

# 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. **INFANTS AND TODDLERS ARE NEVER GIVEN A BREAK TIME.** They are redirected and we use “sportscasting” method to help express their emotions or meet their need in some way.
- ☺ 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 Infant/Toddler Programs**

We offer customized schedules to meet each family’s needs. Hours are contracted for each family.

Our program meets the developmental needs of each child through safe and appropriate experiences.

## **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. 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.

**It is your responsibility to have back up care available for when your child is sick or when the provider is sick. You must have this in place before care begins.**

***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**

It is our belief that infants and toddlers do not need discipline as most people think about it. We do understand infants and toddlers may get into dangerous situations and may need to be redirected at times to safe activities. However, our space is prepared to meet an infant/toddler’s needs without us having to say “no” too often.

We utilize “sportscasting” to help your child express emotions and find another appropriate activity. We will never physically harm or discipline your child, shame your child, or isolate your child as a punishment.

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

Days are by contract only. You may not access care for your child outside of your contracted hours without prior notice AND approval.

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

Please call if you will be later than 15 min past your contracted drop off time. If you do not contact us we will call you until we get ahold of you to make sure your infant hasn't been forgotten. If you do not show up or contact us within 30 minutes of your contracted drop off time, we will assume your plans have changed for the day and make changes to our schedule as well. More than TWO no contact, no drop off days will result in your spot being lost and your care being terminated. Please work to communicate effectively of any schedule changes.

Late pick up is considered 1 minute past your contracted pick up time without notice.

I do understand that there may be major traffic congestion or bad weather conditions causing a delay in your travel – please call or text me so I am aware of the situation. Consistent tardiness beyond your contracted pick up time, without prior notification or agreement, will be cause for termination.

A \$10.00 late fee for each additional 5 minutes past your contracted pick up time will be due upon arrival via PayPal or Facebook payments.

### **Child's Health**

**The state of Kansas allows a vaccine exemption for medical or religious purposes which we are happy to accept!**

**If you do not utilize a vaccine exemption, we ask you keep you child home for at least 24 hours following vaccinations for observation.**

**We also ask you not give your child any live-attenuated vaccines, including rotavirus, MMR, varicella (chicken pox), and flu (mist only) unless you choose to keep them out for 3 weeks prior to the vaccine to keep the illness from spreading to other children.**

**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 realize if you bring me sick children, I will become sick and will have to close.**

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. This is why backup care is a MUST.

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(arm pit) 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 enrollment form.

## **Child Nutrition**

Infants are not fed any solids until 6 months of age. Once the child reaches 6 months of age we will provide either a pureed or soft vegetable, grain or protein, and fruit.

## **Latex Free Facility**

We are a latex free preschool. We do not permit any latex on the premises. Please be sure your child's bag is free of these. This includes Sofie the Giraffe or other Sofie products. Please leave them at home.

## **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. Infants and toddlers play in the gated areas of our living room and dining room. There is no screen time during school hours. 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. No outside toys from home unless for naptime.

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 progress reports, phone numbers, email addresses or the like with other parents. Our group documentation is posted and shared in a newsletter form.

### **Transporting:**

We do transport children when needed. Often we take older kids to a drop off event, visit a park, or go on a field trip or run an errand. The majority of our time we are in the school room of my home but I like to be prepared just in case. I ask you be comfortable with me transporting in an emergency or urgent event. I drive a fully inspected, 2006 Toyota Sienna. It is an 8 passenger van. I will transport children in appropriate car seats. An infant or rear facing convertible seat until at least age 2. I will use a harnessed forward facing seat for older children and a booster only when parent approved. I will always notify you before we transport your child.

### **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 Enrollment Form" to pick up your child. Also please tell us when someone else that you have authorized on your enrollment form 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 weekly basis by at least the Friday before your child is in care. Payment obligation is based on the days agreed to attend our program, 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, the Friday before your child begins care, 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. Repeat offenders will lose their childcare spot. CASH IS THE ONLY ACCEPTABLE FORM OF PAYMENT FOR LATE FEES.**

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.

### **Termination:**

**Parent/Guardian will give two weeks written notice, and two weeks full payment 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 holiday.

### **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)

### **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.

<u>Infant half day (4 hrs or less/day)</u> M Tu W Th F _____ am/pm – _____ am/pm \$30/ day = _____/week	<u>Infant full day (9 hrs or less/day)</u> M Tu W Th F _____ am/pm – _____ am/pm \$60/day= _____/week
--	--

I agree to the weekly rate of \$\_\_\_\_\_, to be paid the Friday prior to care for my child, \_\_\_\_\_. I agree to these contracted days and hours; M 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. 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 BR IN WRITING AND SIGNED BY BOTH PARTIES.

\_\_\_\_\_  
Kellista Keaton of the Little Green Schoolhouse

\_\_\_\_\_  
Date

BOTH PARENTS MUST SIGN OR PARENT/GUARDIAN(S) 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