Little Ones Playschool LLC

 Parent/Child Handbook

**Hours of operation**:

 Our Program runs Monday through Friday 730 am- 4:45 pm. We highly encourage attendance from 9am-12pm at minimum to get the most out of our program.

**Early Education/Preschool:**

 Little Ones Playschool LLC provides a play-based early education and Preschool education to all children in care. Children will learn through self selected hands-on activities and experiences tailored to their individual needs and skill level. When weather allows, ***we will spend the majority of the day outside playing and learning in nature. Please make sure children are dressed appropriately for the weather.***

 "Play is our brains favorite way of learning" -Diane Acherman

**Tuition:**

 Please refer to your contract for your tuition rate. All payments are due Friday BEFORE the following week (prepaid). Payments not received by Friday at 5pm will be subject to a daily late fee of $15.00. Weekly rates are non negotiable and are due regardless of attendance or closures. Tuition fees are charged per spot, failure to pay tuition on time may result in immediate termination.

**Vacation and Absences**:

 If your child will not be here for any reason I ask to be notified in advance. Each year you will receive a calendar outlining what days our program will be closed. We are closed ALL state and federal holidays, christmas break as well as approximately 14 vacation days. If they are additional days the program will be closed you will be notified at least 2 weeks in advance except in the instances of illness, emergencies, and funerals/deaths.

*Our program will be closed on all state and federal holidays*  if a holidays falls on the weekend the holiday will be observed either on Friday or Monday.

*Absence due to Illness in my Family:*

 Although I will make every attempt to be available each day, there will be occasions when another family member or I are ill and a substitute is not available and I am unable to provide service. You will be notified as soon as possible if this occurs. I would strongly suggest that you have some kind of back up childcare lined up for these times.

**Substitutes, assistants and helpers;** While little ones playschool LLC is ran by Tasha Hokanson, there are other staff members working in our program. **T**here are occasions especially during summer time that I use substitutes to cover shifts.

*Remember:* Quality care is not expensive....it’s **PRICELESS!!!**

***Other Fees:***

**\*\**Late payment Fee***: $15/day that payment is not received. If fees are not paid by monday no care will be given. Late fee’s will continue until payment in full including late fee’s are paid.

 **Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial\_\_\_\_\_\_\_\_\_\_\_**

**Termination:**

Care may be terminated with two (2) weeks written notice. Two weeks' notice should be considered the minimum, I would appreciate the sharing of your long-term plans so that I can prepare for the open space/loss of income. Failure to provide written two weeks notice and payment of two weeks tuition will result in a $270.00 early termination fee per child which is due immediately. Any and all court costs resulting in non payment of any of the fees will be the responsibility of the parents.

I retain the right to terminate this contract WITHOUT NOTICE in the event of destructive, uncontrollable, or violent behavior,in the case of delinquent fees or policys not being followed. **Initial\_\_\_\_\_\_\_\_\_\_\_\_ Initial\_\_\_\_\_\_\_\_\_\_**

 **Payment Schedule:** Payment is due on fridays( pre-paid) for the next week. If payment is not paid by 5pm late fees will be assessed.

***Receipts:*** For tax purposes, a yearly statement will be provided to each family upon request. Weekly or monthly receipts will be provided if requested.

**Arrival and Departures:**

Drop-off and Pick-Ups are to be done using the GARAGE door ONLY. The front door is not to be used.

Please send your child clean, dressed for the day, and fed ( if during normal meal time, infants need to be fed before drop off) . We will be playing and are apt to get dirty, please keep this in mind when you dress your child. We will NOT be responsible for stained/ruined clothes, SEND IN PLAY CLOTHES AND SHOES.

No one other than the parents or designated person will be allowed to pick up your Child (ren) without **prior arrangement**. I must be notified in advance and have written notice with the person's name and relationship to the child. I may request a photo ID. The front door will remain locked during the day for the childrens safety. Drop-offs/pick ups are ***not allowed*** between 11:30-3:00pm due to lunch and nap time. No child may be dropped off for the day after 11:30 am.

***We do not accommodate children enrolled in outside preschool programs.***

If there is a court order keeping one parent away from the child, I must have a copy of the order on file in my home.

**Parking:**

Parents are to park on the street only. NO PARKING in the driveway. In the event of inclement weather (snow/ice) there will be a path from road to door on the south side of the driveway that parents/pick-up/drop-off persons are to use. Snow will be moved as time allows during snow storms.

**Open Door Policy:** Parents may have access to their child anytime their child is present, However I would prefer you not to come during nap time. Continuously not following these policies may result in termination of services.

**Nap time/Rest time:** No child will be forced to sleep; however they must remain quiet on their bed. Bedding is provided. Nap time is non-negotiable, if you feel your child has outgrown naps then your child has outgrown my program.

**Meals/Snacks:** All meals and snacks will be provided for your child except special foods. IF your child needs any special food/milk you will be required to provide it. Meal times are as follows: Breakfast 8:00am Lunch 1130 afternoon snack 3pm if you are arriving after a schedule meal time child must be fed. **NO OUTSIDE FOOD ALLOWED TO BE BROUGHT IN WITHOUT PRIOR ARRANGEMENT**

**Toilet Training**: I will be more than happy to help with toilet training your child; however I ask that you begin the training process at home, over a weekend or a vacation, before starting at daycare. children may not be sent in underwear until they have been accident free for 2 weeks or have a leak proof diaper cover on.

**Diaper Changes:** Diapers are changed every 2-3 hours or more frequently if required.

*Parents are responsible for providing:*

\*Diapers - must have tabs

\* Two change of clothes

\*swimsuit in the summer

\*ALL winter gear

\*\*sunscreen(one bottle to be brought each year) Bug spray, diaper ointment, teething medications, etc

A SUPPLY OF DIAPERS AND 2 OUTFITS ARE REQUIRED TO BE LEFT HERE.

 **Initial\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_\_\_\_\_\_\_\_**

**Toys:**

I will have adequate amount of toys available to meet the children's need for fine and gross motor play. Toys may not be brought from home

**Property Damage:**

Respectful treatment of all property, toys, and furniture is expected. Parents may be asked to pay for any destruction of property that their child causes.

**Health Matters:**

 **VACCINES:**

Vaccine/shot appointments need to be made for Friday afternoons. Children will not be accepted to care until 24 hours after shots, due to possible complications or reactions.

 **Illnesses:**

Please keep in mind I don't allow your child if s/he is sick; I can only care for children with a mild cold-like symptoms (clear runny nose, slight cough, and NO fever).

If your child is displaying a fever greater than 100(F) or symptoms of a communicable diseases/he cannot be brought to my Child care home. Symptoms of a communicable illness may include; fever, vomiting, diarrhea, rash, eye redness or eye drainage. If your child becomes ill during the time in my care, you will be asked to come get your child. Children are expected to be picked up within 45 minutes of call to parents. Child must be symptom free for 24 hours without the use of medicine. SIBLINGS: If one child is home sick the other children in a family are not permitted into care until the sick child can return symptom free.

**Influenza**: if your child or anyone in your household is diagnosed with influenza all children in the family will need to stay out for a minimum of 5 days PLUS be fever free upon return.

**RSV:** Any Child diagnosed with rsv will be required to stay home for a minimum of 3 days.

I will follow CDC and/or SD state health departments mininum exclusion policy for all other illness. Provider uses the right to deny childcare due to illness as she sees fit.

\*\*NO fever reducing medicine under any circumstances may be given to children prior to drop off, if your child needs tylenol due do teething parent may provide tylenol and med form. Any parent believed to be giving medicine to mask the sign of fever and illness will be immediately terminated. Keeping ALL kids in my care safe and healthy is my top priortiy.

COVID-19

●If a family member is tested positive, the family will need to stay out 5 days AND until everyone in the home has been fever free for 72 hours without the use of medicine AND follow the CDC protocol for quarantine.

 Please notify me immediately if anyone in your family is being tested. Failure to notify me of covid testing **postive** for any family member will be ground for immediate termination.

Please note, depending on the circumstances we may require you to obtain medical clearance before returning to care.

I reserve the right to deny care to any child I believe is unwell, regardless of doctors note.

**Medical Emergencies:**

For minor injuries like bumps or bruises, I will provide home first aide. If the injury is more serious (ie.needs stitches, suspected broken bones.)The parents will be notified immediately.

In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

1) A phone call is made to 911

2) Child’s parents (or emergency contacts) are called.

Please make sure that all emergency contact info is up to date and correct, report changes immediately. If you list a cell phone or pager as your main contact, please make sure they are on at all times while child is in my care. Parents are responsible for medical costs.

**\*\*FINALLY\*\***

I am always open to suggestions and feel communication is very important part of this business. If there are any problems or concerns, I encourage you to talk to me about it. If a lengthy conference is needed, a time that is convenient to both of us will be scheduled, as the other children still need my attention during normal business hours. Thank you for the opportunity to work with you and to be part of your Childs life. I look forward to the future!

I retain the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that that particular policy is no longer in effect.

I also retain the right to add to this Handbook as needed.

Thanks again-

Tasha Hokanson

Owner/Operator

Little Ones Playschool LLC

By signing this or the contract, I agree to abide by the rules, regulations, and policies of this handbook.

Mother signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_