

PARENT HANDBOOK AND CONTRACT

CHILD'S NAME _____ CLASS: _____

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PARENT'S NAME _____

CLASS DESIRED: **TOT CLASS PREK 3DAYAM/PM PREK4DAY FULLDAY**

The following is a list of rules and regulations governing our preschool agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing! The contents of this contract and all forms required for enrollment are non-negotiable.

ENROLLMENT PROCEDURES

All necessary forms and deposit must be completed and returned to me before a spot is held for your child in the class you desire. Class spots are only held once all paperwork and deposit have been made. No Exceptions! All forms must be updated at least every year, sometimes sooner according to need. Please inform me immediately of any changes. Listed below you will find the list of forms that you need to be returned to Little Monkeys Preschool to hold your child's spot.

Forms needed:

Parent Handbook and Policies and Procedures

Contract with Choice of Class

LIC 700 Identification and Emergency Information

LIC 627 Consent for Emergency Medical Treatment

LIC 702 Child's Preadmission Health History

General Authorization

LIC 613A Personal Rights

LIC 995A Notification of Parent's Rights

LIC 995E Caregiver Background Check Process

LIC 9212 Consumer Awareness Information/Parents Responsibilities

LIC 9221 Consent for Medication (If Needed)

LIC 9166 Nebulizer Consent (If Needed)

Copy or print out of vaccinations. Pre California law all children need to be up to date on all vaccinations to attend school or daycare,

AGES SERVED

The ages of the children I serve are 2.5 years to 6 years.

DROP OFF'S & PICK UP'S

For half day classes, you can drop off only 15 minutes before your class time and please don't be more than 15 minutes late. We run classes only 15 minutes apart, so coming any

earlier than 15 minutes before your class will either interfere with a class already in session or I will not be open. On the other side we will not accept any child over 15 minutes late. We only have 3 hours to learn and jump right into our fun for the day and anything over 15 minutes disrupts the classroom and learning already in progress.

Pick ups also need to be done either 15 minutes before or after your child's class ending time. Anything past 15 minutes will incur a late pick up fee of \$10. If you know you are going to be late please let me know as I have my own children to pick up from school immediately after class or you could be interfering with another class and I would need to know who is going to be late ASAP. Repeated late pick ups can result in expulsion from Little Monkeys Preschool.

Full time care is only from 7:00am to 5:00pm. Any drop offs before 7:00am will not be accepted and anything after 5:00pm will result in the \$10 late fee. Repeated late pick ups can result in expulsion from Little Monkeys Preschool.

DAYS AND HOURS OF OPERATION

Monday	7:00am - 5:00pm
Tuesday	7:00am - 5:00pm
Wednesday	7:00am - 5:00pm
Thursday	7:00am - 5:00pm
Friday	7:00am - 5:00pm
Saturday	Closed
Sunday	Closed

**Late fees will also be charged for pick-ups past closing times.

HOLIDAYS

At Little Monkeys our half day programs follow the Murrieta School District school calendar. Here are the dates for the 2019/202 school year that we will open and close and our days off:

- Aug 14 - First Day of School
- Sep 2 - Labor Day
- Nov 11 - Veterans Day
- Nov 21-29 - Thanksgiving Break
- Dec 23-31 - Winter Break
- Jan 1-10 - Winter Break
- Jan 20 - Martin Luther King Day
- Feb 14 - Presidents Day
- Feb 17 - Presidents Day
- Mar 30-31 - Spring Break
- Apr 1-3 - Spring Break
- May 25 - Memorial Day
- May 28 - Last day of school and graduation for Tot Class
- May 29 - Last Day of school and graduation for 3 & 4 day a week PreK Classes

Our **full day** programs are full year with the following holidays and days off for 2019/2020.

Sep 2 - Labor Day
Nov 11 - Veterans Day
Nov 21-22 - Vacation
Nov 28-29 - Thanksgiving
Dec 24-25 - Christmas
Jan 1 - New Years
Jan 6-10 - Vacation
Mar 30-31 - Spring Break
April 1-3 - Spring Break
May 25 - Memorial Day
June 1 - Vacation Day

In the event that I must leave for an appointment, my husband or mom substitute for me. They have been cleared by the state to be my assistants and have met or exceeded all state requirements to take care of your children.

SICK DAYS

Each year I am allotted 3 sick days. I usually try not to use these and some years won't use any, but if the time arises that I need you will be notified ASAP that class has been cancelled.

PRESCHOOL RATES

Tot Class - 2.5-3 years old \$155 a month

- **Tuesday & Thursday 8:30am - 11:30am**
- **\$75 non-refundable enrollment fee, due at the time of enrollment**

Ten month program, for children who are 2.5 yrs old, by August 31st of the current school year. The 2.5-3yr old group teaches age appropriate materials, providing the extra love and attention required to prepare your child for a structured classroom environment. At two days per week, our 2.5-3yr old group will be introduced to the basics and beyond, building the foundation for the 4-year-old Pre-K class.

PreK 3 Day Class - 4-5 years old \$260

- **AM Class - Monday, Wednesday & Friday 8:30am-11:30am**
- **Pm Class - Tuesday, Wednesday & Friday 11:45am-2:45pm**
- **\$75 non-refundable enrollment fee, due at the time of enrollment**

Ten month program for children who are 4 yrs old, by August 31st of the current school year. At three days per week, the 4-year-old group teaches age appropriate materials, nurturing your child and preparing them for entry into kindergarten for the following year. Even if your child has not attended our 3-year-old group, they will learn and build upon the basics, expanding their knowledge to instill a love of learning that will continue to grow.

PreK 4 Day Class - 4-5 years old \$325

- **Pm Class - Tuesday-Friday 11:45am-2:45pm**
- **\$75 non-refundable enrollment fee, due at the time of enrollment**

Ten month program for children who are 4 yrs old, by August 31st of the current school year. At four days per week, the 4-year-old group teaches age appropriate materials, nurturing your child and preparing them for entry into kindergarten for the following year. Even if your child has not attended our 3-year-old group, they will learn and build upon the basics, expanding their knowledge to instill a love of learning that will continue to grow.

Full Day - 2.5-5 years old \$40 per day

- **Monday-Friday 7:00am-5:00pm**
- **\$75 non-refundable enrollment fee, only if holding a future spot, at least 14 days in advance, due at the time of enrollment**

We only accept cash, debit or credit cards. Checks will only be accepted for deposits.

PAYMENTS – Tuition payments must be made by the first day of school for each month. Any tuition not paid by the 10th of the month or will result a \$10 per day late fee and your child will not be admitted to class.

Full day programs can be charged weekly, bi-weekly or monthly. All payments are due the first day of car for that week.

In the event Little Monkeys Preschool is not paid for services rendered:

First action: Little Monkeys Daycare reserves the right to give written notice and take action by not providing care for your child/children until payment is made for services.

Second action: Little Monkeys Daycare also reserves the right to give a written notice and take action at which time you will be taken to small claims court where court & attorney fees and loss of income will also be added to the bill.

CONTRACT CANCELLATION – At Little Monkeys Preschool we know life happens and things can change quickly. Any contract can be canceled at any time with a 30-day notice of intent to leave in writing.

DESTROYED ITEMS – There will be a charge for any items maliciously destroyed or harmed by your child.

MEALTIMES

Breakfast 8:00am (Full Day programs ONLY)

Snack 9:30a.m.

Lunch 11:45 am (Full Day programs ONLY)

Afternoon Snack 2:00p.m

These times are approximate.

There is no charge for any snacks or meals served at Little Monkeys Preschool. All snacks and meals are nutritious and are served according to federal nutrition guidelines. Children

are never expected to clean their plate but are asked to try everything just once. If your child has any allergies, please let me know. At no time should your child bring food from home unless enough is brought for all. Please allow your child time to finish all uneaten food prior to arriving inside.

We practice manners and use thank you, please, your welcome and many more! All children join us at the table and learn proper seating and table manners.

SAFETY

I pride myself in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety are:

Inside

- *Adequate Ventilation through out the home.
- *Gates are used on stairways when infants under 2 years are present.
- *Fire extinguishers are maintained properly.
- *Toys are age appropriate and in safe manner.
- *Electrical outlets are covered.
- *A well-stocked first aid kit is kept near, and expiration dates observed.
- *Provider is CPR and First Aid certified and trained.

Outside

- *Safe covered areas to play.
- *Playground free of splinters and harmful objects.
- *Safety approved play equipment and toys.
- *Yard routinely treated to prevent insects.
- *Entire back yard is fenced, and gate locked.
- *Children do not play outside unsupervised.

EMERGENCIES

In the event of an emergency with your child, you will be called, and if necessary, the child will be transported by ambulance to the nearest hospital. You will be responsible for all medical treatment necessary for your child's well being. This is not limited to emergency room care, ambulance visits and co-pays to your insurance company.

ILLNESS AND SICK CARE

This is a well-child preschool home. This means that if your child is not feeling well, for any reason, you will need to find alternate care. Control of communicable illness among children is a prime concern. Policies and guidelines related to outbreaks of communicable illness in my home have been developed with the help of the Health Department and Pediatricians. In order to protect the entire group of children, as well as your own child, I ask that parents assist me by not bringing their child if he/she has a contagious illness or exhibits any of the following symptoms:

- Fever of 100 F under the arm
- Signs of a newly developing cold or severe coughing/sneezing
- Vomiting, in excess of typical infant spit-ups or upset stomach
- Diarrhea (1)
- Conjunctivitis ("pink eye")
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Consistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes

- A communicable disease (measles, mumps, chicken pox, etc.)
- Excessive colored discharge from eyes or nose, indicating possible infection
- Head lice
- Unexplainable rash

In general, if your child is too sick to go outside and play, then your child is too sick to attend childcare. If your child becomes ill during daycare, you will be phoned at work and asked to pick your child up immediately.

If your child has a common cold (slight cough, sneezing, clear runny nose and/or a temperature below 100 degrees) your child may attend daycare. However, if your child reaches a point when he/she requires constant attention, will not play, cries continuously, whines and wants to be held constantly, then your child will need to stay home.

Please dispense all medications at home whenever possible. For times when this is not possible, an Administration of Medication Form must be filled out in order for me to dispense any medications. All prescription and over-the-counter medications must be in their original container(s), and prescriptions must display the pharmacist's label with the doctor's name.

DIAPERING & POTTY TRAINING

Soiled diapers or pull-ups and wipes, are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders will not be used unless a medication form is filled out by the parents. Potty training can be a stressful time for children and adults. Here at Little Monkeys we will assist in potty training on an individual basis to give your child the one on one attention and care to help them master this skill.

HAND WASHING

Children's hands are washed:

Before eating.

After diapering or use of toilet.

When coming in from outside play.

After coming in contact with a sick child and/or runny nose.

After completing messy crafts or projects.

Provider's hands are washed:

Before preparing food.

Before feeding an infant or giving a bottle.

Before and after giving medications.

After diapering and or assisting a child using the toilet.

After touching body secretions.

And about 100 other times during the day.

Hands are always dried with single use paper towels.

SUPPLIES NEEDED FOR YOUR CHILD

*Diapers or Pull-ups

*A COMPLETE change of clothing for each child

Please label all items and they will be kept in your child's cubbie.

PROPER ATTIRE

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect me to keep your child's clothes clean and free from stains. The children will participate in all activities regardless of their dress. Children (and parents) do not wear shoes when inside the home. They must take them off and keep them in the entry with their coats. This helps to keep carpets clean and the floors more sanitary for crawling infants and children. It also helps when your child has easy on/off shoes that they can do with minimum assistance.

DISCIPLINE PROCEDURES

1. In case of disciplinary measures, I use positive guidance/re-direction several times, and will ask the child to go to the Calm Down Corner. There they will find a bin of items specifically designed to help children deal with these feelings they are having. Our posters and books help them know what they are feeling and right and wrong ways to deal with those feelings. Reading a book, blowing a spinning wheel, yoga poses or simply cuddling a stuffed animal are all options that the children have of dealing with anger and frustration. At Little Monkeys Preschool we believe in teaching children that everyone has these feelings and they are ok to have. We also go over the right and wrong ways to handle these feelings
2. If the child has a severe repetitive disciplinary problem (i.e. hitting, spitting, biting, destroying objects, or bullying other children) parents will be notified so we can take a course of action together to rectify the problem.

TOYS AND PERSONAL ARTICLES FROM HOME

No Toys should be brought from home unless requested for an event or share day. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. I am not responsible for lost, broken, or stolen objects that are brought from home.

OPEN DOOR POLICY

At Little Monkeys Preschool you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit. A child going through separation anxiety will most definitely react by a parent coming into the daycare and not taking them with when they depart. Please knock when dropping off or picking up your child, doorbells can wake the napping children easily. I always keep a safety latch latched at the top of the door to keep the little ones from trying to sneak out the front door. There will be times where I am pre-occupied with a child or unable to hear the door, if this happens feel free to call or text to let us know you are there. From some areas in the house it is hard to hear soft knocks.

You are also invited to call and check on your child during the day. Please keep in mind there may be times when it is not convenient for me to run to the phone. (i.e. diaper changing, art time etc.). If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail message. I will then return your call as quickly as possible. You may also communicate any information to me via email or text. There may be those times when something comes to you at work that you don't want to forget to relay to me, so please don't hesitate to email or text.

Welcome to Little Monkeys Preschool!

(Provider's Copy)

AGREEMENT

I have read and fully understand the Little Monkey Preschool Parent Handbook and Contract. I now agree to enter into this contract with Monique Swickla of Little Monkeys Preschool. I understand that the contents of this contract may be changed at any time by Monique Swickla providing two weeks written notice to me. Anytime a change is made, I will be given a new contract. I have received an exact copy of this Parent Handbook for my own records.

Parent Signature_____Date_____

Parent Signature_____Date_____

Provider Signature_____Date_____