



PARENT  
HANDBOOK

PLEASANT GROVE  
ACADEMY

**“Inspiring Young Minds to Learn”**

## Non-Discrimination Statement

Pleasant Grove Academy does not discriminate based on race, creed, color, disability or religion.

## Requirements for Enrollment

When you enroll, your child there will be some necessary paperwork to be filled out. Required forms include **immunizations certificate, DSS 2900, medical release forms, social security card, and birth certificate**. All this paperwork will be available to you and help will be provided for you when you meet with the director. All paperwork should be completed promptly and returned to the director. You will also receive a copy of this handbook, fee schedule, and a summary of the licensing regulations for family day care. After you have had a chance to read through these materials the director will meet with you to discuss any questions or concerns you may have. At that time one or both parents will be asked to sign a written agreement as to fees, the child's hours, etc.

Before you leave your child the first day, it is wise to make a visit with the child during my regular day care hours (mornings are best, since the children sleep in the afternoons). This way your child gets to see what happens in day care and gives him/her a chance to meet the other children and me. **Even if your child is just an infant it is a good idea to visit because you get to see how we interact with the children.** This visit is a good time to bring any items you wish to leave here (e.g., diapers, extra clothing, etc.) We are **required to have a complete change of clothes for each child**. If you do not leave a diaper bag each day you will need to leave a change of clothes with us. *If you or your child is very uneasy about day care, at least two visits are recommended: the first during my off hours when your child will not be overwhelmed by the other children and the noise, and will have all the toys available to him/her. During this time, we will be able to give your child undivided attention. The second visit could be during regular day care hours. We can also give you some ideas on what you can do to make the transition as easy as possible for you and for your child.*

**No child will be denied enrollment on the basis of his/her race, religion or disability.** We do retain the right to deny enrollment if all my spots for a particular child's age group are filled. We do not make it a policy to deny enrollment on the basis of a child with special needs, however, if after talking with the parents of such a child we realize that we do not have the staff, equipment, facilities, etc. to handle their child, we will not accept the child but assist the parent with finding alternate placement. This is in the best interest of the child, since my goal is to meet the needs of each child. If we are not sure whether or not we could handle a special needs child, we would be willing to try. The parents and director would have to evaluate whether or not this arrangement was working as we go along. Students with identified disabilities parents will be asked to share IEP's and other important information that will aid us in providing appropriate services.

**MISSION STATEMENT: OUR MISSION IS TO PROVIDE FOR THE TOTAL CHILD BY ADDRESSING THEIR NEEDS SOCIALLY, EMOTIONALLY, AND PHYSICALLY THROUGH PROPER EDUCATION.**

**MOTTO: INSPIRING YOUNG MINDS TO LEARN**

### **Termination of Day Care**

If for some reason you decide to stop bringing your child to Pleasant Grove Academy Daycare, we require a two-week written notice. This will give us time to find a child to fill your child's spot. Payment is due for the two-week notice period whether or not the child is brought to daycare. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred on my part.

If we can no longer watch your child for one reason or another, we will give you at least a two-week notice, but we would try to give you four weeks. We understand that it is not easy to find day care. Examples of why we would terminate your child's care include (but may not be limited to):

- We decide to move (highly unlikely!).
- Failure of parent to pay.
- Failure to complete required forms.
- Lack of parental cooperation.
- Failure of child to adjust to the center after a reasonable amount of time.
- My inability to meet the child's needs without additional staff.

### **Child Abuse and Neglect**

We are required by law to report suspected cases of Child Abuse and Neglect. If such cases arise, the alerted staff member will report to the childcare director, who will then notify the Protective Services Unit of the Department of Social Services. The DSS will contact parents.

### **Parental Involvement/Free Access**

Obviously, you are not able to be present with your child the entire time he is in day care (you work -- that's why we are watching your child!). There will be times and ways you can get involved in your child's day care and preschool education. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Chaperoning on field trips.
- Lending objects for units of study.
- Coming and talking about your job when asked.
- Helping your child at home with the concepts we are studying here (ideas for this are often provided in our quarterly newsletter).
- Helping your child prepare for "Show & Tell" or "Mystery Box."
- Helping to provide treats or other items for our parties.
- Participating in "National School Lunch Week" (come and eat with your child).

Naturally, you are welcome to drop in and visit or observe any time the center is in operation. Parents are **free and have full access** to their child enrolled at Pleasant Grove Academy. We do ask that your visit not disrupt our instructional activities or classroom routines. Parents will not be allowed to visit their child if a court order stipulates no visitation.

**Liability Insurance Information-** Pleasant Grove Academy is insured with Church Mutual Insurance. Liability insurance is required if you would like to see proof contact the academy director.

**Provisional Employment of workers-** Pleasant Grove Academy does not employ a person that does not meet employment requirements from the Department of Social Services. In event of emergency or unexpected staff vacancy, occur we will provide written statements to parents indicating that the facility may provisionally employ a person for no longer then one week. All DSS requirements for hiring must be completed within that one week.

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## Discipline Policy

### Policy Statement

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Pleasant Grove Academy uses a positive approach to discipline and practices the following discipline and behavior management techniques.

### WE DO

- ◆ Communicate to children using positive statements.
- ◆ Communicate with children on their level.
- ◆ Talk with children in a calm quiet manner.
- ◆ Explain unacceptable behavior to children.
- ◆ Give attention to children for positive behavior.
- ◆ Praise and encourage the children.

- ◆ Reason with and set limits for the children.
- ◆ Apply rules consistently.
- ◆ Model appropriate behavior.
- ◆ Set up the classroom environment to prevent problems.
- ◆ Provide alternatives and redirect children to acceptable activity.
- ◆ Give children opportunities to make choices and solve problems.
- ◆ Help children talk out problems and think of solutions.
- ◆ Listen to children and respect the children's needs, desires and feelings.
- ◆ Provide appropriate words to help solve conflicts.
- ◆ Use storybooks and discussion to work through common conflicts.

#### WE DO NOT

- ◆ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- ◆ Use any strategy that hurts, shames, or belittles a child.
- ◆ Use any strategy that threatens, intimidates, or forces a child.
- ◆ Use food as a form of reward or punishment.
- ◆ Use or withhold physical activity as a punishment.
- ◆ Shame or punish a child if a bathroom accident occurs.
- ◆ Embarrass any child in front of others.
- ◆ Compare children.
- ◆ Place children in a locked and/or dark room.
- ◆ Leave any child alone, unattended or without supervision.
- ◆ Allow discipline of a child by other children.
- ◆ Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, **PLEASANT GROVE ACADEMY** will inform the child's family and make contact with Baby Net for assessment and assistance.

#### Students with Disabilities

No child is denied enrollment on the basis of his or her disability. We do not make it a policy to deny enrollment on the basis on a child's disability, however, if after talking with the parent and observing the child's behavior in our instructional setting we realize that we do not have the staff, equipment, facilities, etc. to serve the child's needs, we will not accept the child but will assist the parents with finding alternate placement. Students with identified disabilities parents will be asked to share IEP's and other important information

that will aid us in providing appropriate services. When appropriate will administer ASQ -3 Ages & Stages Questionnaires as a screening tool, this will only be administered if SC First Steps require it or if teachers are concerned that our services are not appropriate.

### **Payment Procedure**

You may pay by cash or check, but checks give you a record of your payment to check with my figures at tax time. If a check is returned, we will notify you and will ask for payment in cash. After the second returned check, we will accept only cash. Fridays are paydays. If you get paid every other week and it is easier to pay every two weeks, talk to the director and we will work it out.

Day care fees are charged on a weekly basis. (The weekly fee for part-time care will be based on the family's requested hours of care per week multiplied by the part-time hourly rate. Any hours beyond the contracted hours will be added at the hourly rate.) Each family is required to pay the weekly fee whenever the center is open, whether or not the child is in attendance. This weekly fee ensures that the child's spot is held for him/her. Drop-in care will continue to be charged on a daily basis.

Whenever the center is closed due to my illness, vacation, personal days, etc. you are not required to pay. If the center is open for only part of a week, your weekly fee will be prorated to reflect the actual time it is open.

Each calendar year a family may take two weeks vacation while the center is open at one-half the weekly fee. A two-week written notice of this vacation period is required. If no notice or less than two weeks notice is given, the full weekly fee will be charged. During these two weeks you may choose to bring your child (ren) up to two days or not at all. If you take your vacation while the center is closed (during my vacation, e.g.), you will not be required to pay the one-half weekly fee.

Each family may choose whether or not to pay for holidays, but I still ask that if you receive the day off with pay that you consider extending the courtesy to us.

I will give you a two-week notice of any changes in my fees or policies. At the end of each month we will give you an itemized receipt, showing each payment you made throughout the month. You should check our figures against your records, and then you & the director will sign the receipt and retain a copy for our records.

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## **Illness**

We ask that you have two persons to call in the event your child becomes sick at daycare.

We will not care for a child who is feverish. If they have thrown up or had diarrhea within the last 24 hours please keep them home. If they have a green discharge from their nose, they must be on an antibiotic for 24 hours before attending. If your child is not feeling well, do not give him Tylenol to mask his symptoms. If your child throws up the night before and seems fine the next day, he is more than likely still contagious to the others. You must wait 24 hours. All the children use the same toilet and washroom and they often "mouth" the same toys. They are often very affectionate with each other and it is very difficult to keep a sick child from infecting everyone else.

### ***Illnesses are defined as:***

- fever
- conjunctivitis (pink eye) or "cold in the eye"
- flu
- unusual rash
- severe cough
- rapid breathing or labored breathing
- severe cold
- vomiting
- yellowish skin or eyes
- diarrhea
- head lice
- contagious illness of any sort which results in child being too ill to participate in daily activities

We will not accept the child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, we will remove him from the group and notify the parent or authorized adult to pick up the child. Parents have one hour from time of notification to pick up the child.

The child may return 24 hours after a temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he may return to day care immediately if he has been free of other symptoms mentioned for at least 24 hours.

The child is welcome when he has only a mild cold (e.g. runny nose or mild cough), but is able to participate in the day's activities.

## **Medication Policy**

If your child is on medication and it needs to be administered while he is at day care, **the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken.**

We will also have a form for you to sign giving me permission to give the medication to your child. Medication will be administered at the time or with the meal you specify and a written record kept.

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## **Injuries & Other Emergencies**

Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and we will tell you how and when the injury occurred. We also are required to log any injuries we observe on your child which have occurred outside of my care.

If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc.). If need be, we will take your child to Marion Medical Hospital or the doctor first on your medical form, then try to call you when we arrive. If a parent is unable to be reached, we will keep trying until he or she is available. It is always helpful to have more than one emergency contact, person such as grandmothers, uncles, aunts.

In the event of a fire, we would evacuate the building immediately. This will be practiced monthly so the children are familiar with what to do.

If severe weather arises and a tornado alert is issued, we will follow standard school procedures, where the children will crouch and cover their heads.

If a child would become lost, a thorough search of the buildings and grounds would be made. If the child were not located, police and parents would be notified and a neighborhood search begun. On a field trip the area where the child was last seen would be substituted for "buildings and grounds."

**Beads that may fall from your child's hair is not allowed, small children may places this type object in their mouth, nose or ears.**



## Tracking of Children

Each day upon arriving, the parent is required to sign his child (ren) in, noting the time arrived. A **sign-in/out** pad, pens, and a clock are all located by the front entrance. This is to be followed by signing the child (ren) **out** when they leave. This gives us a written record of the child's attendance, hours, and who brought/picked up the child.

**Supervision of children** all Children must be under the direct supervision of an adult at all times. This includes entering and exiting the facility, entering exiting classrooms, and moving to different locations in the building (bathrooms, therapy).

Once parents sign, their children **In** they must take them to the classroom at that time Pleasant Grove Academy staff is responsible for supervision.

A Pleasant Grove Academy staff person will be outside when the school bus drop off or pick up children.

## Confidentiality

Pleasant Grove Academy maintains all student records in a locked file cabinet in the director's office. Only the director and assistance to the director has a key to the cabinet.

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## Releasing Your Child

Our normal procedure is to release the child only to his or her parents or someone else the parents designate. If someone other than the parent is to pick the child up, please notify us ahead of time. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If the person is *not* on that list, we **must** have written permission to release your child.

One of the forms you are required to complete designates who may pick the child up if there is an emergency and you can not contact us. Please make sure those listed are persons with whom you would allow your child to leave if that person showed up at our door and said, "I need to take Johnny with me." Those on the list should also be people I could call in the event something happened and you did not show up to pick up your child.

Please inform your emergency contacts that if we do not know them and the child is too young to recognize them ("Hi, Grandma!"), that we will ask for identification. We do not mean to offend them. This is simply a measure taken for the child's protection.

## **Transportation /Field Trips**

Plans for routine travel are kept on file. The bus driver has a checklist to account for loading and unloading of children at each stop. Written permission from parents for transporting children to and from home as well as field trips are kept on file.

## **Days Off**

We do not watch children on the six major holidays: New Year's Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, and Christmas Day. In addition, we sometimes take off the day after Thanksgiving. If Christmas and New Year's Day fall on a weekend, we will probably take off the Friday before or the Monday after.

We usually take off approximately two weeks during the summer (sometimes all at once, sometimes broken up). We will let you know these dates as far in advance as possible.

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## **Curriculum**

**The goal of PGA is to provide children and their families with quality learning experiences necessary for school success. We are currently using Early Start a complete curriculum program for children ages 2-5.**

We incorporate preschool curriculum into our daily activities for fun and to prepare the older children for school. Each month we concentrate on a different theme. Many of our activities revolve around this theme (stories, crafts, music, games, puzzles, etc.). We are trying to set up my curriculum to repeat every two years so that each child will receive the maximum benefit from each unit without growing tired of the subjects.

As part of this curriculum we have a daily "circle time" for the older children. The younger children are free to sit in, just observe, or to free play. During circle time we discuss something relating to our unit, talk about the days of the week (put numbers on a calendar) and the weather for the day. Children age three and up will have a "Show & Tell" day each week.

Certain units lend themselves to a short field trip for fun and learning (for example, a visit to the fire station, police station, or post office when we are talking about community helpers). In addition to short field trips, we usually take one or two all-day field trips during the summer. Sometimes there will be a small fee for field trips. We will always tell you when a field trip is coming up.

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## **Infants & Toddlers**

Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand and toddlers usually eat meals and snacks with the older children. This is one reason our daily schedule is not "set in stone." While the older children engage in free play or nap, we try to take some time to play with the infants and toddlers (especially infants -- toddlers often play alongside the older children). Feeding time and diaper changing time are good times for interaction with infants and toddlers. Of course, children develop differently, and whenever these "wee ones" wish to join in with the older children (unless it is not a safe activity for them), they will be allowed.

Since infants and toddlers cannot communicate well enough to repeat to parents the time of each diaper change and feeding, and what was eaten, etc. we will fill out a paper for each infant / toddler each day. On it you will find such information as: time of feedings, what eaten, the amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day. We generally will discontinue these forms once the child is toilet trained unless necessity dictates me continuing longer for a specific child.

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## **Toilet Teaching**

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while in my care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used.

During toilet learning parents will need to supply:

- three complete changes of clothing (socks included)
- 5-ply training pants (6 pair per day)
- plastic pants (6 pair per day)
- diapers or pull-ups for naptime

When accidents are only happening once every other week, 5-ply training pants will be used without plastic pants.

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

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## **Religious Practices**

We feel that religious teachings should be left up to the parents. That does not mean that God never is mentioned, however. We will say a prayer before each lunch (usually a poem-type prayer that the children repeat), and Bible stories may be told during circle time if it fits in with our unit of study. Sometimes God just comes up in conversation. For example, children often start to notice the difference between boys and girls around age three, especially if they have a sibling of the opposite sex or have watched enough diaper-changings. When they ask me "why, about the physical differences between boys and girls we tell them "because God made boys differently than He made girls." This answer seems to satisfy most preschoolers. You may feel free to elaborate on the subject when your child is at home! We also reinforce to the children that we love them and God loves them, too.

No child will be forced to say the mealtime prayer. Any child who does not want to participate does not have to; however, we will ask that they do not disturb those who want to. If you object to your child participating, please let me know.

We also usually have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let me know.

Two examples of mealtime prayers are listed:

### **God is Great**

God is great; God is good,  
Let us thank Him for our food.  
By His hands we must be led,  
Give us, Lord, our daily bread.

## **Thank You for the World So Sweet**

Thank you for the world so sweet,  
Thank you for the food we eat,  
Thank you for the birds that sing,  
Thank you, God, for everything!

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### **Nutrition Policy/ Meals and Snacks**

A healthy and balance diet includes fruits, vegetables, and whole grains and limits foods that are high in sugar and/or fats.

All meals and/or snacks that are provided by PGA shall be planned and served to meet the child's nutritional requirements as recommended by the USDA/CACFP in proportions to the amount of time the child is in the academy each day with no more than four hours between food services.

Sugar intake is limited by the following practices: A. Juice is allowed only once per day in a serving size specified by the USDA/CACFP for the age group served. B. Sugar sweetened beverages shall not be served. C. Sweet food items are served no more than two times per week.

Food and beverages high in fat are limited by the following practices: A. High fat meats are served no more than 2 times per week. B. Only skim or 1% milk is served to children age 2 years and above. C. Fried or pre-fried vegetables, including potatoes, are served no more than once a week.

Fruits, vegetables, and whole grains shall be served based on the meals/snacks provided, as follows: A. Fruit (not juice) is served at least 2 times per day. B. A vegetable other than white potatoes is served at least once a day. C. Whole grains foods are served at least once a day.

If your child has an allergy to a specific food, please let me know and I will try to make an appropriate substitution. If a child has so many allergies that he cannot eat from the menu, we may require the parents to provide his lunch and/or snacks.

We must plan a menu that meets the nutritional requirements. We will send a copy home with you each week and also post one on the wall inside your child's classroom. A menu is also posted in the kitchen.

We never force a child to finish what is on his plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! Occasionally we have had problems with children who only wanted to eat chips or fruit, etc. When that occurs on a regular basis, we may give that child just the main

dish and vegetables on his plate to start, adding the other elements when a few bites of the main dish and vegetables have been tried.

## **Nutrition Policy**

### **Policy Statement**

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, Pleasant Grove Academy has developed the following childcare nutrition policies to encourage the development of good eating habits that will last a lifetime.

### **Nutrition**

*Pleasant Grove Academy* follows the childcare nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

#### **Fruits and Vegetables**

- √ We serve fruit at least 2 times a day.
- √ We offer a vegetable other than white potatoes at least once a day.

#### **Grains**

- √ We serve whole grain foods at least once a day.

#### **Beverages**

- √ We limit juice intake to once per day in a serving size specified for the child's age group. When served, the juice is 100% fruit juice.
- √ We do not serve sugar sweetened beverages.
- √ We serve only skim or 1% milk to children age 2 years and older.

#### **Fats and Sugars**

- √ High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
- √ Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
- √ We limit sweet food items to no more than two times per week.

#### **Role of Staff in Nutrition Education**

- √ Staff provide opportunities for children to learn about nutrition 1 time per week or more.
- √ Staff act as role models for healthy eating in front of the children.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.

Accommodations for individual allergic needs of children are addressed.

If you would like to send a snack from home please contact the director to discuss the procedure.

### **Weekly Menus**

Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All of our childcare menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are rotated on monthly basis to provide the children with a balance of variety and familiarity. Menus are adapted to incorporate local and fresh in-season produce when available.

- Nutrition and Punishment
- Staff will never use food as a reward or as a punishment.
- Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our childcare center. A birthday party will be held monthly in each classroom. If you would like to recognize your child's actual birthday, we request that you not send in treats or goody bags but instead send a birthday book. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom door.

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### **Naps**

All children under the age of five are required by state law to have a rest time (and we haven't met one yet who doesn't need it!). We will provide a safe, warm, quiet place for your child to rest. Children who wake up before the rest will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children.

If at any time your child is not sleeping at night, or he doesn't seem ready to go to bed and you feel it is because he sleeps too long here, don't hesitate to mention it to me and we can try waking him up a little earlier than he is used to getting up.

# Physical Activity Policy

## Policy Statement

*PLEASANT GROVE ACADEMY* recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

## Physical Activity in Child Care

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day *PLEASANT GROVE ACADEMY* will:

### Daily Outdoor Play

- ▶ Encourage a least restrictive, safe environment for infants and toddlers at all times.
- ▶ Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- ▶ Provide toddlers (ages 1 through 2 year olds) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- ▶ Provide preschoolers and school age children (ages 3 through 12 year olds) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- ▶ Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.
- ▶ Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

### Role of Staff in Physical Activity

- ▶ Will encourage children to be physically active indoors and outdoors at appropriate times.
- ▶ Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older.

### Screen Time Limitations

- ▶ Not permit screen time (e.g., television, movies, video games and computers) for infants and children two years and younger.



## **Physical Activity and Punishment**

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

Pleasant Grove Academy uses Conscious Discipline techniques to address misbehavior, strategies include safe place cool down, breathing techniques and one on one conversations.

## **Appropriate Dress for Physical Activity**

We at Pleasant Grove Academy have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons.

*“Appropriate clothing” for example: For safety, children cannot wear open-toe shoes, sandals or flip-flops. In winter, provide a warm jacket, snowsuit, hat, mittens and boots. In spring and fall, provide a jacket or sweater, and boots and rain jacket on rainy days. In summer, provide light clothing, swimsuit, towel, hat and sunscreen. Please label all outer garments with your child's name!*

It is our expectation that children will go outside EVERYDAY! Temperature range suggested by DSS allowable to play outside, not colder than 32 degrees and not hotter than 92 degrees. If you feel your child is too sick to go outside, then he/she is too sick to be at the child care center. We request that you keep him/her at home until they are well enough to go outside.

## **Professional Development**

Annual training on promotion of children's movement and physical activity, nutrition and discipline, Child and Adult Food Requirements, ABC requirements is required for all staff.

My signature indicates that I understand that I will receive an electronic copy of this handbook.

*My signature below indicates that I understand the discipline, nutrition and physical activity policies, it has been reviewed with me, and I have read and understand this policy.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please circle as appropriate:                      **STAFF**                      **EMPLOYEE**

Email address \_\_\_\_\_

If parent, name of child \_\_\_\_\_