

# Parent Handbook

## **Our Philosophy**

Our goal is to provide a quality preschool for your child by...

- ☺ Creating a safe environment
- ☺ Creating a nurturing environment
- ☺ Maintaining a creative learning environment through both academic and social experiences in the Reggio way. We also believe in teaching morals and values such as honesty, love, sympathy, respect and kindness.
- ☺ A proper approach to discipline... Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught, in appropriation with their age, which behaviors are acceptable, and why, and given alternatives that are allowed. In this way, the behavior is being changed; without making the child feel “bad” or unloved. This helps develop their self esteem, and teaches them how to handle difficult situations themselves in the future. We express disapproval (without attaching character). We state our expectations and show your child how to make amends. We give choices, and in extreme situations a child may be given a “break”; to allow the child to talk things through with one of us in order to see what choices are acceptable next time that situation is presented. Children are not left alone in a break time, which does not encourage socialization but isolation. Our goal is to not isolate your children when they made a bad decision but to work as a team to encourage them to be problem solvers and learn self discipline.
- ☺ And to foster unconditional love... this kind of love is very important to us because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions. Communication is key to a successful educational arrangement. The parents and teachers need to have a good working relationship so they can communicate and work together. Parents and teachers need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and wellbeing. I invite you to share with us in writing, by telephone, or by scheduling an appointment to talk about any concerns or questions you may have at any time while your child is in our care.



## **Our Programs**

Preschool and Homeschool Kindergarten Classes:

Classes meet Monday-Thursday in the mornings from 9:00am-11:30am.

Children may attend 2, 3 or 4 days.

## **Policies and Procedures**

If illness or other emergencies should arise during school hours every attempt will be made to have a substitute teacher for your child so that we can remain open. Since two providers support the program we will rarely require a substitute. If a substitute is not available you will receive a phone call to pick up your child. In the event of a closure for illness, we will notify you as soon as possible. There are no discounts for these days but we do limit them as much as possible.

We closely follow the Olathe school district's holiday/day's off. Please refer to the yearly school calendar.

***Your tuition does not change if the school is closed for holidays or breaks. Your weekly or monthly contracted tuition remains the same throughout the year.***

***We do reserve the right to close for any reason in which we cannot operate in a safe manner. i.e. loss of electricity, water, heat or in extreme circumstances loss of air conditioning, and medical epidemics. Tuition fees are NOT adjusted for any of these occurrences.***

## **Discipline**

Students are treated with respect and dignity. We recognize that children, like adults are human and make mistakes. Children often learn by making these mistakes. By acting with gentle discipline we do not do “timeouts,” bribes, threats or any form of corporal punishment. We simply use each moment as a time to teach about choices and natural consequences while showing each child love and respect. We model this through our interactions with each child and encourage the children to treat each other in the same way. We follow the “golden rule” to teach each child to be productive, respectful individuals of our society.

In the event where a child escalates and needs to be removed from the activity the teacher will either stop the activity to have a teaching moment with all students or ask the child to leave the activity to sit with a teacher and talk through the events that led to that child becoming angry or upset.

When the child is ready, they will reenter the group activity once again and be given many positive comments and communication to let them know the teacher recognizes they are trying hard to do what’s right. Children are never forced to participate in any activity in preschool. They are encouraged and allowed to watch until they feel comfortable joining in with the group.

In the rare instance where a child would be showing violent, aggressive or consistent inappropriate behavior a parent would be called to come get the child. Following this would be a parent-teacher conference to determine the best way to work together to help the child become successful in preschool. Children who demonstrate consistent inappropriate language, violence or aggression may be asked to leave the preschool until they receive proper support at home to be successful in preschool. These behaviors are often related to a bigger problem such as a home conflict, behavior disorder, developmental disorder, lack of readiness for preschool, and so forth. We are unable to run an effective preschool while helping a student overcome these bigger issues so we ask that students who exhibit any symptoms of a bigger problem seek help with parents before continuing in our school.

## **Students with Special Needs**

We have limited openings for special needs children. Our teachers have experience with the following special needs: autism spectrum disorders, sensory processing disorders, Down's Syndrome, SMA, physical disabilities or limitations and developmental delays. Our lead teacher, Kellista Keaton, also has knowledge of ASL. If your child has special needs and it is discovered they would do best with a full time para, you may be asked to provide one to continue with enrollment. Please discuss this option and your child’s needs fully before consenting to enrollment.

## **Days/Hours of Operation:**

We are open Monday-Thursday from 9-11:30am.

## **Late Drop Off and Pick Up:**

Please call if you will be late on either occasion. We get right into our school day at 9:00am and will begin making attendance calls at 9:15am if your child is not here.

AM pick up should be promptly at 11:30am. You will be considered late if you are not here by 11:45am.

**You will be charged a \$5 LATE fee if you do not arrive by 11:45am for every 1 minute you are late if prior arrangements have not been made.**

We do understand that there may be major traffic congestion or bad weather conditions causing a delay in your travel – please call or text us so we are aware of the situation. Consistent tardiness beyond the closing time of school without prior notification or agreement could be cause for termination.

## **Child’s Health**

The State of Kansas requires that an age appropriate health appraisal be on file for each child enrolled with in 30 days following admission, however your child cannot be initially admitted to school with out written documentation from your child’s physician or nurse practitioner that at least one (1) dose of DPT or DT, one (1) dose of TOPC or IPV, and the MMR vaccines, and HbCV vaccines, if required by the age of the child. Health appraisals shall be certified by your child’s physician or nurse practitioner and shall be updated yearly up to the age of 5 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described below: Parent/guardian must also complete a medical emergency form and update as necessary.

**Kansas does allow a vaccine exemption, which we are happy to accept!**

**In accordance with the Kansas State licensing policy, your child cannot be admitted to our program with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.**

Should your child have signs or symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. **There can be no exceptions since illness spreads quickly among children.**

Please make other arrangements if your child is sick and respect our decision if we feel your child is too sick to be in childcare. We are sympathetic to the difficulties of taking time off, so discretion will be used. The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

A. The illness prevents your child from participating comfortably in the day care environment,

B. The illness results in a greater care need than we can provide without compromising the health and safety of the other children in my care, Or

C. The child has any of the following conditions:

- Temperature: Oral temperature 100.4 degrees or greater; axillary(armpit)temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
  - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion;
  - Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form until diarrhea stops;
  - Vomiting illness (two or more episodes of vomiting in the previous 48 hours) until vomiting resolves or until a health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration;
  - 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 (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
  - Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
  - Impetigo, until 24 hours after treatment has been initiated;
  - Strep throat or other streptococcal infection, until 48 hours after initial antibiotic treatment and cessation of fever;
  - Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
  - Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
  - Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
  - Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
  - Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
  - Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
  - Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
- Any of the following communicable diseases must be also be reported to the division of public health

Always inform your doctor at every sick visit that your child is in preschool so that he/she can approve in writing your child's return to preschool.

*Injuries:* We will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. We have been trained in first aid and CPR and will follow the training. If the injury is minor (requiring only a bandaid or ice) we will tell you about it when you pick up your child. If it is serious, we will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, we will call 911 for assistance before we call you. If we cannot reach you, we will call the emergency contacts listed on your “Child Information Card” (Please remember to keep this card up to date).

### **Child Nutrition**

Children are fed nutritional, organic breakfast on a daily basis. Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays. We are happy to discuss your child’s options due to allergies or gluten intolerances. All meals and snacks follow the state’s healthy meal program.

### **Latex Free Facility**

We are a latex free preschool. We do not permit any latex on the premises. No balloons, koosh ball, stress ball or other toys with latex. Please be sure your child’s backpack is free of these.

### **Our School:**

The “school” area of our home is in the formal living area. Our entire home has been childproofed and it has been inspected and passed by the state of Kansas. The top bedroom levels of the home are off limits to the children in our care. Children stay on the main “school” level during learning time, and travel downstairs through our rec-room to play outside. There is no TV time during school hours with the exception of a short clip online if it fits within our interest. This is rare and not common practice. Our home is open concept so both providers can keep an eye on children while on the main “school” level. **Your child will never be left unattended.** We also have a bathroom with a potty seat and hand washing station on our lower level that we travel to together for potty breaks and after playing outside.

Here are a few of “house rules” that we all follow:

Shoes off inside the house. Little hands pick things off of our floor and we like it as clean as possible. Food and drink stays at the kitchen or dining room table.

Messy play and paint stays in the kitchen or dining room.

No outside toys from home unless for “show and share” as directed by a teacher.

Rain boots must be worn outside. Children cannot go barefoot in our yard due to muddy and rocky areas.

No scary or inappropriate logos on clothing (skulls, skeletons, zombies, knives, guns, monster high, Pokemon, etc).

No dressy clothing (we get messy).

### **Confidentiality:**

Anything you discuss with me about your child, family needs, and so forth will not be passed onto other parties without your permission and knowledge. I do not share reports, phone numbers, email addresses or the like with other parents. Our group documentation is posted and shared in a newsletter form.

### **Parent Drop In:**

Parents are welcome to visit anytime to see what your child does on a daily basis. If you would like to set up a time to observe your child please let us know. Please know during this time, for the safety and comfort of our other children, we ask that you only observe. State laws require volunteers to attend training and submit health forms, without these in place we cannot allow you to teach or interact with other children. If you would like to volunteer regularly in our program as an art teacher, storyteller, or some other capacity we would love to have you but must go through the proper channels to be state compliant.

### **Release of Children:**

It is important that we protect your child by ensuring that your child does not leave our home with a person you have not authorized on your “Child Information Card” to pick up your child. Also please tell us when someone else that you have authorized on your “Child Information Card” will be picking up your child.

Even if it is an emergency, we must have your permission to release your child to someone other than you.

We will need the person’s name and a description of what he or she looks like. The person picking up your child will have to show me a picture ID before we will release your child from my care.

### **Fee Payment Guidelines:**

Childcare fees are paid in advance on a monthly basis according to your tuition schedule. Payment obligation is based on the days agreed to attend preschool, not on actual attendance. There is no change in fee due to your child's absences. If your child is absent or we are closed on the tuition deadline, you are responsible to make payment. In the case of your vacation or absence, please postdate your check for the upcoming date due and make payment before you leave.

We accept cash, checks, Facebook payments, and PayPal.

**Late payments** – If you fail to pay on the tuition due date, you will need to submit a \$25 late fee with your payment. Your child will not be permitted to return to school until both the payment and the late fee are paid in full. **PayPal is NOT an acceptable form of late payment.**

A personal check or cash will be accepted for payment when received on time, however if a check is returned for any reason and we incur any bank charges from the return of your check, those charges will be added to the following month's fee in addition to a late fee for payment. After 2 check returns, all further payments must be made in cash. Nonpayment or consistent late payments is cause for termination immediately without 2 weeks notice.

### **Early drop off**

We do not allow for early drop off. We open our doors for full day students promptly at 8:30 am. Unless otherwise discussed and in your contract, you may not arrive before these times.

### **Termination:**

**Parent/Guardian will give two weeks written notice, and two weeks full payment (half of your monthly fee) to terminate your child's enrollment in school regardless as to whether your child is present.** If two weeks notice is not given, you are still financially obligated for the two weeks of school fees and late payments; two weeks full payment still applies when notice is given in conjunction with provider's vacation or summer. Exceptions are; end of the school year. May 1st is the last pay date of the school year when making monthly payments.

### **Next Year's Enrollment**

Returning families have priority over spots for the next fall. In March we offer enrollment options for the next school year. All agreements are due by April 1st. Remaining spots are released to our waiting list.

### **As a parent, please...**

- ☺ **Take an interest in your child's activities and development at preschool, and share your child's habits, fears, and concerns with us;**
- ☺ **Read all correspondence given to you, and those posted, especially emails. Promptly sign and return those forms needing to be signed;**
- ☺ **Call, text or email! Your concerns and feedback are important to us.**

The Little Green Schoolhouse  
1955 E Stratford Rd.  
Olathe, KS 66062  
913-706-1276  
[kellistakeaton@gmail.com](mailto:kellistakeaton@gmail.com)  
Open Tue-Friday from 8:30-4:30

### **Enrollment Contract**

This agreement is made by and between Kellista Keaton, licensed childcare provider of The Little Green Schoolhouse and \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_. The following has been agreed upon between the two parties beginning \_\_\_\_\_:

I have read and agree to full contents of this Parent's Handbook. I understand that disregarding these policies can result in termination from preschool enrollment. I understand that I must follow the termination policy as it is written in the Parent's Handbook. I understand I must give TWO weeks notice to terminate this contract with pay. Please refer to the rate sheet below. All classes are for ages 3-6 and the rate is the same no matter your child's age or dates in attendance.

<b><u>Preschool (circle days)</u></b>
<b>M Tu W Th</b>
<b>9:00 am – 11:30 am</b>
<b>\$27.50/ day = ____/week</b>

I agree to the weekly/monthly rate of \$\_\_\_\_, to be paid according to the tuition schedule for my child, \_\_\_\_\_. I agree to these contracted days and hours; Tu W Th F from \_\_\_\_\_ until \_\_\_\_\_. I understand I am not able to receive school or childcare outside of these contracted hours without prior approval from Kellista Keaton. Going outside of my childcare hours, late pick up, early drop off, adding extra days without approval could subject me to extra fees or termination. Payments made monthly are due by the second Thursday of the month, in accordance with the tuition schedule. Late fees will be assessed a \$25 charge for each DAY the payment is late. Weekly payments are due the FRIDAY before the following week of attendance. A late charge of \$25 is assessed for each DAY the payment is late. Failure to pay could result in a child losing their enrollment spot.

This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook policy, or negotiation of a new contract.

THIS AGREEMENT AND THE PARENT HANDBOOK WHOLLY STATE THE OBLIGATIONS OF THE PROVIDER; THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BE IN WRITING AND SIGNED BY BOTH PARTIES.

\_\_\_\_\_

Kellista Keaton of the Little Green Schoolhouse

\_\_\_\_\_

Date

BOTH PARENTS MUST SIGN OR PARENT/GUARDIAN WITH SOLE CUSTODY OF THE CHILD:

\_\_\_\_\_

Parent/guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/guardian

\_\_\_\_\_

Date

\*This will include late penalties, as stated in the policy, from date due to date paid, plus legal fees if applicable.

Photo Release: YES, you may use my child's photo for marketing including on posters, signs, facebook, thelittlegreenschoolhouseonline.com, craigslist, and anywhere advertised. Failure to sign means your child's photo will not be used and only sent in the parent private newsletter.

\_\_\_\_\_

Parent Name

\_\_\_\_\_

Date