Exploring Our World Preschool
Learning Our Individual Way

Owner: Nina Adams
344 Fairview St Carlisle, Pa 17015
717-609-5197
EOWPRESCHOOL@GMAIL.COM
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Introduction
The purpose of this document is to inform you of the policies in place at Exploring Our World Preschool. You will be asked to review this document every 6 mths. Please keep in mind that, although I operate within my home, I will maintain structured business practices.

Statement of Faith
I commit to following Jesus’ message of unconditional love. I want my life to be filled with the things that he desires - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. I commit to modeling these things for your children, while encouraging and guiding them to live the same way.

Supervision and State Regulations
As a state-registered Family Child Day Care Home, I follow the regulations set forth by the PA Department of Public Welfare, and am subject to random inspection. I am authorized to care for six unrelated children aged newborn to 12 years of age. My own children and nieces/nephews do not count in this ratio.
The sections below are alphabetized for your convenience

Birthday and Holiday Celebrations
- We celebrate your child’s birthday on their birthday if they are present or the Friday closest to their birthday if they do not attend the day of their birthday.
- Families are welcome to bring in a treat to share with the fellow friends. I do ask you keep allergies in mind when making or purchasing the treat, the allergy list is located at the parent information board on the entry door.
- Typically we celebrate one holiday a month with a class party.
- A sign up will be posted on signup.com and you can login and sign up to donate to the party. Donations are not required and are voluntary.
- If there is a special holiday you would not like your child to participate in please give Ms. Nina a months’ notice so that accommodations can be made.

Clothing
- Children are taken outdoors, unless weather is in advisory, please dress your children in appropriate attire to get messy and be comfortable to play without restriction.
- Children must arrive dressed and ready for the day. Pajamas and slippers are only appropriate attire for Pajama Days.
- 2 season appropriate sets of clothing are required to be kept here, for use in case of accidents or possible messy play.
- Parents need to provided season appropriate garments and foot wear:
  - **Fall**: Rain Boots, Warmer Jacket, Hat, Gloves, Bug Spray
  - **Winter**: Snow Pants, Boots, Warm Winter Coat, Gloves, Hat, Scarf
  - **Spring**: Rain Boots, Warmer Jacket, Hat, Gloves, Bug Spray
  - **Summer**: Sunglasses, Swim Suit, Swim Diapers, Sunscreen, Sun Hat, Water Shoes

  Please label items with your child’s name.

Curriculum
Multisensory learning is learning that involves two or more of the senses within the same activity. Like adults, children take in information about their world in a variety of
ways: auditory (through their ears), visual (through their eyes), tactile (through touch),
and kinesthetic (through body movements).
When young children use multiple senses to process new information, they learn by
doing what they do best – investigating, exploring and discovering. For this reason, Ms
Nina believes that the best way for children to learn is to allow them to: See it! Hear it!
Do it! and Touch it!

**Diaper Changing**
- Diapers are provided by parent.
- Children are changed at the changing station.
- Diaper changing area will be sanitized after every use.
- Training chairs are used and sanitized after each use.
- Provider will provide fragrance free wipes.
- Cloth Diapering is welcomed but liners, clips, and covers will be provided by parent.

**Drop off and Pick Up**
- Only authorized individuals will be able to pick up your child. Please notify provider if
  someone other than normal parent will be picking up child.
- If a parent is unreachable and child is not picked up at scheduled time, emergency
  contacts will be called.
- Contracted times and days are flexible with at least 24 hr notice.
- If parent is going to be late picking up the child, every effort must be made to
  contact the provider.
- A late pick up fee of $30/ day will be charged for any pick up after 4:30, unless other
  arrangements have been made between yourself and provider.

**Fees:**
- The provider will charge additional fees as follows: Damaged property, possibly
  additional field trip fees. You will be notified a month in advance of any additional
  field trip fees that may be charged.

**Guiding Children’s Behavior**
- Time Outs are given if a child is making a dangerous or poor choice such as hitting,
  biting or hair pulling.
- If a behavior is extreme, provider will be discussing with parent and together we can
  come up with a behavior plan.
We encourage positive and fruitful behaviors in our classroom, by setting expectations and giving fruit stickers to add to a fruit tree hanging in the classroom. When they fill their fruit trees they earn a prize from the prize box.

- Love each other
- Patience when it seems difficult
- Gentle Touch
- Kind Words in a Kind Voice
- Share Our Joy
- Find a Fix and Keep it Peaceful

**Illnesses**

- As a provider I will be making every effort to help prevent the spread of germs while in my care. We practice hand washing before eating and after potty. Any played with toys get a weekly disinfectant wipe down.
- Please keep your child home if they are vomiting, fever over 100, 3 or more diarrhea episodes, pink eye, and strep throat or if they have other contagious illnesses. I ask we do this as to be respectful to our friends and my family.
- Headlce will require a doctor note that child is clear and able to return to school.
- Children may return after a full 24 hours of being fever, vomit or diarrhea free.
- If your child is injured while in my care first aid will be applied and the parent will be contact if necessary. You will also receive a Boo Boo Report at pick up explaining what happened and what first aid was applied.

**Mandated Reporter**

I am a state-mandated reporter and am required to report any suspected cases of physical or sexual abuse or neglect. If I have reason to believe that your child has been abused or neglected, I will report the situation to my licensor or to the local child protection office.

**Meals**

- Provider will be providing a Breakfast, Lunch & AM, PM Snack.
- Food will be served according to the Nutrition First Sponsor Requirements.
- Provider provides drinks: Milk, Juice or Water.
- For party day foods, please see the Allergy Sheet at the Parent Station.

**Medical**

- Health Report must be filled out and completed within 30 days of enrollment and once a year after.
• Medication must come with written instruction and a signed note from the parent.
• Medication must be in the original bottle.

Open Door Policy
Parents may visit any time your child is in my care.

Payment
• Payment is due weekly before services are provided and is considered late if not paid before services.
• If a payment is not made on time, the following fee will apply: $10/ day beginning the first day of nonpayment.
• Accepted methods of payment includes personal check & electronic draft. Please make checks payable to: Nina Adams
  • If a personal check is returned due to a lack of funds, the parent/guardian must pay a $ 35 returned check fee.
  • If a check is returned more than one time, only cash will be accepted as payment.

Payments during Holidays, Vacations, and Other absences
• The provider will not be open for business on the following Holidays: Christmas Eve Day, Christmas, New Years Day, Veterans Day, Thanksgiving, Black Friday, Good Friday, Memorial Day, Labor Day, 4th of July. Parents are expected to pay for care on those Holidays. If one of these holidays is on a Saturday or a Sunday, the daycare will be closed the Friday before in observation of the holiday. (Indicated with Red on the yearly calendar)
• The provider will take 10 days Vacation during the School Calendar Year and will give parents 2 week’s notice of such upcoming vacations. Parents are expected to pay for care on those vacation days. (Indicated with Blue on the yearly calendar)
• The provider has 5 Days PTO time and no tuition is due for these days. (Indicated with Yellow on the yearly calendar)
• Parents are not expected to pay during their scheduled vacations up to 5 days.
• If a parent plans on taking a vacation and the child will not be in care, the provider must be given 2 weeks’ notice.
• When the provider is ill and unable to provide care, she will make every effort to provide as much notice as possible. Parents are not expected to pay on provider sick days.
• When a child is ill, the parents are expected to make every effort to give the provider as much notice as possible. Parents do not pay for the first 5 sick days, after the 5th sick day payment is required for missed days.
• If a child does not arrive for the day and no notice has been given to the provider, parents are still expected to pay the daily rate.
• For extreme weather (snow days/ ice) I will be open, Payment is required for these days but use of a vacation day is permitted.
• If Governor issues state of emergency, daycare will be closed, and no payment is required.

Termination Procedures
• This contract may be terminated by the parent(s) or the provider. A 2 week notice prior to the last date of care is required. The provider may immediately terminate this contract without any notice if payment is not made on time.

Toys from Home
• I love to have children bring favorite toys from home to share with us but the toys will need to be shared. If it is something you think your child will have a difficult time sharing please leave it at home.
• I do understand that children have special stuffies or lovies that help them feel cuddled, these are permitted but will be kept in our personal cubby unless needed.