

# A Busy Child Preschool

www.abusychildpreschool.com

## School Policies

[\\*Please be sure to carefully read over the School Policies](#), as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. A Busy Child Preschool Policies are in accordance with the state of Colorado Childcare Rules & Regulations.

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## Curriculum & Philosophy

### ***Welcome!***

A Busy Child Preschool assists in helping children to acquire a strong foundation in the knowledge and skills needed for school success. I believe an effective preschool environment is a place where children feel well cared for and safe. Our preschool is a place where children are valued as individuals and where their need for attention, approval, and affection are supported. In this environment, children can discover the world that surrounds them and develop the capacity to connect with others.

I want you to feel that you are a part of your child's life here and to understand more about what we do every day. My philosophy is that children should be allowed to grow at their own pace, and to learn in ways that help them become confident in themselves as learners.

Our curriculum has two goals:

- *To help children learn about themselves and the world around them*
- *To encourage children to feel good about themselves and capable as learners*

The Preschool classroom has been arranged to make it a safe place for children to explore and to learn. Children's toys and materials are placed on low shelves and in low, easy-to-open drawers. This makes it easy for children to select the items that they enjoy. It also helps them learn how to make choices and be independent. All children have a place to keep their personal belongings such as coats, blankets, and school work to bring home. This lets them know they are a valued part of our classroom community.

When you visit, you will notice that we have a schedule that we follow. This lets the children know what comes when. It helps them feel secure when they know that every day the teacher reads to them before naptime or that after snack we go outside. The schedule also allows for the times when we all do things together, such as music and circle time, and times when the children are doing things on their own, such as playing in the Learning Centers.

We plan many activities for the children to assist in the development of these goals. We build with blocks, dress up and make-believe, put puzzles together, read books, tell stories, play with sand and water, draw and paint, cook, dance to music, and play outdoors. All of these activities are aimed at helping the children to do things on their own and to be curious and interested in all that's going on around them. We talk with them, ask questions, and answer their questions to help them learn new words and to express their ideas and feelings.

I value working in a partnership with parents. Open and honest communication is the key in the development of your child. Please help me operate my preschool business in a professional manner by carefully reading through the Center Policies and filling out all of the necessary Enrollment paperwork. It is important you are aware of all of my policies, as I want you to be able to make your decision about childcare based on the terms that I provide.

Again, thank you for considering A Busy Child Preschool. I look forward to providing your family with the best possible care for your child.

Sincerely,

*Babette Torres*

*A Busy Child Preschool is a Large Childcare Home licensed through the state of Colorado. Please call (303) 866-5958 for licensing information. My provider license number is: 1515102.*

## Goals for Activities

The children will be experiencing and learning many things as they work and play in our program. The following are our curriculum goals:

### **Cognitive Development:**

- To recognize objects, people, and self
- To imitate actions of others
- To develop decision-making capabilities
- To develop problem-solving skills
- To develop language skills
- To develop planning skills
- To develop math skills such as matching, pairing, and classification
- To enhance creativity
- To begin to understand scientific and physical concepts and math concepts such as gravity, cause and effect, and balance; size, shape, and color; and volume and measurement

### **Emotional Development:**

- To be able to express feelings
- To develop a concept of self
- To develop self-control
- To develop self-understanding
- To develop a positive self-image
- To develop the ability to stick with a task to completion

### **Social Development:**

- To acquire social skills
- To cooperate with others
- To respect materials
- To respect other people
- To appreciate and value differences

### **Physical Development:**

- To refine sensory abilities
- To develop large muscle abilities
- To develop small muscle abilities
- To develop eye-hand coordination
- To refine visual discrimination
- To refine listening skills
- To establish reading readiness skills

## Admissions & Enrollment

A Busy Child Preschool serves children ages **2 years of age until they enter Kindergarten**. I retain the right to make age exceptions to this policy per contract, if I have slots available that are within my capacity limits set by the state of Colorado.

**No child will be denied admission on the basis of his/her race, religion, or handicap.** I will do my best to accommodate children with special needs by taking necessary classes or workshops. I do retain the right to deny admission if all my slots for a particular child's age group are filled.

### **Enrollment Requirements**

All slots are considered to be open and available until A Busy Child Preschool has received the *Enrollment Application* and the *Security Retainer* for your child(ren).

### **Interviews**

An enrollment interview with the parents and children to be cared for is required before any child will be accepted into A Busy Child Preschool. Enrollment Interviews are conducted in the afternoons or after hours. Observations/Play Dates are allowed after the Enrollment Interview. This is a time when parents are allowed to observe and prospective children may interact with the teachers and other children so that they may become comfortable with our group.

### **Withdraw from School**

A two-week notice is required to withdraw your child from A Busy Child Preschool. Full tuition payment for the two-week notice period is required at the time the Notice of Withdrawal form is submitted whether or not your child will be present during the final two weeks of school.

For accounts that hold a security retainer, this will be used against the ending balance at the time notice is given. Any remaining balance after the retainer is applied is due upon submission of the Notice of Withdrawal. Please be sure to verify your security retainer balance with Babette Torres. Further services will be refused should the ending balance not accompany the Notice of Withdrawal and legal action will be taken.

### **Expulsion**

In the event I should ever find it necessary to end our business agreement, I will also give the parent a two-week written notice. *Except for reasons such as, (but not limited to):*

- Destructive uncontrollable or violent behaviors
- Habitual tardiness in pickup of child
- Excessive late arrivals
- Excessive absences without notice
- Lateness of payment or nonpayment
- Lack of Parental Cooperation
- Failure to maintain required supplies for child(ren)
- Failure to comply with required enrollment and health forms

These situations will be grounds for immediate expulsion. If it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by A Busy Child Preschool.

All personal items must be removed from the preschool upon termination of services. Due to space constraints, any personal belongings not picked up after **30 days** from said termination date will be donated to the local Goodwill or other charity.

### **Annual Renewals**

#### **Contract Renewal**

Contracts will be renewed annually in January. Any changes that take place in your family should be reported and changes made on the childcare forms immediately.

#### **Policy Handbook**

Anytime a change is necessary in the Policy Handbook, parents will receive two weeks notice of the change and a new Agreement Page will be required.

#### **Emergency Contacts & Signed Release**

Both of these forms must be updated on the child's anniversary date with current emergency contacts, and health information. You will receive an annual update packet on your child's anniversary date that must be completed and turned in by the date specified on the packet. An updated immunization form is also necessary if your child has received any immunizations.

#### **Health & Immunization Forms Update**

The Child Health Evaluation Form must also be updated annually on the child's anniversary date for children under the age of 7 and every three years for children ages 7 and older. The Immunization Record must be updated according to the age requirements of your child as stipulated by the Colorado Health Department.

## Enrollment Procedures

In order to enroll your child at A Busy Child Preschool, there is necessary paper work that will need to be completed prior to the beginning of care. I will not assume care of your child(ren) if necessary paperwork, fees and supplies are not received. All information will be kept confidential and is for my records only.

### Paperwork

The following paperwork must be filled out and returned to me by the first day of care.

- Stapled Enrollment Forms Packet
- Receipt of Policy Book
- Stapled Health Forms with completed *Health Evaluation Form* (**MUST** be updated annually – *and signed by your child's physician*)
- **Copy of Immunization Record** (**MUST** be updated annually)
- Toilet Learning Policy
- Medication Administration Rules
- Food Program Enrollment Form (**MUST** be updated on anniversary date)
- Enrollment Agreement (given upon child's enrollment)

### Enrollment Fees

The following fees must be received prior to your child's first day. Care will not commence unless the stated fees below have been received.

- Security Retainer equivalent to one week's tuition - **\$150.00** (to be applied to last week of enrollment for child)
- First week's tuition fee (may be brought on child's first day)

### Required Supplies

The following supplies are to be left at the preschool. All items will be placed in your child's cubby or in the bathroom in the child's labeled pocket behind the door. Clothing will be washed and rotated if soiled. Except, for items soiled with feces. These items will be placed in a disposable bag and placed outside by the front door per Colorado Health requirements. I will also notify you when your child's supplies need to be replenished.

#### TOILET TRAINED CHILDREN:

- Complete change of clothes including socks & underwear – **weather appropriate** (ie: winter=pants, summer=shorts)
- A favorite blanket or stuffed animal for quiet time

#### NON-TOILET TRAINED CHILDREN:

- **One** (1) complete change of clothes including socks – **weather appropriate**
- **PULL-UPS** (I require a package of pull-ups to be left for your child – **NO DIAPERS**)
- A favorite blanket or stuffed animal for quiet time

#### CHILDREN THAT ARE TOILET LEARNING:

- **Two** (2) complete change of clothes including socks – and shoes if available
- **Pull-Ups** (I require a package of pull-ups to be left for your child)
- **Please review the Toilet Learning Policy included in your Enrollment Packet**

#### REQUIRED SUPPLIES FOR SUMMER PROGRAM

- Swimsuit to be left at the preschool
- Small Towel
- Hat & Swim shoes (optional, however highly recommended as we visit sprayground parks in the summers.)
- **Sunscreen must be applied to your child prior to arriving each day in the summer months June through August** (I will reapply as needed throughout the day)

#### REQUIRED SUPPLIES FOR COLD WEATHER

- Sweater/Jacket or Coat appropriate for weather

- Snow & Cold Weather: Boots, hat, mittens (waterproof please), coat, snow pants – it is recommended to leave an extra set in your child's cubby as we visit the outdoors daily

## Hours of Operation

### Monday – Friday

7:00 a.m. to 5:30 p.m.

\*A Busy Child Preschool has a firm 5:30 p.m. closing time. I do not offer after-hours care.

## Late Pick-up Policy

**My program closes promptly at 5:30 p.m.** Late fees (\$1.00 per each minute late) will be assessed beginning at **5:30** p.m. and will be due upon arrival for children who are not picked up on time. **One** late pick-up is granted (must have a legitimate reason and may not exceed 15 minutes past closing, and the parent must notify me) without a late fee charge. After the one late pick-up has been used, late charges will be assessed for tardiness. This policy will be strictly enforced. **Habitual late pick-ups will result in termination of services.**

## Security Retainer

A non-refundable security retainer equivalent to one week of care (**\$160.00**) is required upon enrollment for your child. The retainer protects me from unexpected family departures. This retainer will be credited towards your child's last week of enrollment should your account be at a zero balance.

In the event your child does not begin enrollment on the agreed upon date, your childcare space will be forfeited and your security retainer to hold the space will become non-refundable.

**Morning Preschool Only:** A security retainer is not required for children enrolled in the Morning Preschool Program. However, a non-refundable annual registration fee of **\$50.00** is required.

## Tuition for Full Day Preschool/Childcare

**\$160.00 per week – ALL AGES**

Full-Time is considered attendance for 4 days or more per week. Please see the Current Tuition Rates schedule for additional tuition rates. **Tuition is paid in weekly on Monday morning for the week ahead.**

## Part-Time Enrollment

Part-time care is care that is provided for 3 days or less per week. Tuition for Part-time care is based on the amount of days contracted during the week and not hours. I do not offer Part-Time enrollment, however I do post rates in the event I find it necessary.

*For example:*

2 days per week = \$80.00/weekly tuition

3 days per week = \$120/weekly tuition

**Full tuition payment is expected regardless of attendance.** Requests to change contracted days must be made in advance. Due to capacity limitations, A Busy Child Preschool may not be able to accommodate changes to your contracted days.

## Enrichment Programs

A Busy Child Preschool offers Enrichment Programs with the help of community resources. Music class is offered every other Monday with a professional music teacher from Rhythm & Rhyme Tyme. We also offer weekly yoga class with a trained yoga instructor and is \$5.00 per class. Enrichment programs are subject to availability, and child participation.



## Morning Preschool Classes

8:15 a.m. to 11:40 a.m./12:15 p.m.

### PHILOSOPHY

I assist in helping the children to acquire a strong foundation in the knowledge and skills needed for school success. I believe an effective preschool environment is a place where children feel well cared for and safe. Our preschool is a place where children are valued as individuals and where their need for attention, approval, and affection are supported. In this environment, children can discover the world that surrounds them and develop the capacity to connect with others.

The Morning Preschool Class is appropriate for children ages 2 years until they enter Kindergarten. Our school year runs August through May with Summer Camp with planned activities for the months of June and July and the first week of August (if space is available). Tuition for the Morning Preschool is due in full on the 1<sup>st</sup> of every month. **Tuition is not based on attendance. Therefore, there will be no refunds or deductions for late arrivals or absences. The late pick-up fee of \$1.00/per minute applies to children who are picked up past their program end time of either 11:40 a.m. or 12:15 p.m. Monthly Tuition is based on the total amount of in-school days, and tuition will not be reduced regardless of school closings.**

### Overtime Rates & Late Fees

Late Pick-up Fee:	\$1 per minute
Late Payment Fee:	\$10 per day - beginning @ 5:30 p.m. Monday
After Hours Care:	\$1 per minute
Returned Check Fee:	\$35 and <u>any additional fees incurred</u>

### Definitions

**Late Pick-up Fee:** Late fees will be assessed beginning at 5:30 p.m. and will be due upon arrival. **One** late pick-up is granted (must have a legitimate reason and may not exceed 15 minutes past closing) without a late fee charge. After the one late pick-up has been used, late charges will be assessed for tardiness. This policy will be strictly enforced.

**Habitual late pick-ups will result in termination of services.**

**Late Payment Fee:** Accounts not paid in full by drop-off Monday morning (or as stated) will be assessed a **\$10 per day late fee** until payment is received. Care will also be suspended until the overdrawn account is paid in full. **\*All DPP or other state paid (including CCAP if our program is accepting either program) accounts are financially responsible for any late fees incurred that are not covered by your state financial program.**

**Returned Check Fee:** In the event of a returned check, Parents will be responsible for a **\$35.00** returned check fee **as well as any fees incurred** due to the returned check. All future payments may be required in cash, or with a money order.

### Tuition Payment Schedule

I have a "No pay, no play" policy. **Payments will be made in advance, and are due no later than drop-off time Monday morning each week.** If you do not have your payment in hand at drop-off, do not bring your child to me for care. I will kindly ask you to return with payment. Please note: Field Trips and extracurricular activities are NOT included in your child's weekly tuition.

### ABSENCES:

If your child will be absent for the week, payment must be received the Friday prior to the scheduled absence in order to secure your child's space. Payments not received by Monday morning will be assessed a \$10 per day late fee and you may also risk losing your child's space.

I will accept payment in the form of cash, personal check, electronic payment, or money order. Please use the envelopes located by the sign-in book, and place your payment in the front blue pocket of the Sign In/Out binder located on the Parent Sign-in table. Envelopes are available for you to place your cash payments in, be sure to label the envelope with your child's name. **Please make checks out to Babette Torres and not to the preschool.**

### **Electronic Tuition Payments**

I accept tuition via electronic payment, however only through ZELLE or Apple Pay. If you choose to use Zelle or Apple Pay to pay your child's tuition, please use the email address: **babs1076@icloud.com**.

### **Receipts**

Receipts will be given for upon request. I will also keep track of your tuition payments throughout the year for tax purposes. You will receive a Year End Tax Statement/W-10 by the end of January with the total amount paid for childcare/preschool services from the previous year. **Payments for field trips and extra curricular are NOT included on this statement, as field trip costs are not a part of your child's tuition and are not tax deductible (I do not claim it as my income).**

**Please note:** It is the responsibility of the parent to contact me for a W-10/Year End Tax Statement should your child no longer attend A Busy Child Preschool.

### **Drop-off & Pick-up Schedules**

A drop-off and pick-up schedule is required upon enrollment (included with the Enrollment Packet). Please state the actual times that you will be dropping off and picking up your child on this form. Please be as specific as possible, and allow yourself enough travel time to and from the childcare.

A 24-hour advance notice is required to make changes to your schedule with a 10-minute cushion allowed for drop-off and pick-up times.

### **Attendance**

Payment obligation is based on the time slot you agree to use for childcare, not on actual hours of attendance. Both full-time and part-time fees will be charged based on contracted days **including missed days due to illness, holidays, parent vacations, or snow days**. No refunds or deductions will be made for days your child is absent. You are paying for your child's slot as well as for my services.

### **Absences**

Parents are required to notify me by **8:30 a.m.** if their child will be absent for the day.

### **Schedule Changes**

Changes to your schedule must be made 24-hours in advance. If I am not informed of the schedule change, there is a possibility that I may not be able to accommodate you. In this event, you assume responsibility for your child's care and there will be no refunds if this occurs.

### **Drop-offs**

No drop-offs will be allowed between **10:30 a.m. to 2:45 p.m.** Our rest period is from 12:30 – 2:45, and children arriving at this time may disrupt those who are resting or sleeping. As my program is a structured, full-day program and I do not offer drop-in services or hours, I do not accept children after 10:30 a.m. Occasionally, you may find it necessary to drop your child off after 10:30 a.m. due to doctor's appointment, etc. Please notify me in advance so I may accommodate you. I apologize, but I cannot accept 10/10:30 arrival time on a consistent basis as it disrupts our activities, and your child's day as well.

### **After Hours Care**

As I am very busy with my own family after hours, I do not offer after hours care unless an emergency arises. Should you be faced with an emergency that will keep you from picking your child up on time, please notify me right away to avoid being charged a late fee. However, you will be subject to an after-hours fee of **\$60.00**. If your child remains in my care at my family's dinner time, I will offer dinner to your child. If my family has plans that evening, he/she will accompany us to the said event. You will be notified of where the event is and will need to meet us at the event for pick up.

Should you NOT notify me that you will be late in picking up your child, I will begin contacting your emergency contacts in an effort for someone to come and pick-up your child. I am not approved for overnight care, and am required to notify the department of social services or the police should I not be able to reach you or an emergency

contact. **Failure to pick-up your child or failure to notify me of a late pick-up may result in immediate termination of services. Habitual late pick-ups will result in termination of services.**

### **No-Shows/No-Calls**

Please be courteous and phone (or text) me if your child will not be attending that day! Two consecutive No-shows/No-calls may be grounds for immediate expulsion at my discretion. You will be responsible for two-week's tuition.

As I am busy attending to the children, it may be difficult for me to reach the phone. It is acceptable to leave a message on my voicemail if your child will be absent.

### **Leave of Absence**

I cannot hold a child's space while you are not working, on maternity leave, or for parent or child illness etc. **unless you continue to pay for your child's full tuition/space.**

## **Inclement Weather**

A Busy Child Preschool does not normally close for inclement weather **unless; the state has issued a state of emergency warning due to weather conditions and advises against driving.** Full tuition will be expected if A Busy Child Preschool must close due to weather-related situations where there is a power outage, water outage, or other unsafe conditions for the children in care. Parents will be notified to pick up their child should a power outage or water outage occur while children are present.

When planning your drive to work, please keep in mind that late pick-up fees will still apply regardless of road conditions.

## **Paid Holidays**

Payment is expected for holidays. If the holiday falls on a Saturday, A Busy Child Preschool will close in observance of the holiday the Friday before. If the holiday falls on a Sunday, I will close the following Monday. The school will be closed the week of Christmas. **Payment is required for these days.**

**A Busy Child Preschool will be closed in observance of the following PAID holidays:**

- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day & Day after
- Christmas **WEEK**
- New Year's Day

## **Vacations**

Each calendar year, A Busy Child Preschool will close for two weeks of **PAID** vacation. Parents will be given as much advance notice as possible, with a minimum of 30 days. However, vacations are usually provided on the Closing Schedule in December prior to the New Year. **Payment IS required for provider vacations.** Tuition for the closed week is due the **FRIDAY PRIOR** to the scheduled provider/school vacation. If payment is not made prior to the provider's vacation, the family may forfeit their child's space. **Parents are responsible for making other arrangements for care while A Busy Child Preschool is closed.**

## **Personal Days**

A Busy Child Preschool is allotted up to six **(6) PAID PERSONAL** days each calendar year. Parents are responsible for making alternate arrangements for childcare on provider's personal days.

## Substitutes

Should I need to be away from the preschool for a short amount of time due to unforeseen circumstances (emergency) or for doctor's appointments, substitute care may be provided by **Madi Fetzer (my 21 yro daughter)**, **Kasirah Fetzer (my 23 yro daughter)**, or my **mother-in-law, Kathy Mendez**. All substitutes have been fingerprinted and have complied to a Background Check with the Colorado Division of Childcare. They are also CPR & First Aid certified, and experienced with caring for children.

*\*Care of this nature is entirely dependent upon the schedule of the substitute provider(s) and may not always be available. In the event of an emergency, should a substitute provider not be located, parents will be phoned to pick up their child(ren).*

## Back-up Care

**Parents** are responsible for providing their own back-up care for illness, holidays, provider's vacations, provider's illnesses, and provider's personal days. I will do my best to provide you with references of other providers available, and to give enough advance notice when possible.

It is always a good idea to have other childcare arrangements available when placing your child into any childcare/preschool program. This ensures you have care available should your regular provider become unavailable. When interviewing providers, be sure to arrange alternate care as well as regular care.

## No Smoking Policy

**No Smoking** is allowed on the premises. The Colorado Clean Indoor Act states that all childcare facilities including private homes and vehicles that are used for childcare must be smoke-free. **Please extinguish your cigarettes safely before entering onto the property.**

## Open Door Policy

I maintain an open door policy to families with children enrolled in our program. Parents are welcome to visit A Busy Child Preschool at **anytime** during business hours. You are welcome to observe our program as long as you wish. Please understand I may not be available to give you my undivided attention as I am interacting with the children. Also, visitors tend to make the children behave in an excited manner that does not usually occur when I am alone with them. Your child may become upset when your visit is over and you leave without them. Please keep these things in mind when planning your visit.

## Signing In & Out

The state of Colorado requires your complete signature when you drop-off and pick-up your child. The Sign In/Out binder will be kept on the counter at the top of the stairs. Please be sure to sign your child in and out each day.

## Pull-ups

A Busy Child Preschool does not require children to be Potty Trained – however, we do require that all non-potty trained children wear Pull-ups. **NO Diapers please.** A package of Pull-ups must be left here at the preschool for your child (I supply wipes). Please label your child's Pull-ups with his/her name and I will notify you when your child's supply is running low. If it becomes necessary for me to supply Pull-ups for your child, you will be charged the following fee: **\$1.50 per Pull-up** and it will be added to the following week's tuition.

**\*Toilet Learned children who have not yet established bladder control during sleep periods are required to wear a Pull-up during naptime.**

## Sunscreen

Sunscreen **must** be applied to your child during the summer months of June, July, and August. **PARENTS are required to apply sunscreen ALL OVER their child prior to arrival every morning.** I will only **reapply** sunscreen as needed - after water activities, and again in the afternoons. A bottle of sunscreen will be available by the sign-in-book so that you may apply it to your child should he/she not have any sunscreen on upon arrival.

## Facebook & Instagram

A Busy Child Preschool uses Facebook and Instagram to share photos of our day, and announcements with families. Please find us on Facebook at: <https://www.facebook.com/babettesdaycare> and on Instagram at: [abusychild\\_preschool](https://www.instagram.com/abusychild_preschool). Both accounts are private and not shared publicly. Feel free to add us and see our day!

## Menu Board & Mailboxes

Each day I will post our daily menu on the white board at the entrance to the classroom. Please be sure to read this on your way out as I post what was offered at mealtimes each day. Each child will have a "mailbox" with his or her name on it posted on the stairs at the entrance of the classroom. Please be sure to check your child's mailbox daily for any crafts or activities your child may have completed throughout the day. This is also my best communication tool with families as I put important letters and other communication forms in there as well.

## Water Bottles

I will provide each child with their own water bottle with fresh water daily (parents may also supply a water bottle to be left here if you wish). The water bottles are placed conveniently on a low shelf so the children may have access to water at any time throughout the day. Water bottles are either color coded or "character coded" (Spiderman, Batman, Barbie, etc.) for each child to avoid mix-ups. Water bottles **must** remain at the preschool and may not be brought home. Baby bottles are not allowed.

## Monthly Newsletters

A Busy Child Preschool produces a monthly newsletter with a calendar of events and activities for all families enrolled. The newsletter provides you with important information related to our program such as: field trips, preschool lessons, special occasions, birthdays, holidays, and center closings. The monthly newsletter is my best form of communication for all families enrolled. It is important that you read this each month. The newsletter is also posted on the website at [www.abusychildpreschool.com](http://www.abusychildpreschool.com). Here you will also find previous newsletters as well.

## Arrival & Departure Procedures

The center opens at **7:00 a.m.** **If you arrive before 7:00 a.m., please DO NOT ring the doorbell as I will not answer. The front door will be unlocked at 7:00 a.m.** There is no need to knock or ring the doorbell, please let yourself in (you will be given the passcode to enter prior to your child's first day).

Please accompany your child into the classroom and sign them in. Your child will have his/her own cubby space to store their belongings and shoes in. Coats should be hung in the kitchen; each child has his own assigned coat hook. During the school year, I need to take my own children to school. Early arrival children (before 8:00 a.m.) will leave their shoes and coat on, as we will leave for school drop-off shortly after their arrival.

Children arriving will be instructed to wash their hands after coat removal - **All children and staff must wash hands upon arrival. Additionally, if your child is Toilet Learning or newly Toilet Learned, he/she must attempt to use the potty upon arrival.** As our mornings are busy with circle time, small group work, and centers, your child may be distracted and unable to quickly respond to an urge to use the potty. This will help eliminate accidents, which can be an interruption to our activities. Occasionally, you may wish to send someone other than yourself to drop-off or pick-

up your child for the day. Be sure to notify any persons doing so of the drop-off/pick-up time procedure. Always notify me should there be someone other than you dropping off or picking up for the day.

Any persons taking your place for drop-off/pick-up times should be listed on the Registration sheet under “**Persons Authorized to pick up my child**”. If they are not listed a written authorization from you is required. I will not release the child without your approval for both the protection of your child and myself.

To make drop-off time an easy transition for both you and your child, please carefully read through the following policies:

#### **Communication**

Though I am very open to any questions or concerns you may have about your child, drop-off and pick-up times are generally not the best times to discuss these concerns in depth. Instead, please feel free to phone me during naptimes or in the evenings when I am able to give you my undivided attention.

#### **Separation**

It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it's time to go home. Please be very brief (no more than 5 minutes) during these transition times. The longer you prolong the departure the harder it becomes for your child. Also, please keep in mind that I need to focus my attention on the other children. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed in the morning. In my experience, children are nearly always quick to get involved in the activities as soon as the parent leaves.

I highly recommend bringing in family photos of mom, dad, and any siblings to help ease your child's anxieties. Any other familiar or comforting objects are also suggested for the first two weeks, and will help in easing your child into the program. In the past, special items that belong to mom or dad have also helped the child to be more comfortable at drop-off times.

**Please do not leave without telling your child goodbye.** Young children's separation anxiety is often closely tied to fears of abandonment. It is important that they know that you will be returning for them at a designated time. By saying goodbye to your child, you are reassuring him or her that you will return and that you are not abandoning them. It is never suggested to “sneak out” – this will only add to your child's anxiety.

#### **Boundaries**

This is also a time of testing when two different authority figures are present (the parent and the provider). All the children will test to see if the rules still apply. During arrivals and departures, I expect parents to back up my rules. Please be in control of your child at all times. If you are not, I will remind the child that their behavior is inappropriate and take action to correct if needed. *(Please review **Facility Rules**).*

#### **Safety**

Please be in control of your child during pick-up and drop-off times. At pick-up, please do not allow your child to exit the home until you are leaving also. Children are not permitted to go out to their car unattended. All children should be restrained in an appropriate child safety seat upon arrival and departure. Colorado state law requires children ages **one to four years** and between **20 and 40 pounds** **must** be restrained in a forward facing car safety seat. Colorado law also requires that **children who are over age 4, but under the age of 8 ride in a booster car seat**. I am required to report incidences where a child is not properly restrained in a vehicle. In addition, I reserve the right to excuse a family if they refuse to follow the car seat safety law.

### **Meals & Snacks**

I participate with the federally funded **USDA Child and Adult Care Food Program (CACFP)**. Through this program I am provided with nutritional training that helps me serve nutritious meals to your child. Additionally, a representative from the food program visits my facility three times each year to observe our meals and inspect my paperwork. Each child in my care is enrolled in this program. I

Well-balanced snacks, and lunches are provided. Food is offered to your child, however your child is never forced to eat. Children will be encouraged to finish the food served to them before second servings are offered. **If your child**

will be arriving after the scheduled mealtime, please be sure to feed them before they arrive. This helps our day run smoothly. **\*\*Please note I do not serve breakfast.**

**Our meal schedule is as follows:**

**AM Snack:** 7:30 a.m. - 8:00 a.m. (during the school year)

**Lunch:** 11:40 a.m. - 12:15 p.m.

**PM Snack:** 3:30 p.m. - 3:45 p.m.

#### **Food from Home**

**\*\*Please do not bring food, gum, or candy from home\*\*.** Food brought from home will be put away or given to the parent to take home. If you would like to bring a snack to share with the entire group, please notify me ahead of time and I will be happy to plan it with our daily menu.

#### **Food Allergies**

Please notify me if your child has any known food allergies, so that I may provide you with the appropriate form that will need to be completed by your child's physician.

**\*If your child requires a modified diet, a physician's written authorization is required. Our Daily Menu is posted on the White Board at the entrance of the stairs.**

### **Dress for Play**

All children must arrive dressed and ready for the day. When dressing your child, please keep in mind that we do many "messy" activities such as painting, water play, playing outdoors, etc. Please do not dress your child in clothes you would not like to be soiled. Though I try my best to keep the children's clothes clean, sometimes this is not always possible.

#### **Outdoor Play**

I feel children need fresh air daily, and with weather permitting (15° - 20° minimum without wind chill) we play outside twice a day from 10 to 45 minutes depending upon the temperature. And weather conditions. In warmer weather, our outdoor time is lengthened and again, dependent upon temperature.

The following items are required for snow and cold weather:

- **Snow boots**
- **Heavy coat**
- **Mittens**
- **Hat**

The following items are required for summer and hot weather:

- **Swimsuit**
- **Towel**
- **Swim Shoes**

Lighter clothing such as shorts and tank tops should be worn in the summer and are not appropriate for cold weather.

**\*\*Open-toed shoes and sandals are not permitted in an effort to reduce the risk of injury and discomfort. Tennis shoes are more sensible for outdoor play when there is no snow on the ground.**

### **Equipment & Materials Usage**

Clothing will be protected during 'messy' activities (such as: painting, water play, etc.) with paint smocks that are available to the children. Children will be taught how and when to use the smocks. A Busy Child Preschool does not provide scooters, bicycles, skateboards, or rollerblades to the children.

## Quiet Time/Rest Period

All children under the age of five are required by state law to have a rest period while at daycare. Our rest period is from **12:30 p.m. to 2:45 p.m.** To avoid disturbing the children who are napping, please try not to schedule pick-ups at this time. If you must pick-up your child during quiet time, please notify me in advance so that I may have your child ready when you arrive. **No drop-offs will be permitted during quiet time.**

I believe children who rest during the day are better equipped to face the day emotionally and physically. If your child is under 5 years of age, please do not ask me to keep your child up at naptime. If you do not wish to have your child taking naps, my program may not fit your family's needs.

I will provide a quiet place for your child to rest. I will also provide each child their own rest cot, pillow and blankets. If your child has a special stuffed animal/doll or blanket to sleep with, they will be allowed to use them at this time. Children who do not fall asleep or wake early will be directed to quiet activities that will not disturb other sleeping children.

## Television Viewing

As we are pre-occupied with other activities throughout the day, television viewing is **very limited in my program.** However, it may assist in the busy transition of drop-offs and school departures early in the morning. Therefore, I will allow educational television programs for no more than 30 minutes each morning from 7:00 a.m. to 7:30 a.m.

Television is limited to age appropriate programs such as PBS, Nick Jr., or Disney. These shows may be Dora the Explorer, Go Diego Go, etc. Please speak with me if there are particular programs you do not want your child exposed to.

## Toilet Learning

Please read and sign the **Toilet Learning Policy** that is enclosed with the Enrollment Packet and return to me. **\*Children who have not yet established bladder control during sleep periods/quiet time are required to wear a Pull-up during naptime.**

## Toys from Home

Please do not allow your child to bring toys from home. Anything brought will be put away safely until the child is picked up. I encourage respect for others and this includes sharing. Oftentimes, children have a hard time sharing toys they bring from home. Also, since children share toys anything from home would have the potential to be damaged or misplaced.

## Behavior Management

Discipline shall not be associated with food, rest, or toileting. Children shall not be subjected to discipline that is severe, humiliating or frightening. The goal of discipline is to help children see the sense in acting a certain way. This is a time consuming task, and it is important we remain realistic in the expectation of the behavior of each child. The child's developmental age and stage must be taken into consideration.

I have rules in place to insure safety, comfort, and happiness for all. I like using positive reinforcement and guidance based on individual needs and development. I like giving choices and giving praise for positive behavior. Distraction, Re-direction, and Natural Consequences are common practices used for Behavior Management.

As a last resort, I will use supervised "shadowing" (the child will remain at my side, one minute for each year of age) to allow the child time to calm down. Privileges may also be removed if it is age appropriate. The "shadowing" method will not be used for children under 2 years of age as this is not developmentally appropriate practice. Very young children should not be isolated, nor should they be ignored or left without proper stimulation. Toddlers who do not understand why their behavior is unacceptable will be gently re-directed to more acceptable behaviors or



activities. I will be very direct in letting you know of problems as they arise. If there are any problems that concern you as a parent or me as a provider, please discuss them with me openly and honestly. Comments and suggestions are always welcome.

### **Biting Policy**

Biting will not be tolerated and to ensure the safety of the children in care I will enforce a strict biting policy. If a child bites or begins to bite the child and the child's parents will have two weeks to correct the aggressive behavior or childcare services will no longer be available.

A Busy Child Preschool understands that biting in young children is typical in normal early childhood development. However, I do believe it is in the best interest of the children placed in care to set limits for aggressive behaviors such as biting, which has the potential to harm others. Biting can occur for many different reasons such as:

- Anger
- Frustration
- Over Stimulation
- Fear
- Teething
- Lack of Language
- Attention
- Reaction
- Curiosity

It is my goal to recognize triggers that cause biting and redirect a child before the incident occurs. In the event I am unable to intervene the following steps will take place:

- I will first attend to the bitten child by comforting and then cleaning the bitten area with soap and water. Ice will be applied if bruising occurs.
- The child who did the biting will be removed from the setting and in an age appropriate manner I will explain that the behavior is unacceptable: "Biting hurts", or "We bite food, not people". Care will be taken not to reward the child that did the biting with extra attention.
- The incident will be documented on an Accident/Incident form that will need to be signed by the parent of the biter and the provider. The parent will receive a copy of the signed form, and the original will be placed in the child's file.
- A Busy Child Preschool will **not** identify the child who did the biting to the parents of the bitten child and may not give out medical or other information on the biter per Colorado state Childcare Regulations.
- Parents will be asked to work with their child in discouraging the aggressive behavior.

### **School Rules**

At A Busy Child Preschool rules are in place for the health and safety of the children. I also believe rules help in developing a child's own sense of self-control. I teach respect for other people and respect for property, and achieve this through compassion and consistency. Please take the time and review the following with your child (ren):

- **Follow directions given by parents or teachers**
- **No outside food or drink is permitted**
- **No Gum or Candy**
- **No roughhousing or wrestling**
- Walking feet used Indoors
- People are not for hurting - keep hands and feet to ourselves
- Quiet Voices - use inside voice indoors
- Furniture is to be used correctly - not for climbing or standing
- Always clean up after yourself
- No mistreatment of toys (throwing - kicking), belongings, or home
- Children must sit at the table and remain seated for meal times (no walking around with cups or food)
- Always tell the truth
- Always use good manners
- Please do not allow your child to hang on the gates or railings on the stairs

### **Damage to Property**

Children are expected to be respectful to personal property and furnishings (including personal belongings of other children in care). Normal wear and tear is anticipated. However, parents will be responsible for intentional damage to property (including toys) through destructive behavior. Reimbursement is due with the following week's tuition.

### **Transportation & Field Trips**

Regular field trips are a part of our program. This may include trips to nearby parks or the library. Please be sure to arrive in plenty of time before the scheduled field trip. If your child is not present at the designated departure time, you will be responsible for finding us at our destination that day.

I will do my best to plan the month's activities and post them in the monthly newsletter with a monthly calendar that has all of our activities listed.

### **Health & Illness Policy**

State law requires that every child in a childcare/preschool setting have an up-to-date statement of health (or physical), signed by a physician. This is a requirement that must be met prior to your child's first day. A new health statement will be required **annually** from the date of the physical. The law also requires an up-to-date Immunization record be on file for each child enrolled. A Busy Child Preschool requires all enrolled children to be immunized, and to provide proof of immunizations upon enrollment. Additionally, your child must remain up-to-date with his or her immunizations. Please provide us with a copy of your child's immunizations record when he/she has received any new immunizations.

I operate a "well" child facility. Please do not bring your child to school if he/she is feeling ill. If you are unsure whether your child should remain home or attend school, ask yourself the following questions:

- Is he/she noticeably uncomfortable and/or irritable?
- Is he/she difficult to console?
- Is he/she fully able to participate in daily activities and routines?
- Do I not want my child participating in regular daily activities such as outdoor play or field trips?

As a rule of thumb, your child should be able to actively take part in our daily activities and routines as he/she normally would. Please consult the list below to determine whether your child is exhibiting symptoms that require exclusion:

- Fever of a **101°** (or higher)
- Contagious diseases (chicken pox, measles, etc.)
- Vomiting
- Diarrhea
- Tired, lethargic, or cannot participate in play or group activities
- Impetigo
- Rashes that are weeping
- Pink Eye or other eye infections (*child may return to care after a full 24-hours of antibiotic eye treatment or doctor's approval*)

I will contact you to come and get your child in the event he or she becomes ill while in my care. You will have one hour (dependent upon situation) from the time I call and speak with you to pick-up your child. I do accept children with common colds and other minor ailments. ***Please remember, your child will need to be able to participate in our daily activities and outings. If you do not want your child to participate in our daily activities such as outdoor play, field trips, etc. please keep them at home. Activities will not be canceled for children who are not feeling well.***

Please notify me at once if you find out your child had a contagious illness so that I, my family and the other childcare parents may respond appropriately. I will notify you if your child has been exposed to any contagious disease. I do require emergency numbers where the parents can be reached at all times, should the need arise.

### **Medication Administration**

A Busy Child Preschool *prefers to avoid* administering Prescription or Non-Prescription Medications to children in care. Parents are asked to administer necessary medications to their child at home whenever possible. If medication is absolutely necessary during school hours, a Medication Administration form **must** be completed and **signed by your child's physician** for both **Prescription** and **Non-Prescription** medications. A Health Care Plan provided by a physician is required for children with severe allergies, asthma, or other on-going medical conditions.

For the safety and well-being of your child, I **MUST** be notified if your child was medicated prior to arrival (this includes both Prescription and Non-Prescription Medications). I will need to know the following information: *medication name, time of dosage, and the amount of medicine administered.*

***\*Please read, sign, and return the Medication Administration Rules form that is included with your child's Enrollment Packet.***

### **Miscellaneous**

I reserve the right to make changes and to update the Policy Handbook throughout the year. Parents will be notified in writing should a change in policies occur. If needed, I will update my contract to comply with any changes made to the Colorado State Childcare Rules & Regulations.

### **Pets on Premises**

My family has two small dogs, Brodie and Bella (Shih Tzu & Chihuahua), they are 10 years old. Both dogs are kept separated from the children inside, but may interact with them on occasion outdoors. They are very child-friendly, and have been certified healthy by a veterinarian, and are current with their shots and vaccinations.

### **Recalled Toys & Equipment**

A Busy Child Preschool checks the CPSC website (<http://www.cpsc.gov/>) regularly for any recalled toys, equipment, or furnishings that are or may be used by the children enrolled. Any items recalled are promptly removed and sent to the manufacturer if necessary. Please notify me should you become aware of any recalls you may feel are pertinent to our toys or equipment.

### **Emergency Procedures**

Your Enrollment Packet includes an Emergency Procedures Form. Please read, sign, and return this form with your child's enrollment packet. The copy is for your records for future reference.

### **Obtain Official Rules Regulating Family Child Care Homes**

Parent's and guardians may obtain a copy of the Rules Regulating Childcare Homes by checking the facility's copy located in the Family Resources binder on the Parent Sign-In Table. Additionally, a copy of the Rules Regulating Childcare Homes may also be obtained at the Colorado Department of Health's website: <http://www.cdhs.state.co.us/>. Click on 'By Agency' and then the 'Child Care' link.

## Receipt of Handbook of School Policies

(Initial and return to teacher)

By initialing each policy below I am indicating that I have read each policy thoroughly, and agree to abide by each of the policies set forth in the School Policies Handbook. Should I have any questions, I will be sure to discuss them with the provider before enrolling my child in the program.

\_\_\_\_\_ Admission & Enrollment

\_\_\_\_\_ Back Up Care

\_\_\_\_\_ Withdraw from School

\_\_\_\_\_ No Smoking Policy

\_\_\_\_\_ Annual Renewals

\_\_\_\_\_ Open Door Policy

\_\_\_\_\_ Enrollment Procedures

\_\_\_\_\_ Signing In & Out

\_\_\_\_\_ Hours of Operation

\_\_\_\_\_ Sunscreen

\_\_\_\_\_ Late Pick-Up Policy

\_\_\_\_\_ Facebook & Instagram

\_\_\_\_\_ Security Retainer

\_\_\_\_\_ Menu & Mailboxes

\_\_\_\_\_ Part-Time Care

\_\_\_\_\_ Water bottles/Monthly Newsletters

\_\_\_\_\_ Enrichment Programs

\_\_\_\_\_ Arrival & Departure Procedures

\_\_\_\_\_ Morning Only Preschool

\_\_\_\_\_ Meals & Snacks

\_\_\_\_\_ Overtime Rates

\_\_\_\_\_ Dress for Play

\_\_\_\_\_ Tuition Payment Schedule

\_\_\_\_\_ Equipment & Materials Usage

\_\_\_\_\_ Receipts

\_\_\_\_\_ Quiet Time/Rest Period

\_\_\_\_\_ Drop-off & Pick-up  
Schedules

\_\_\_\_\_ Television Viewing

\_\_\_\_\_ Attendance

\_\_\_\_\_ Toilet Learning

\_\_\_\_\_ Inclement Weather

\_\_\_\_\_ Toys from Home

\_\_\_\_\_ Holidays

\_\_\_\_\_ Behavior Management Policy

\_\_\_\_\_ Vacations

\_\_\_\_\_ Field Trips

\_\_\_\_\_ Personal Days

\_\_\_\_\_ Health & Illness Policy

\_\_\_\_\_ Substitutes

\_\_\_\_\_ Miscellaneous

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature(s): \_\_\_\_\_ / \_\_\_\_\_