



## **Parent Handbook**

### **Mission Statement**

It is the mission of Little Spuds Christian Preschool that early childhood should be a time of fun, warmth, security, exploring and discovery. Preschool children are creative and receptive: the staff strives to nurture and encourage these qualifications in the children who attend.

Our purpose is to provide an atmosphere that encourages social, emotional, physical, intellectual growth and development of the child as a whole.

Planned within the framework of philosophy and purpose, Little Spuds Christian Preschool's curriculum includes sharing and conversation, stories, songs, finger plays, Bible songs, creative art activities, crafts, games, large muscle activities, cooking, Bible stories, science projects and nature activities. The children are exposed to colors, shapes, numbers, letters, classifying, sorting, matching and celebration of birthdays and holidays.

### **Enrollment**

Little Spuds Christian Preschool is an equal opportunity provider of childcare services. Applications for enrollment are accepted without regard to race, religion, sex or national origin.

Little Spuds Christian Preschool reserves the right to refuse the enrollment of any child or to ask parents to make alternative arrangements for the care of a child enrolled in our program.

We request that you read this parent handbook for all Little Spuds Christian Preschool's policies and procedures, and that you complete and sign all enrollment forms. The registration fee and the first week's tuition are due on or before the first day of your child's attendance.



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### Illness/Good Health

I understand I will be notified should my child become ill during the day, and that it will be necessary to make arrangements to have my child picked up as soon as possible after notification. Your child must be fever free and symptom free for 24 hours before returning to school. If a child is exposed to a contagious disease, I agree to notify the Director. A designated employee may administer properly labeled medication. We will give medication at noon. I understand that I must authorize this administration on the required form on a daily basis.

### Daily Sign In/Out

I agree to complete the sign in/out procedure every day. I understand I will receive a special I.D. code that enables me to sign my child in/out daily. I will also be able to check my account from the check in/out computer and receive any important messages or reminders. I agree to drop my child off no later than 10:00 a.m.

Your child must be “clocked” in and out by parents, or a person you have specifically authorized, whose name is listed on the child’s enrollment card and emergency card. The person that clocks your child/children in or out **MUST** be 18 years or older. **NO CHILD WILL BE RELEASED TO ANYONE WITHOUT YOUR AUTHORIZATION.** If custody is an issue, we must have a notarized court order on file outlining the custody arrangement. Identification will be requested from any person picking up your child.

**PLEASE DO NOT LEAVE YOUR CHILD(REN) UNATTENDED OR UNSUPERVISED FOR ANY REASON!**

At the end of the day, when you pick up your child, collect his/her belongings, notify the teacher of his/her departure and clock out.

### Emergency Evacuation

Evacuation drills are held regularly at Little Spuds Christian Preschool. Should an emergency occur which requires evacuation of the preschool you will be notified



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as soon as possible, and you will be asked to pick up your child if the emergency is expected to last a significant length of time.

### **Immunizations**

In compliance with the Department of Health & Welfare, we must have a copy of your child's immunizations at the time of enrollment. It is up to you to bring us an updated copy of your child's shot record with each immunization they receive. We do accept the Idaho Immunization Exemption Form.

### **Group Placement**

Upon enrollment, your child will be placed in a class based upon his/her chronological age. We enroll children from ages 6 weeks to school age. The children do not have to be potty trained to enroll, however, children may not advance past the toddler program until they are potty trained.

Each child's advancement to the next class is based on chronological age, developmental readiness and availability of space. Children are typically advanced to the next age group with the transition of the school year.

In the early mornings and late afternoons, age groups may be mixed. Children arriving early or leaving late may be assigned for a brief time to a transitional room where they are grouped according to individual needs, interests, capabilities and differences.

### **Nap Time**

All preschool aged children need some portion of the day to rest and relax. They will lay down for a nap in their classroom for approximately 1.5-2 hours. Please take your child's nap sheet and blanket home every Friday to be washed. Don't forget to return on Monday.



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### **Toys**

We ask that all toys stay at home with the exception of an occasional "Share Day". Share Days will be announced by the child's teacher and differs per classroom.

### **Medication**

We will be able to administer medication to your child at noontime only. A medicine permission slip must be filled out and completely signed by you prior to administering the medicine. All medication needs to be labeled and in its original container.

### **Lesson Plans**

Every Monday inside your child's classroom will be posted a lesson plan for the week. It will tell you what their daily activities will be. Be sure and take a few minutes to read over the lesson plans. This applies to the school year only.

### **Newsletter/Menu**

At the first of each month you will receive a newsletter that will inform you of the activities that will be happening at the school. You will also receive a menu for the month.

### **Special Events**

The preschool schedules several special events throughout the year. The special events are designed for all parents, friends and family members to get together and enjoy themselves with their child. We have open house, grandparent's day, Harvest Carnival, Thanksgiving Feast, Christmas Program, Spring Program and many more fun party days and activities.

### **Referral Bonus**

If you recommend our school to someone and they enroll their child, you will receive a week's tuition for free after that child has been enrolled for eight weeks.



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### **Good Hygiene Practice**

Children need to develop positive health habits. We practice hand washing before and after meals and snacks, after toileting and other times during the day as necessary.

### **Nutrition**

Our goal is to ensure all children are served a nutritious breakfast & lunch which constitutes two-thirds of the recommended daily dietary allowance, whether the preschool or the parent provides the meal.

We provide breakfast, lunch and afternoon snacks with items selected from two of the four food groups (fruit/vegetables, milk, meat, and bread/cereal).

Menus will be emailed home at the beginning of each month.

### **Toilet Training**

We accept children who are not potty trained. We believe toilet training should start at home and we will do everything to work with your child while he/she is at school. We will encourage and assist your child in potty training and will offer praise when your child tries or is successful. We will send home a toddler report daily that will show how many times your child went potty.

### **Allergies**

If your child has allergies, please discuss them with the Director and your child's teacher. Their allergy will be posted in their classroom.

### **Daily Maximum**

We have a daily maximum of 10 hours for children. Children are not to be at school for more than 10 hours in a day.

### **Infant Hours**

Our infants (ages 0-12 mos) have limited hours available of 7:30 a.m. to 5:30 p.m. Infants can only be in attendance from the hours of 7:30 to 5:30.



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**Holidays:** I understand that the Preschool is closed for the following holidays, and I am aware that there will not be a tuition adjustment for these days. If the holiday lands on a weekend, the holiday will be observed on either the Friday before or the Monday after:

New Year's Eve	New Year's Day
Presidents Day	Good Friday
Memorial Day	Independence Day
Juneteenth	Martin Luther King Day
Labor Day **	Thanksgiving Day and day after
Veteran's Day	Christmas Day
Christmas Eve	

**Labor Day:** We will closed the Thursday and Friday before Labor Day for teacher in service. Tuition will remain the same.

**Absence, Illness and Vacation Policy:** I understand that tuition remains the same regardless if my child is sick or absent. I understand that I can take a scheduled one week vacation a year, (after being at the Preschool for one year) and not have to pay tuition. I will give the Director a two week notice before my vacation time. Vacation credit may not be used for your child's last week at Little Spuds Christian Preschool.

**Release of Child:** I understand that my child will be released only to the people listed on the green emergency card and child enrollment emergency form. I will advise the Director if someone else will be picking up my child, if they are not already on the green card and child enrollment emergency form. Little Spuds Christian Preschool's employees will require proof of identification from anyone arriving to pick up a child that they have never met.

**Enrollment Forms/Shot Record:** I understand I must provide a shot record for my child on or before his first day of school. If he/she is not up to date, I agree to get his/her shots current. I understand I must fill out all enrollment forms that are required by Idaho licensing and Little Spuds Christian Preschool. I understand I must make you aware of any changes that may happen while my child is enrolled at Little Spuds Christian Preschool. Example: Change of address, phone number and business number. We do accept Idaho Immunization Exemptions.



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### **Biting Policy**

In consideration of the health and safety of the other children, the following steps shall be taken when biting occurs:

1. First Incident, the child will be sent to the office to think about what has happened. The parents will be notified.
2. Second Incident, the parent will need to pick up the child immediately and take them home for the day.
3. Third incident, see second incident.
4. If biting occurs more than 3 times, a parent/teacher/director conference will be scheduled. The child may be withdrawn from the Preschool.

### **Discipline**

At Little Spuds Christian Preschool we seek to build a child's self-esteem by helping him/her to develop self-control and responsibility for his or her actions. We never use physical punishment or belittle a child in any way.

To minimize the need for disciplinary action, a few, simple and understandable rules are established. These rules set the limits of behavior for the safety and protection of the children. Adults are firm, supportive and consistent in their approach. Our goal is to help each child achieve self-control.

Children are encouraged to use language to resolve conflicts whenever possible, or are redirected to alternate activities as necessary. A child may be required to choose a different activity or refrain from interaction with other children until he or she can regain appropriate control. In this way, children learn acceptable group behavior and develop positive techniques to solve their own problems.

### **SNOW DAY**

Little Spuds Christian Preschool will be closed for inclement weather when the Post Falls School District is closed.



### Financial Agreement

**Registration Fee** \$150.00 (per family) **Rate** \$\_\_\_\_\_ per week.

Accounts are billed each Monday for the current week of childcare.

**New Enrollments:** Tuition for the first week and the registration fee is due on the child's first day of school. All required paperwork and immunization record is also due on the child's first day of attendance. Payments can be made in advance at any time or can be deducted from your checking account using our Tuition Express form.

We have several options for payment. You may pay by check or cash to the drop box provided. You may also pay online at [myprocare.com](http://myprocare.com). Please ask your director for more information. Paying by credit card is subject to a 2% processing fee.

Additional Fees will be added to your account and are required to be paid for any of the (but not limited to) following reasons:

**Late Pick-up:** There is a late pick-up fee of \$25 if you pick your child up past 6:00. Please call us as soon as possible to let us know you are running late. The late fee is incurred regardless if you call or not.

**Late Tuition:** Tuition is due in advance on Monday of each week and must be posted by Wednesday at closing for the current week of attendance. If payment is not received by Wednesday at closing, a late fee of \$25 will be charged. For monthly payments, they are due by the 7th of each month and considered late by the 10th.

**Monthly Tuition:** Monthly tuition, including ICCP co-payments, are due by the 7th of each month.

**Withdrawal:** Little Spuds Christian Preschool requires a 2-week minimum written notice if you would like to withdraw your child from our center. If no written notice is given the tuition will be due for 2 weeks from the last day of attendance. No split week is allowed.

**Child's Inventory:** A minimum fee of \$1.00 will be charged per item (i.e. diapers, wipes) used by your child and provided by Little Spuds Christian Preschool. Please keep your child's inventory stocked of supplies prior to each week.





### Financial Agreement

**Returned Check:** A charge of \$25.00 will be assessed on returned checks. After the third returned check, your account will be placed on a cash basis thereafter.

**Registration Fee:** All families pay a non-refundable registration fee of \$150.00.

**Re-Registration/Material Fee:** An annual, non-refundable material fee of \$55 is due every September 1st. The annual, non-refundable material fee is due at the time of registration.

**Tuition Express:** We offer a program called Tuition Express. You can have your tuition automatically taken out of your checking account or credit card on the 7<sup>th</sup> of each month. Ask the Director for a tuition express application.

**Vacation Policy:** One week's vacation is earned **after** one year of attendance. You may take your vacation week any time after one year **with a 2-week written notice**. Your child may not attend during the vacation time. This time must be taken Monday-Friday. No split week is allowed.

\*Failure to pay outstanding balances upon withdrawal from Little Spuds Christian Preschool will result in further collection efforts such as third-party collection agencies or legal action. Should an outside source become necessary to collect debts you will be responsible for any fees incurred.

\*Little Spuds Christian Preschool reserves the right to terminate services at any time. Including if your account becomes delinquent 2 or more weeks owed, and/or exceeds a balance of \$500 or greater.



### **First Day Items**

All children (1 years and up) will need:

1. One complete change of clothing, including socks to keep in child's cubby.  
(Items should be in a zip lock bag labeled with child's name)
2. Sweater or jacket (labeled with child's name)
3. Blanket and crib sheet (labeled with child's name), if used for nap time
4. Copy of Immunization Record or Exemption Form
5. Sippy Cup or Water Bottle

Infants 0-12 months need:

1. Change of clothes (at least 2)
2. Crib Sheet
3. Bottles (2 preferred)
4. Formula or breast milk
5. Diapers & Wipes
6. Swaddle blanket

### **PROPER ATTIRE FOR SCHOOL (3 years and up)**

1. PLAY CLOTHES! The children will be playing with materials that will be messy and dirty at times. They will be explorers of their world.
2. Closed toe shoes.
3. Appropriate clothing for the season (i.e. gloves/hats for winter, short sleeves for summer)



### Registration Form

Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Age \_\_\_\_\_ Start Date \_\_\_\_\_

**Please Circle:** Days Attending: M T W TH F

Parent/Guardian Name: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Work Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_ Work Hours: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Work Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_ Work Hours: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_



### Registration Form

#### HEALTH & PHYSICIAN INFORMATION

Physician Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Health Issues we should be aware of: \_\_\_\_\_

Allergies (Circle One): Yes / No Explanation of Allergy: \_\_\_\_\_

\_\_\_\_\_

Plan of Action for Allergy (Benadryl / Epi Pen, etc.): \_\_\_\_\_



### **Photo Release Form**

I, \_\_\_\_\_ (circle one) do / do not give permission for Little Spuds Christian Preschool to use photographs of my child, \_\_\_\_\_ (child's name) taken at Little Spuds Christian Preschool. These photos may be used for such things as Facebook, promotional materials, websites, posters, slideshows and around the center. I understand that these photos will be used solely for Little Spuds Christian Preschool.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

Please indicate below which items you would be comfortable with us using your child's photos.

\_\_\_\_\_ Website

\_\_\_\_\_ Posters/Bulletin Boards around the Center

\_\_\_\_\_ Little Spud Christian Preschool's Facebook Page



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

I have read and understand the Parent Handbook provided by Little Spuds Christian Preschool. I agree to abide by the handbook of Little Spuds Christian Preschool.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I have received a copy of the Financial Agreement.

I understand my tuition will be \$\_\_\_\_\_ per week, or \$\_\_\_\_\_ per month. I understand payment is due at the beginning of each week. If I choose to pay by the month my payment will be due by the 7<sup>th</sup> of each month. I understand the late payment policy explained under "Late Tuition" in my policy agreement form, I agree to pay the late fees if tuition is late.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date