

THE PRESCHOOL PLAYHOUSE: PARENT GUIDE

WELCOME AND PHILOSOPHY

At the preschool playhouse, my mission is to provide a safe, nurturing, and engaging environment where children can learn, grow, and thrive. I am committed to providing high-quality care and education through developmentally appropriate practices that support the whole child, including their cognitive, physical, social, and emotional development.

I believe that children learn best through hands-on experiences, purposeful play, meaningful relationships, and consistent routines. My goal is to help each child build confidence, develop independence, strengthen social skills, and discover a lifelong love of learning.

As a family childcare provider, I also recognize the important role I play in supporting families. I strive to build trusting relationships with parents through open communication, mutual respect, and a shared commitment to each child's well-being and success.

At the preschool playhouse, I provide a structured preschool program within the comfort of a home environment. Each day is thoughtfully planned to encourage exploration, creativity, problem-solving, and age-appropriate learning.

Children are given opportunities to develop new skills, celebrate accomplishments, make choices, build friendships, and gain confidence as they grow.

Health, safety, and nutrition are also top priorities. I maintain a clean, safe environment and follow all licensing regulations established by the state of Utah for licensed family childcare programs. I maintain current CPR and first aid certification, complete ongoing professional development each year, and remain committed to providing the highest quality care for every child entrusted to me.

Thank you for choosing the preschool playhouse. I look forward to partnering with your family and making your child's early learning experience a positive, joyful, and memorable one.

HOURS OF OPERATION

The Preschool Playhouse is open year-round, Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 4:00 p.m. The program is closed on designated holidays (see the Paid Holidays section for a complete list).

Extended hours may be available, and must be arranged and approved in advance.

Please plan to pick up your child by closing time. A late fee of \$1.00 per minute, per child will be charged for any child picked up after the program has closed.

Being picked up late can be upsetting and stressful for children, especially after their friends have gone home and the program has ended. Timely pick-up helps provide a consistent, secure routine for every child and allows me to maintain my own family and personal commitments.

TUITION AND FEES

Tuition is on a pre-pay basis. All fees are due regardless of attendance or holidays. This does include sickness. The expenses of providing our developmentally appropriate program continues daily, whether a particular child is in attendance or not.

Weekly payments are due by Monday of each week (or the first day of attendance. Accounts that become delinquent and are placed for collections, may be charged a reasonable attorney fee, collection fee up to 50% of overdue charge or court cost.

We require a 30-day written notice if you are going to withdraw your child from the child care program. Payment is due for the 30 day notice period, whether or not the child attends.

If you receive assistance from any source, it is the parents responsibility to pay for any amount not paid by the subsidy source. Payment in full is due on the 1st day of services. If you do not receive your assistance from the subsidy source on the first day of service, you will be responsible to pay the full amount. If payment is made at a later date, you will be refunded any over-payment made by you. If, at any time, an overpayment is made by another source besides the parent, the refund amount will be mailed to the person or business that paid the overpayment.

All checks written to our child care program will be deposited within 1-3 working days of receiving them. We cannot be responsible to hold checks. A fee of \$25.00 will be charged for any returned check.

Unpaid checks may be turned into collections upon being returned from the bank. Late fees will apply for returned checks and collections fees may be charged for up to 50% of overdue charges.

PROGRAM CLOSURES AND PAID HOLIDAYS

The Preschool Playhouse is open year-round; however, the program will be closed in observance of the following paid holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day and the Friday following Thanksgiving
- Christmas Eve
- Christmas Day

Tuition is still due for these scheduled closures, as they are paid holidays and are reflected in my annual tuition rates.

If a holiday falls on a Saturday or Sunday, the observed closure will generally be the preceding Friday or the following Monday. In some cases, when a holiday falls on a Tuesday or Thursday, I may also close on the adjacent Monday or Friday. Families will be notified of these closures well in advance.

In addition to the holidays listed above, I may occasionally close for planned vacation, professional development, or personal leave. Families will receive as much advance notice as possible of any scheduled closures.

ABSENCES

Families are welcome to take vacations or time away from child care whenever needed. However, because tuition reserves your child's space in my program, tuition remains due during all absences, including vacations, illness, family travel, or other personal time away.

Please notify me as soon as possible if your child will be absent for any reason. Knowing who will be attending each day helps me plan meals, activities, and staffing needs.

If a child is absent for one week or longer without communication, I will assume child care is no longer needed and may offer the space to a family on my waiting list.

ENROLLMENT AND ACCEPTANCE

The Preschool Playhouse provides care for children 6 weeks through 5 years of age. School-age children may be considered on a case-by-case basis, depending on availability and whether I am able to meet their individual needs within the program.

The Preschool Playhouse welcomes children and families from all backgrounds. Enrollment decisions are made without discrimination based on race, color, national origin, religion, sex, disability, or any other protected characteristic. I believe every child deserves to be treated with kindness, respect, and dignity, and I strive to provide an inclusive environment where each child feels safe, valued, and supported.

ENROLLMENT PROCEDURE

To enroll your child at The Preschool Playhouse, the following items must be completed and submitted before your child's first day of care:

- Completed Child Registration Form
- Signed Child Care Contract/Payment Agreement
- Completed Emergency Contact Form
- Current Immunization Record (or approved exemption documentation, as required by Utah law)
- Completed Child Health History Form
- \$30.00 non-refundable registration fee

These enrollment requirements are mandated by the Utah Department of Health and Human Services Child Care Licensing Program. For the safety of all children and to remain in compliance with state licensing requirements, I cannot provide care until all required forms have been completed, signed, and received.

I encourage families to schedule a visit before enrolling. This gives you and your child an opportunity to become familiar with my home, daily routines, and learning environment, ask questions, and help your child feel more comfortable before their first day.

EDUCATIONAL PHILOSOPHY

Learning Through Play

At The Preschool Playhouse, I believe children learn best through meaningful play and hands-on experiences. My goal is to support each child's social, emotional, cognitive, and physical development while providing a safe, nurturing, and engaging environment that feels like an extension of home.

Every child develops at their own pace. Activities are planned to be developmentally appropriate, allowing children to explore, create, problem-solve, and build confidence through successful experiences. While children are introduced to early academic concepts such as colors, shapes, numbers, letters, and literacy, equal importance is placed on developing kindness, independence, self-confidence, communication, and positive social skills.

Play is the foundation of learning. Through play, children learn to think creatively, solve problems, cooperate with others, express their emotions, and develop a lifelong love of learning.

Social & Emotional Development

One of my primary goals is to help children build healthy relationships with their peers and trusted adults. Children are encouraged to use kind words, practice good manners, solve problems peacefully, and develop empathy and respect for others. These social-emotional skills provide the foundation for future success in school and in life.

Outdoor Learning & Physical Development

Active play is an essential part of every day at The Preschool Playhouse. Children have opportunities to develop both large and small motor skills through indoor and outdoor activities, movement, exploration, and play.

Weather permitting, children will play outside daily during every season, including infants and toddlers. Outdoor time may be limited or moved indoors during active precipitation or when temperatures become dangerously hot or cold.

RATIOS

The Preschool Playhouse maintains adult-to-child ratios in accordance with the requirements established by the Utah Department of Health and Human Services Child Care Licensing Program.

As the sole provider, I carefully monitor enrollment to ensure I remain within all state licensing requirements and provide each child with the attention, supervision, and care they deserve. Maintaining appropriate ratios helps create a safe, nurturing, and engaging environment where every child can thrive.

PROCEDURES FOR ARRIVAL AND PICK-UP OF CHILDREN

To help maintain a consistent daily routine and provide the best experience for all children, **I ask that children arrive between opening and 9:00 a.m.,**

unless prior arrangements have been made. Late arrivals can be disruptive to our daily schedule, planned activities, and the other children in care.

Whenever possible, please schedule medical, dental, and other appointments outside of child care hours or at times that allow your child to arrive by 9:00 a.m. and be picked up before or after rest time. This helps minimize disruptions and allows your child to fully participate in our daily activities.

To protect the rest and well-being of all children, **please avoid picking up your child during rest time** unless it is necessary or has been arranged in advance. Arrivals and departures during rest time can be disruptive to children who are sleeping and those participating in quiet activities.

Children must be brought directly to and picked up from The Preschool Playhouse by a parent or an authorized adult responsible for providing transportation. Parents are encouraged to briefly share any important information about their child's day during drop-off and pick-up. Children are required to wash their hands upon arrival and after re-entering the program, and I follow the same handwashing procedures.

Establishing a consistent arrival routine helps children feel secure and supports a smooth transition into their day. Regular routines provide continuity and help children separate from their parents with greater confidence.

Children will only be released to a parent or an individual listed as an authorized pick-up person on the enrollment forms. If someone not listed will be picking up your child, I must receive written permission in advance by text, email, or another written form of communication. Anyone unfamiliar to me will be asked to present a valid photo ID before your child is released.

Utah Child Care Licensing requires that every child be signed in and out each day. A parent or authorized pick-up person must complete the daily sign-in and sign-out process.

Once a parent or authorized adult arrives for pick-up, they assume responsibility for supervising their child. Please do not allow children to run, play outside unattended, or explore other areas of the property during pick-up.

Because The Preschool Playhouse is both my home and my business, I ask that all families help make arrival and departure times calm, respectful, and efficient. Thank you for helping create a safe and welcoming environment for everyone.

CUSTODY AND DIVORCE

If parents are divorced, separated, or have a court-ordered custody arrangement, I require a current copy of any legal documents that affect custody, visitation, or pick-up rights. These documents will be kept confidential in your child's file.

Unless I have received a valid court order stating otherwise, I am legally required to release a child to either biological or adoptive parent. I cannot deny a parent access to their child based solely on verbal requests or personal agreements between parents.

If a non-custodial parent who is legally permitted to have contact with the child arrives for pick-up or visits during child care hours, I will follow the terms of the court order on file. If appropriate, I will notify the custodial parent of the interaction.

If there are any changes to custody arrangements or court orders, it is the parents' responsibility to provide me with updated legal documentation as soon as possible.

MANDATORY CHILD ABUSE & NEGLECT REPORTING

The safety and well-being of every child in my care is my highest priority.

As a licensed child care provider in the State of Utah, I am a mandatory reporter. This means I am legally required to report any reasonable suspicion of child abuse or neglect to the appropriate authorities. I do not need proof that abuse or neglect has occurred; I am required by law to report any reasonable concerns in good faith.

Reports of suspected abuse or neglect are made in accordance with Utah law and are handled by the appropriate child welfare or law enforcement agencies. Individuals who make reports in good faith are protected under state law.

As part of my licensing and ongoing professional development, I receive training on recognizing the signs of child abuse and neglect, understanding my reporting responsibilities, and responding appropriately when concerns arise.

If you have questions about mandatory reporting or would like additional information about child abuse prevention and reporting, I am happy to provide resources upon request.

ILLNESS POLICY

The health and safety of every child in my care is a top priority. While I understand that young children occasionally become ill, I must balance the needs of an individual child with the health of the entire group.

Children who are mildly ill may attend only if they are well enough to participate comfortably in all daily activities, including outdoor play, and do not require care that would prevent me from safely supervising the other children.

When a Child Becomes Ill During the Day

If your child develops symptoms of illness while in my care, they will be separated from the other children as much as possible while remaining under my supervision. I will contact a parent immediately. Children who become ill must be picked up as soon as possible, and no later than one hour after notification. If I am unable to reach a parent within 15 minutes, I will begin contacting the emergency contacts listed on your enrollment forms.

Children Must Stay Home If They Have:

A fever of 100.4°F or higher

Vomiting

Diarrhea

An unexplained rash

Pink eye (conjunctivitis) with drainage or redness

A contagious illness (such as chickenpox, strep throat, hand, foot, and mouth disease, influenza, COVID-19, ringworm, or other communicable illnesses)

Severe or persistent coughing that interferes with normal activities

Difficulty breathing or wheezing not related to a diagnosed condition

Any illness that prevents them from comfortably participating in normal daily activities, including outdoor play

Any condition that requires one-on-one care beyond what I can safely provide while supervising the other children

Children who arrive with any of the above symptoms will not be admitted for care.

Returning to Child Care

Children may return to care when they:

Have been fever-free for at least 24 hours without fever-reducing medication

Have been vomiting- and diarrhea-free for at least 24 hours

Have completed the required exclusion period for any contagious illness, if applicable

Are well enough to participate in all normal activities, including outdoor play

No longer require medication to mask symptoms in order to attend

In some situations, I may request a written release from your child's healthcare provider before they return to care.

Please do not bring your child to The Preschool Playhouse after giving Tylenol, ibuprofen, or other medications solely to reduce a fever or mask symptoms of illness. These medications can temporarily hide an illness and may wear off during the day, causing your child to become uncomfortable and increasing the risk of spreading illness to others.

Preventing the Spread of Illness

Good hand hygiene is one of the most effective ways to prevent the spread of illness. Children wash their hands throughout the day, including upon arrival, before eating, after using the restroom or diaper changes, after outdoor play, and whenever needed. I also follow strict handwashing and sanitation procedures to help maintain a healthy environment for everyone.

The Preschool Playhouse reserves the right to make the final determination regarding whether a child is well enough to attend or remain in care. If I believe your child is too ill to participate comfortably, is showing signs of a contagious illness, or poses a health risk to other children or to me, I may require that your child remain home or be picked up, even if the symptoms are not specifically listed in this policy.

MEDICATION POLICY

Whenever possible, medications should be administered at home. Many prescription medications can be given once or twice a day. If your child requires medication, please ask your healthcare provider if the dosage can be scheduled before and after child care hours.

Children who are prescribed an antibiotic or other new prescription medication must receive the medication for at least 24 hours before returning to The Preschool Playhouse. This allows time for the medication to begin working and provides an opportunity to monitor for any allergic reactions or adverse side effects.

For the safety of all children, I administer medications only when absolutely necessary and with prior written authorization from a parent or guardian. All prescription medications must be in their original pharmacy-labeled container with the child's name, medication name, dosage instructions, and expiration date.

As a general policy, I do not administer over-the-counter medications, including fever reducers, cough

and cold medications, or pain relievers. This helps prevent masking symptoms of illness and ensures children who are too sick to participate remain at home.

The only exceptions are:

Diaper rash ointment

Sunscreen

Other items approved by me on a case-by-case basis with written parental authorization

The Preschool Playhouse reserves the right to decline administering any medication if I believe it is not necessary during child care hours, if it conflicts with my illness policy, or if it cannot be administered safely while supervising the other children.

TOYS FROM HOME

To help prevent conflicts, lost or damaged items, and safety concerns, I ask that children leave toys from home at home unless I have requested them for a special activity or show-and-tell.

Items brought from home often have special meaning to a child, which can make sharing difficult and may lead to disagreements. In addition, because I care for children of varying ages, some toys that are safe for older children may present a choking hazard or other safety risk for infants and toddlers.

If your child needs a comfort item to help with the morning transition, they are welcome to bring a small blanket or other approved comfort item. Unless otherwise arranged, comfort items will be put away after drop-off and may be used again at rest time if appropriate.

The Preschool Playhouse is not responsible for toys or personal belongings that are lost, broken, or damaged if they are brought from home.

NUTRITION & MEALS

The Preschool Playhouse participates in the Child and Adult Care Food Program (CACFP) and follows all USDA meal pattern requirements to provide nutritious, well-balanced meals and snacks for children. Menus are posted for families to review.

Breakfast, lunch, and snacks are served daily according to our schedule. Children are encouraged to try a variety of healthy foods, but they are never forced to eat or clean their plate. My goal is to create a positive, relaxed mealtime environment where children can explore new foods and develop healthy eating habits.

Each child is served the required portion sizes based on their age. Additional servings may be offered after everyone has been served and if food is available.

If your child has a medically necessary dietary restriction, food allergy, or special diet, please discuss it with me prior to enrollment. Parents may be asked to provide substitute foods or meals when necessary to meet their child's individual dietary needs.

Outside food is generally not permitted without prior approval. Families are welcome to provide treats for birthdays or special celebrations; however, all treats must be commercially prepared and purchased from a licensed store or bakery. Homemade foods cannot be served due to food safety regulations and allergy concerns.

INJURIES

Children learn through active play, exploration, and movement. While I provide close supervision and take every reasonable precaution to maintain a safe environment, minor injuries such as bumps, scrapes, and bruises are sometimes an unavoidable part of childhood.

If your child is injured while in my care, I will respond promptly and appropriately based on the severity of the injury.

Minor Injuries

Minor injuries, such as small cuts, scrapes, bumps, or bruises, will be treated with appropriate first aid. I will notify you of the injury at pick-up or sooner if I feel it is necessary. An Accident/Incident Report will be completed when appropriate.

Moderate Injuries

If an injury requires medical evaluation but is not life-threatening, I will provide appropriate first aid and contact you immediately to discuss the situation and determine the best course of action. An Accident/Incident Report will be completed.

Serious Injuries or Medical Emergencies

If your child experiences a serious injury or medical emergency, I will call 911 immediately, administer appropriate first aid within the scope of my training, and then contact you or your emergency contacts as soon as possible. If emergency transportation is necessary, your child will be transported to the nearest appropriate medical facility.

Accident/Incident Reports will be completed for injuries requiring documentation, and I will comply with all applicable state licensing reporting requirements.

In the event of a medical emergency, if I am unable to reach a parent or emergency contact, I am authorized to obtain emergency medical treatment for your child when immediate care is necessary to protect their health and safety.

By enrolling your child at The Preschool Playhouse, you acknowledge and authorize me to seek emergency medical care on your child's behalf until a parent or authorized emergency contact can be reached.

My goal is always to provide a safe, caring environment while recognizing that active play is an important part of healthy childhood development.

REST TIME

Children through age five participate in a daily rest time after lunch. Rest is an important part of a child's physical health, emotional well-being, and ability to learn throughout the day.

Children who nap will be encouraged to rest in a calm, comfortable environment. Children who do not fall asleep after a reasonable rest period will be offered quiet activities such as books, puzzles, coloring, or other individual activities that allow the room to remain peaceful for those who are sleeping.

Each child should have a small blanket for rest time. Blankets should be labeled with your child's name and will remain at The Preschool Playhouse. Blankets will be laundered weekly, or more frequently if needed.

Children ages 2–5 will rest on an individual child-sized cot. Infants will sleep in a safety-approved crib with a fitted sheet provided by The Preschool Playhouse. Safe sleep practices are followed at all times in accordance with Utah Child Care Licensing requirements.

To help maintain a calm and restful environment, please schedule arrivals and departures outside of rest time whenever possible. Entering during rest time can be disruptive to children who are sleeping. If an appointment or unavoidable circumstance requires arrival or pick-up during this time, please let me know in advance.

IMMUNIZATIONS

The Preschool Playhouse follows all immunization requirements established by the State of Utah.

Before a child may begin care, parents must provide a current immunization record or any exemption documentation permitted under Utah law. It is the parent's responsibility to keep their child's immunization records current and provide updated documentation as additional immunizations are received.

If a child's immunization records are not current or the required documentation is not on file, I may be unable to provide care until the necessary records have been received or the child is otherwise in compliance with state requirements.

During an outbreak of a vaccine-preventable disease, children who are not immunized may be excluded from care if required by the local health department or state licensing regulations to protect the health and safety of all children in the program.

COMMUNICATION AND CONCERNS

I value open, honest, and respectful communication with the families I serve. My goal is to build strong partnerships based on trust, mutual respect, and a shared commitment to each child's well-being.

If you ever have a question, concern, or suggestion, I encourage you to speak with me directly. Addressing concerns early allows us to work together to find a positive solution and helps ensure the best possible experience for your child.

I am committed to providing high-quality care and appreciate your feedback as we work together to support your child's growth and development.

SAFETY AND PROHIBITED SUBSTANCES

The Preschool Playhouse is committed to providing a safe, healthy, and drug-free environment for all children.

The use of tobacco products, electronic cigarettes (vapes), alcohol, marijuana, illegal drugs, or any other impairing substances is strictly prohibited on the property during child care hours. Individuals who appear to be under the influence of drugs or alcohol will not be permitted to pick up a child. If I believe a child cannot be transported safely, I will make every effort to contact another authorized adult listed on the child's emergency contact form. If no safe transportation can be arranged, I may contact local law enforcement to ensure the child's safety.

For the health and comfort of all children, please do not smoke, vape, or use tobacco products on or immediately adjacent to the property during drop-off or pick-up.

Materials that are sexually explicit, obscene, violent, or otherwise inappropriate for children are not

permitted on the premises. Any computer, tablet, television, or internet use by children will be age-appropriate, closely supervised, and, when applicable, protected by parental controls or content filters.

TERMINATION OF SERVICES

My goal is to build lasting relationships with families and provide a positive experience for every child. However, there may be circumstances in which I determine that The Preschool Playhouse is no longer the best fit for a child or family. I reserve the right to terminate child care services immediately or with notice, depending on the circumstances.

Reasons for termination may include, but are not limited to:

- Failure to pay tuition or fees as outlined in this handbook.
- Repeated late pick-ups.
- Failure to comply with the policies and procedures outlined in this handbook.
- Repeatedly bringing a child to care while ill, masking symptoms with medication, or failing to pick up a sick child when requested.
- Abusive, threatening, disrespectful, or harassing behavior by a parent, guardian, or authorized pick-up person toward me or others.
- A child's behavior that poses an ongoing safety risk to themselves or others and cannot be safely managed within my program.
- A child requiring a level of individual care or supervision beyond what I can reasonably provide while caring for the group.
- Failure of a child to adjust to the program after reasonable efforts have been made to support a successful transition.
- Providing false or misleading information during enrollment or throughout care.
- Any situation in which I determine that continuing care is no longer in the best interest of the child, other enrolled children, or The Preschool Playhouse.

Whenever possible, I will provide families with advance notice and work together to address concerns before termination becomes necessary. However, I reserve the right to terminate care immediately if the health, safety, or well-being of the children in my care or myself is at risk.

POSITIVE GUIDANCE AND BEHAVIOR SUPPORT

At The Preschool Playhouse, I believe children learn best in a safe, consistent, and nurturing environment. Young children are still developing self-control,

emotional regulation, communication skills, and the ability to solve problems. My role is to teach and guide these skills with patience, consistency, and respect.

I use positive guidance techniques that are developmentally appropriate and focused on helping children learn rather than punishing mistakes. Children are encouraged to make good choices, express their feelings appropriately, and develop respectful relationships with others.

Positive Guidance Strategies

Behavior is guided through a variety of positive approaches, including:

- Redirection to appropriate activities
- Modeling respectful behavior
- Positive reinforcement and encouragement
- Offering age-appropriate choices
- Teaching problem-solving and conflict resolution skills
- Helping children identify and express their emotions appropriately
- Natural and logical consequences when appropriate
- Providing a quiet space for a child to calm their body and emotions before returning to play

When children experience conflicts, I view these moments as opportunities to teach important social and emotional skills such as kindness, empathy, patience, sharing, taking turns, and using words to solve problems.

Program Expectations

Children are expected to:

- Use kind words and respectful behavior.
- Keep hands, feet, and objects to themselves.
- Respect people, toys, and property.
- Follow safety rules both indoors and outdoors.
- Listen and follow directions.
- Use age-appropriate problem-solving skills with support when needed.
- Safety Rules

To help keep everyone safe, the following behaviors are not permitted:

- Hitting, kicking, biting, spitting, or intentionally hurting others.
- Throwing toys or using objects in an unsafe manner.
- Climbing or standing on furniture.
- Running indoors.
- Using inappropriate language, teasing, or bullying.
- Pretend weapons or violent play directed toward others.

Going outside without an adult during arrival or pick-up.

When Additional Support Is Needed

If a child's behavior becomes unsafe or repeatedly disrupts the program, I will work together with the family to develop consistent strategies that support the child's success. If, despite reasonable efforts, I am unable to safely meet a child's needs within my program, continued enrollment may no longer be appropriate. Please refer to the Termination of Services section of this handbook.

Prohibited Forms of Discipline

Under no circumstances will I use corporal punishment or any form of physical or emotional punishment. This includes, but is not limited to:

- Spanking or any other form of physical punishment
- Shaking, grabbing, or physically intimidating a child
- Yelling, shaming, humiliating, or threatening a child
- Name-calling or verbal abuse
- Withholding food, rest, or bathroom privileges
- Isolating a child without supervision

Every child deserves to be treated with dignity, respect, and compassion while learning the skills they need to succeed.

HELPING YOUR CHILD HAVE A GREAT DAY

Children experience emotions just like adults do. Changes at home, whether exciting, stressful, or simply out of the ordinary, can affect how a child feels and behaves throughout the day.

Something as significant as welcoming a new sibling or moving to a new home, or as simple as a poor night's sleep, skipping breakfast, a change in routine, or an exciting weekend, can influence your child's mood and ability to cope with everyday situations.

Open communication between home and The Preschool Playhouse is one of the best ways we can work together to support your child. If there has been anything that may affect your child's day—such as illness, poor sleep, family changes, visitors, travel, a difficult morning, or anything else you feel would be helpful for me to know—please let me know at drop-off or send me a quick text. Even small details can help me better understand your child's needs and provide extra patience, comfort, or encouragement throughout the day.

Likewise, if I notice changes in your child's behavior, mood, eating habits, participation, or overall well-being, I will communicate those observations with you. Working together allows us to better support

your child's growth, development, and emotional well-being.

Because I spend many hours each week caring for your child, I may occasionally recommend that you consult your child's healthcare provider if I observe ongoing concerns related to your child's health, development, or behavior. Any recommendations I make are always out of genuine concern for your child's well-being and are intended to support, not replace, the guidance of your healthcare provider.

Strong communication and partnership between home and child care help create the best possible experience for your child.

INFANT CARE & DAILY NEEDS

The Preschool Playhouse welcomes infants 6 weeks through 24 months of age. During these early months, children grow and develop at an incredible pace. I strive to provide a safe, nurturing, and responsive environment that supports each infant's individual development while building a strong partnership with families.

Individualized Care

Every infant has unique sleeping, feeding, and developmental needs. Young infants are cared for according to their individual schedules and cues, while older infants gradually begin transitioning to a more predictable daily routine as they grow and develop.

I work closely with families to ensure consistency between home and child care whenever possible.

Daily Communication

I believe communication is especially important during infancy. Each day, you will receive information about your child's day, including:

Feedings
Diaper changes
Sleep times
Activities and developmental milestones
General mood and any important observations

This daily communication helps us work together to provide the best possible care for your child.

What to Bring

Parents are responsible for providing the following items for their infant:

- Diapers
- Diaper cream or ointment (if used)

- Several complete changes of clothing
- Bottles and nipples
- Breast milk or preferred formula (if not using the formula provided)

Please label all personal belongings with your child's name. I will notify you when supplies are running low.

Infant Feeding & Nutrition

The Preschool Playhouse participates in the Child and Adult Care Food Program (CACFP) and follows all USDA infant feeding guidelines.

Parents are responsible for providing breast milk or infant formula for their child, along with enough clean, labeled bottles for each day's feedings. Breast milk and formula will be stored, prepared, and served according to current health and safety guidelines.

As infants begin eating solid foods, new foods should first be introduced at home. This allows parents to monitor for any allergic reactions before foods are served in child care. Once a food has been safely introduced, I will gladly include it as part of your child's meals and snacks.

Please notify me of any food allergies, sensitivities, or changes to your infant's feeding schedule so I can provide safe and appropriate care.

Safe Sleep

Infants are always placed on their backs to sleep in a safety-approved crib that meets current licensing requirements. Safe sleep practices are followed at all times in accordance with Utah Child Care Licensing regulations unless I have written medical instructions from your child's healthcare provider stating otherwise.

EMERGENCY & DISASTER PREPAREDNESS

The safety of the children in my care is my highest priority. While emergencies and disasters are unpredictable, The Preschool Playhouse has written emergency preparedness plans in place to respond to a variety of situations, including fire, severe weather, earthquakes, medical emergencies, power outages, hazardous material incidents, and other unforeseen events.

Emergency drills are conducted as required by Utah Child Care Licensing to help ensure children and I are prepared to respond safely and calmly in the event of an emergency.

In the event of an emergency or disaster, my first priority will always be the safety and well-being of the

children in my care. Parents will be notified as soon as it is safe and practical to do so.

Please refer to the Emergency & Disaster Preparedness Plan for detailed procedures and emergency response information.