is allowed outside without adult supervision, even when parents are here).
  - d. Walking and moderate noise level only. No running, jumping, wrestling, climbing, or screaming inside the house.
  - e. Treat toys and other items with respect. No intentionally breaking anything. No standing on, hitting with, pounding with, or throwing toys or other household items. No standing on or jumping off the furniture.
  - f. *Please indicate on Signature Page that you understand this Behavioral Expectations policy.*
4. **Open Door Policy:** You are welcome to visit us anytime your child is present to observe or participate in our preschool activities. As a safety measure, we have our preschool entrance/garage door closed after the last child has arrived (by 9:00am) to the time children wake from nap (around 4:00pm). We are happy to open it for you; all you need to do is text Christy. You are also free to call or text at any time to check on your child but please understand that there are times we can't answer the phone if we are changing diapers or participating in activities with the children.
5. **Toilet-learning:** Toilet-learning is a big developmental step in each child's life & it needs to be handled properly in order to make it a pleasant time for all involved. AW has a method of toilet-learning in place that has worked well for many children in our care. Prior to making any potty training decision, we require each parent to read the toilet training book titled *Oh Crap! Potty Training* by Jamie Glowacki (disclaimer: there are a few points in this book we do not subscribe to but the basic plan works really well). Because of our disclaimer, we ask that you please do not initiate toilet-learning with your child unless you have talked to us about it first. We will work with you - but not for you.

Please do not ask us to offer “treats” to the child for going “potty”. *Please indicate on Signature Page that you understand this Toilet-learning policy.*

6. **Meals & Snacks:** We are committed to providing our AW children the best possible meals in an effort to encourage better health, expanded palates, and a respectful relationship with food as a foundation for accomplishing everything they hope and dream.
- a. It is our goal to serve the most nutritious and seasonal meals possible including many organic, local, and whole grain ingredients.
  - b. Water is available to the children at all times via stainless steel water bottles.
    - i. Please do not send sippy cups/dishes to preschool. We cannot keep track of which ones belong to you so we cannot guarantee you’ll get them back.
  - c. Our preschool is enrolled in the federal child care food program. As such, we provide all food & drink and are required to follow a pre-planned menu.
  - d. We make most of the components ourselves instead of relying on pre-made items so we have more control over the salt, sugar and oil levels in the food. We very rarely use white potatoes (fries and tater tots). We serve salad at lunch almost every day in addition to a wide variety of fruits and vegetables throughout the week. We use many whole grain options for our grain components (making many of them ourselves). And we use a wide variety of meat alternatives making our menu plant-based. In our search for child-friendly recipes, we have also discovered some that include cocoa and are sweetened with dates which means they are yummy AND healthy so if you hear your child talk about having chocolate something-or-other for breakfast or snack – don’t worry.
  - e. The meal/snack schedule below will be followed with option of additional snacks as needed. If your child is not arriving in time for our scheduled meals, please make sure he/she is completely fed **before** walking in the door (for example, do not walk in the door while your child is still eating/chewing breakfast). The seasonal menu will be emailed to parents and posted on the parent only FB group.
    - i. Breakfast: served 8:30 a.m. – completed by 9:00 a.m.  
Lunch: served 12:30 p.m. – completed by 1:00 p.m.  
Snack: served 4:15 p.m. – completed by 4:45 p.m.
  - f. Since we eat breakfast soon after most children arrive, it is not necessary to feed them at home in the mornings. Remember that you already pay for them to eat a healthy breakfast here at school.
  - g. We loosely follow the Division of Responsibility (Ellyn Satter) method of food consumption. Please research what this is and understand. We encourage and trust your child to make their own food choices. As with anything else, please let us know of any questions.
  - h. We practice Family-Style serving which helps children be more in control of their food while also helping teach/model life skills and manners.
  - i. Please do not send food, drinks, or candy from home unless you are sending enough for the entire group, as in a party situation. Please ask about any allergies prior to bringing treats.
  - j. *Please indicate on Signature Page that you understand this Meals & Snacks policy.*
7. **Birthdays:**
- a. We take some time (usually snacktime) on each child’s birthday to celebrate them on their special day. Some guidelines for you to keep in mind:
    - i. If you wish to bring a special treat for your child’s birthday, please let me know at least 24 hours in advance.
      1. This helps us know how to proceed with food prep and what to expect.
      2. It also gives us an opportunity to discuss any food allergies needing consideration.
    - ii. If your child will not be here on their actual birthday, we can celebrate the school day before or the school day after. Please give advance notice.
  - b. While we appreciate the invitations/inclusion, Will and I do not attend birthday parties of currently enrolled AW children. We dislike missing out on that special time but we have to be realistic and consider feelings.
    - i. We have many responsibilities on weekends between our own family/home and Abundant Wonder preparations.
    - ii. We do not want anyone’s feelings hurt if we can make it to one child’s party and not another.

8. **Daily Schedule:**

- a. Please bring your child to preschool each day fully dressed & ready to participate in preschool activities.
    - i. This means that he/she is well-rested.
    - ii. This means that he/she should be wearing a fresh diaper/clothing & that he/she is dressed in clothing that is appropriate for the weather, including socks, shoes, coat, etc.
    - iii. Shoes should be appropriate & safe for outdoor play.
      - 1. Please NO shoes that require tying. Our goal is to help children be successful at getting dressed on their own, to encourage that we recommend Velcro or slip on shoes that do not slip off.
      - 2. Please NO rain boots when an outing to a public place or playground is planned. They are cumbersome when getting into/out of the van and walking to/from location.
    - iv. We sometimes participate in art or outside activities that could be quite messy so please dress your child in “everyday” clothes that that you would not mind getting messy.
  - b. Please be familiar with our daily schedule regarding activities, meal/snack times, nap times, etc. It's impossible for us to maintain a separate schedule for each child – for example, feeding or napping your child outside of scheduled times. (This does not apply to infants under 1 year old – infants are allowed to eat and/or sleep according to their own schedule.)
  - c. *Please indicate on Signature Page that you understand this Daily Schedule policy.*
9. **Supplies:** There are certain items that each child will need to have each day. We request that you bring them to have on hand. Please NO diaper bags/backpacks. Below is a general list of items we require. If your child has specific requirements, please include those and let me know.
- a. Every Child:
    - i. Size and weather appropriate complete change of clothes. These need to be stored here and remember to switch as necessary.
    - ii. Year round: rain boots. We ask that rainboots stay here to be used in conjunction with our rain suits to be able to play outside as much as possible.
    - iii. Summer: swim suit, water shoes and sunscreen (non-aerosol). We ask that these items stay here to use as necessary.
    - iv. Winter: coat, hat, gloves/mittens. We ask that hats and gloves/mittens stay here to use as necessary.
  - b. Infant/Toddler (in addition to items for every child):
    - i. Diapers (cloth diapers welcomed with specific requirements)
      - 1. Cloth Diaper Requirements:
        - a. Parents supply own soiled diaper container with lid (no wet-bags) which will be sent home daily; to be returned clean, the following day. (previously unused 2.5 gallon paint cans work well)
        - a. Per DHS rules, we are not allowed to rinse diapers but we can and will shake solid waste into the toilet before placing in container.
    - ii. Wipes
    - iii. Diaper rash cream/ointment of your choice (especially if your child is prone to rashes). Must be contained in original packaging with child's name written on it.
    - iv. Breast Milk or Formula (if storing here, please check supply daily).
      - 1. If bringing breast milk to store, please clearly label each bag with child's name, date expressed and number of ounces contained within. We are more than happy to store them in our deep freeze and will use them in date order.
      - 2. If bringing formula, please clearly label with child's name.
    - v. Bottles clearly marked with child's name (at least 3 bottles or several inserts & 3 nipples).

9. **Transportation/Activities:**

- c. Abundant Wonder Preschool will not transport to and from school. If you require care after morning pre-k, you will be responsible for arranging vehicular transportation from school to preschool before lunch.
- d. We visit the public library weekly. Each child will receive their very own library card so they can pick out books to take home.
- e. We participate in a weekly Music Class. Cost is \$75/semester (13 classes) and the schedule is set by the teacher, Ursula Purcell. Checks for music class are to be made out to her.
- f. We also meet up with other child care providers for activities, park days or field trips.
- g. *\*\*All children are required to be secured in an appropriate child safety seat based on their age, height and weight while in a vehicle. We take this very seriously and will assure they are in the proper seat. We use our*



own seats (purchased new) to ensure they are not expired, haven't been in an accident, and fit in our van. We support extended rear-facing if parents prefer their child to rear-face past the age of 2, please let us know. *\*\*We meet or exceed all current child safety seat laws.*

#### 10. Withdrawal/Expulsion:

- a. Parents agree that a minimum notice of 1 full month (no pro-rating) will be given for permanent withdrawal of any child from care or agree to pay 1 full month fee (no pro-rating) in lieu of giving notice. This notice must be in writing using the withdrawal form. No exceptions will be made.
  - i. Please be aware that in most circumstances, children bond quickly with each other and caregivers. When permanently withdrawing, please bring your child for the full remaining days to aid your child, other children and their caregivers in the farewell and closure process. We typically do a little something special on a child's last day to further aid in farewells.
- b. We reserve the right to immediate expulsion for the following reasons: your child's destructive, uncontrollable, or violent behavior; habitual tardiness or no-shows in your child's attendance; late payment or nonpayment of tuition or other fees; habitual disregard for our preschool policies; providing false information on enrollment forms; disrespect to our family, our home, or our neighborhood; or if your child's care becomes unusually time-consuming as to disrupt the care of the other children in our preschool. Any tuition or fees paid will not be refunded.
- c. *Please indicate on Signature Page that you understand this Withdrawal/Expulsion policy.*

#### 11. **\*\*Guidance Policy:** Children's behavior is influenced by their overall development, their environment, and their caregivers. Each child differs in terms of his/her activity level, distractibility, and sensitivity. Children learn, through respectful guidance, to develop socially acceptable and appropriate behavior as they grow to maturity.

- a. Purpose of this Policy: This policy is the guideline that Abundant Wonder Preschool will follow to assist children in developing self-control, self-confidence, and sensitivity in their interactions with others. Guidance is required to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others. **Behavior (adult and child) at Abundant Wonder Preschool is expected to be based on mutual respect. Consequently, all rules and requests relate to respecting ourselves, each other, our home and contents within.**
- b. Guidance Strategies: It is important that the caregiver 'sets the stage' for a positive atmosphere and maximum opportunities for desirable behavior. This will be done by:
  - i. Modeling respectful interactions by treating each child with the respect every person deserves;
  - ii. Explaining to the children what behavior will be acceptable and explaining the reason for the limits, doing so in a positive way;
  - iii. Focusing on the child's behavior, rather than on the child;
  - iv. Allowing the children time to respond to the expectations;
  - v. Reinforcing appropriate behavior;
  - vi. Being willing to listen and respond in a fair and supportive manner, and;
  - vii. Observing children in order to anticipate potential difficulties.
- c. Intervention Strategies: One or more of the following strategies will be used to help create a positive climate and minimize problems in a supportive, rather than punitive way:
  - i. By establishing eye contact and calling the child's name in a calm controlled voice to gain a child's attention;
  - ii. By remaining near the child in situations where he/she may be losing self-control;
  - iii. Children will be gently encouraged to "take a break" until they feel they are able to maintain appropriate behavior. Here, "taking a break" means moving away from the trigger to do something else. It does not mean excluding from activities or peers;
  - iv. Children will be respectfully reminded of expectations;
  - v. For younger children or children with limited attention span and verbal abilities, we will attempt to change the behavior by modeling correct behavior or redirecting the child;
  - vi. Verbal and/or physical assistance will be shown by modeling problem solving if a child is discouraged or frustrated;
  - vii. Children will be offered choices in a non-threatening and non-punitive way to assist them in meeting expectations;
  - viii. We will clarify the possible outcomes of the behavior to the child;

- ix. If the child is unable to resolve a problem or take responsibility for their actions, they will be redirected to another activity, or in special circumstances, be limited in the use of a piece of equipment;
- x. The child could be removed from the situation in a positive way that ensures that the child still feels loved and respected. In such circumstances, we will be with the child practicing “time-in”.
  - 1. this can be described as a time for caregiver and child to reconnect which often leads to a more peaceful rest of the day;
- xi. On a rare occasion where a child loses control and could possibly injure him or herself or others. We may be required to hold the child to soothe them until self-control is gained;
- xii. When a child is ready, they will be provided an opportunity to make amends.
- d. Practices Which are Unacceptable: Abundant Wonder Preschool considers the following practices unacceptable and will not tolerate their use (and **strongly** discourage the use in the child’s home environment):
  - i. Corporal punishment ie. shoving, hitting, shaking, spanking.
  - ii. Harsh, belittling, or degrading treatment.
  - iii. Confinement, unsupervised separation from others, physical restraint as punishment.
  - iv. Depriving children of meals, snacks, rest or necessary use of the toilet as punishment.

## 12. Miscellaneous:

- a. *\*\*Child care providers are required by law to immediately report any suspicion of child abuse or neglect to the Statewide Child Abuse and Neglect Hotline. Failure to report is a misdemeanor offense and upon conviction is punishable by law.*
- b. Abundant Wonder Preschool will repair or replace broken equipment & toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, or damage our home or personal belongings they will be repaired or replaced at the cost of the parents.
- c. Please do not allow your child to bring toys or bags to preschool. Your child is unlikely to want to share them, there is no way we can keep track of them, and we can’t guarantee you’ll get them back.
  - i. If you allow your child to have toys in the car, please have them leave them there before entering..
  - ii. ONLY naptime/sleep ‘sleep friends’ permitted in their cubby/with their blankets. ALL other toys/bags/items need to stay home or in the car.
- d. This contract is subject to annual review and renewal each September.
- e. Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect.

**\*\*Policies/topics throughout handbook that are in *dark blue italics* preceded by two asterisks are required by DHS Licensing. The actual policies may differ between child care providers but the topics must be included.**