

## **Policies**

### **School Year 2021-21**

#### **1. Philosophy:**

Our goal is to provide a safe and nurturing environment for children where they can learn and grow physically, emotionally, intellectually, and socially.

#### **2. Hours of Operations:**

Normal hours of operations are Monday through Friday from 8:00 AM to 5:00 PM.

#### **3. Persons authorized to pick up the child(ren):**

The parents are required to provide a completed "Identification and Emergency Information" form (LIC 700). We will release children only to the parents and those authorized in the form. We require a valid photo ID, such as driver's license, as proof of identification. An appropriate car seat must be installed in the vehicle for the child to be released from our care.

#### **4. Illness: (See COVID-19 Handbook)**

- 1) The parents agree to notify the preschool of the child's illness or suspected illness by 9:00 AM through email, and to make other arrangements for care if the child shows any of the following symptoms:
  - Fever: a temperature of 100°F or higher. The child needs to be fever free without medication for a minimum of 24 hours before returning to the preschool.
  - Fever below 100°F AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
  - Diarrhea (runny, watery, bloody stools) or 2 or more loose stools within last 4 hours.
  - Vomiting: 2 or more times in a 24 hour period.
  - Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
  - Frequent scratching of body or scalp, lice, rash, or any other spots that could be communicable diseases.
  - Fatigue and/or lethargy
  - Runny nose (other than clear), draining eyes or ears.  
(Sneezes, coughs, and runny nose due to allergy need to be documented by a healthcare provider. The symptoms need be under control for attending school.)
- 2) The preschool may refuse to accept the child for care if the above symptoms are present.
- 3) The preschool will notify the parents if the child shows any of the above symptoms while in care. If in our opinion, the child is too ill to remain at preschool, we will call the parents and expect them to come and pick up the child as soon as possible (less than one hour.) If the parents cannot be reached, we will call the emergency contact person(s) specified in the "Identification and Emergency Information" form (LIC 700) and ask them to come and pick up the child.
- 4) The preschool will provide an Exposure Notice if there is an occurrence of communicable disease within our facility in accordance with local public health department. The confidentiality of the ill person will be maintained.

## 5. Emergencies:

For life-threatening emergencies, we will call 911 and the parents. If the parents cannot be reached, we will notify the emergency contact person(s) specified in the "Identification and Emergency Information" form.

## 6. Supplies:

The parents are required to supply the following.

### Supplies to be kept at preschool:

- 2 full sets of back-up clothes (i.e., shirts, pants, underpants, socks; season and weather appropriate)\*\*
- A pair of athletic shoes (tennis shoes) \*\* with Velcro straps to be worn for outside play
- 2 clean FACE MASKS \*\* for back-up (COVID-19 modification)
- Jacket \*\* (optional)

*If the child is not toilet-trained:*

- Diapers/Pull-ups
- Diaper wipes \*\*
- Diaper rash ointment \*\* (*DESITIN Maximum Strength Original Paste is recommended.*)

### Supplies to be brought to preschool and go back home every day:

- Lunch \*\* (healthy and safe)
- Short sports water bottle \*\* filled with water
- Each child will come in with a FACE MASK on and wear it throughout the day, except at snack time, lunch, and nap. (COVID-19 modification)
- Jacket \*\*

Note: The personal supplies specified by \*\* symbol should be marked with the child's name or initials. If those supplies are not marked, we may label them with Sharpie at our discretion.

## 7. Personal Belongings:

Children are not to bring their own toys to the preschool.

## 8. Daily Schedule:

We will attempt to follow the "Daily Schedule." It is a guideline that helps us get organized and helps children anticipate activities. We may be flexible and adjust lengths of activities to accommodate children's needs and foster learning.

## 9. Doctor's Appointments:

Parents are encouraged to schedule all medical/dental/vision appointments outside of regular preschool hours. If appointments must be scheduled during preschool hours, please get an afternoon appointment and arrange an early pick-up at either 11:45 AM – 12:00 PM or 3:15 PM – 3:30 PM.

#### **10. Snacks:**

We provide healthy snacks (morning and afternoon) based on a USDA child nutrition program. These snacks may include fruits, vegetables, or whole grain products.

If a child has food allergies, the parents are required to notify us in the enrollment forms (i.e., LIC 700, LIC 701). The parents are required to provide an Allergy Emergency Action Plan by a health care provider, and to complete the "Parent Consent for Administration of Medications and Medication Chart" form (i.e., LIC9221) in case of allergic reaction.

The action plan should mention what food the child is not permitted to eat. We will make appropriate [snack](#) substitutions if possible. If not possible, we may require the parents to provide snacks for the child.

#### **11. Activities:**

Young children learn from playing. We will provide many playing activities for the children.

To ensure proper supervision and safety of children, the preschool staff and children are in the same area (primary playroom, backyard play area, etc.) at the same time, and we move from one place to another as a group.

#### **12. Toilet Training:**

Toilet training starts at home. We will provide toilet training at the preschool when the child is ready and the parents can continue to provide toilet training at home. The preschool and the parents should communicate closely with each other during this process.

#### **13. Rules:**

The following rules will be enforced for the well-being of everybody at the preschool:

- No hurting anyone, including self (physically or emotionally)
- No hurting things (furniture, toys, etc.)
- No running inside and on the deck
- No climbing or standing on the furniture (chairs, tables, bench, etc.)
- No shoes inside; wear athletic shoes outside
- Wear socks at all times

#### **14. Discipline:**

When a child's behavior is not acceptable, we will explain it to the child, and will place the child in a time-out for 1 minute per year of age.

**15. Notice of Animals on Premises:**

We have two cats (indoor only) named Gabby and Sophia. The children may have some exposure to fur and dander. We keep the cats in off-limit rooms during preschool hours for the safety of the children and the cats.

**16. Mandated Reporter:**

We are required by law to report any suspected cases of child abuse or neglect.

The preschool reserves the right to modify any terms and conditions of the policies. Modifications will become effective immediately. Currently, the COVID-19 pandemic is evolving quickly, and the guidelines related to COVID-19 may need to be modified to deal with fast changes appropriately.

**By my signature, I acknowledge that I have read and understand the above policies in its entirety and agree to abide by them.**

Parent Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_