

# Little Peaches Preschool



Owned and operated by Lazarus Holdings LLC

307-220-3051

Est. 2005

\*Last update January 1<sup>st</sup>,2022

## Family Handbook

Welcome to Preschool! Please read this handbook thoroughly, as it covers essential policies and procedures that govern our preschool contract agreement and pertain to the Care of your Child. There **is** a lot of information, but it will help you understand the type of care, environment, and education your child will be receiving. If you have any questions, please do not hesitate to ask.

\* The handbook, policies, and contracts are revised in January each year. \*

### Family Expectations:

Open communication. Provide updates on problems and progress that your child is making. Excellent communication helps us work together in the best interest of your child. Remember that Continuity of Care is vital to a Child's development.

You should fully understand the terms of the contract and the policies and procedures that you, as the parent, are agreeing to. Be honest about how you believe the arrangement is working. Although you need to be vigilant to safeguard your child, you should trust me as your preschool provider to do the best for your child. Show your trust by asking questions rather than jumping to conclusions when apparent problems develop.

I welcome all parents at all times. I do not mind in the least teaching while you are watching me. So stop by to view anytime. I also love parents' help and suggestions. It is required that all parents volunteer at least once per school year in their child's class.

And lastly, treat my employees and me as you would like to be treated. Please keep in mind we are NOT "babysitters." Please recognize that this is our Profession, and it is not an easy one. We are not superwomen; please do not expect us to do things you would not do. We are also working parents with other responsibilities. PLEASE, PLEASE DO NOT BE LATE!

## Hours of Operation:

Monday's 9-2:15

Tuesday's 12:15-2:15

Wednesday's 9-2:15

Thursday's 9-2:15

Friday's 9-11:30

## **Days we are closed or will close early:**

Closures will be noted on the website and in the parent lobby.

There is no tuition credit allowed for any closed days. Your total Monthly Fees are due every month from September through May. A two-week notice is required before pulling your child from class. If you chose to remove your child from school any month between September- May, your child's spot would not be guaranteed when you decide to return. If you choose to take a vacation, your child's total fees are due every month.

A complete list of this year's closed dates and holidays can be found in the parent lobby and on the website.

## Fee Schedule:

Monday, Tuesday, and Thursday mornings: \$185

Monday- Thursday Afternoons \$215

Wednesday/Friday Mornings: \$175

**Fees are always due on the last business day of the month, which means you are pre-paying for the month to come. All payments will be paid by the 5th of every month, or a late fee of \$50 will be charged.**

There is a \$100 deposit that each new parent will pay before their child is allowed to begin school. This fee ensures your child a spot in the program.

There is a \$50 returned check fee. Payments can be made on our website via Square or personal check, and you may pay in cash; checks should be made out to Little Peaches Preschool.

If tuition becomes delinquent after 30 days, you will have ten days from notification to meet your financial commitment. Failure to do so will result in your child's removal from school.

There are no refunds on fees if you pay ahead. If you pay several months at a time, please do so after carefully thinking if your child will attend for those months.

### **Pick-up/Drop-off**

We assume responsibility for your child only when they are on Little Peaches property. No child will be allowed to leave with anyone except parent/guardian unless indicated by the parent that particular day. Anyone unfamiliar to me will be required to show I.D. and be approved of by the parent before they leave.

Please be in control of your child at pick-up and drop-off times. If the person picking up the child appears to be under the influence of drugs or alcohol, another authorized person will be called to pick up both Parent and Child. The Cheyenne Police department will be contacted at the first sign of resistance to this policy. Please know this policy is in place with concern for your child's health and well-being.

**Television:** None. There is no television in our preschool.

**Snack:** a light snack will be given during the middle of the class. When we are low, I will either provide snack or ask for parent donations in the newsletter. Please plan to bring in a snack for your child's class once per month.

**Dress code:** Please have your children dressed weather appropriate and ready to play. If I feel that your child isn't dressed appropriately at any time, I will address the issue with you privately. Your child will get dirty, so I do not recommend treasured or valued clothing be worn to preschool; they should come dressed to work. They should always have a change of clothes inside their backpacks, which they must bring daily. Your child should always wear shoes to school; they don't want to stay inside if they decide to go out onto the sidewalk for an activity.

**Potty time:** Make me aware of how you are trying at home so that we may keep it consistent. Your child does not have to be potty trained to attend school. If they are training, please make sure they bring a change of clothes, and please make sure we have a supply of wipes and diapers/pullups/underwear for your child.

**Holidays/Birthdays:** We honor major holidays and all children's birthdays. Please pre-arrange any food you would like to bring in for your child's birthday. Also, if your family does not celebrate certain holidays, please make me aware. It is always best to avoid any treats with nuts.

**Cleaning:** Children will be expected to clean up after themselves. Our classroom is sanitized regularly and kept as clean as possible at all times. Handwashing is a must for parent volunteers, classmates, and teachers within our classroom. Please encourage your child to clean their messes at home as well.

### **What you can expect your child to learn when at Little Peaches:**

- **Independence**
- **Gross and Fine motor skills**
- **To learn to separate easily from parent/guardian**
- **Play cooperatively and respect personal space**
- **Self Help skills**
- **Identify body parts**
- **The alphabet and Numbers, visually identifying these out of order**
- **Colors and shapes**
- **Beginning knowledge of letter sounds, etc.**

### **Preschool Rules:**

- No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting themselves or others.
- No Guns.
- No intentionally breaking anything. In these cases, the parents are held responsible, and the parent will replace the item.
- No name-calling, yelling, teasing, or foul language.
- Show respect towards peers and other adults.

I do not have a lot of rules; the children will have clear expectations, and we will consistently remind the children of these expectations during the school day. Please be aware as in Elementary school; we try to solve any behavior issues within the school. Parents will be notified AFTER we have exhausted all our

resources in solving the issues at school. This means if we pull you in for a parent meeting to discuss the behaviors that it is not the first time, and we need to plan to work together to come up with a solution.

### **Discipline:**

Discipline will be consistent, clear, and understandable to the child. When disciplining a child, positive guidance, redirection, and setting clear limits that enable a child to become self-disciplined will be used.

Children will be encouraged to respect people, be fair and learn to be responsible for their actions. Aggressive behavior toward their teacher or other children is unacceptable. Good behavior will be encouraged and praised. If there are issues at school, please know that by the time I come to you to discuss any concerns, it means it is not the first time we have had a problem. It means we have done our best to handle things within the school, but the issue is not going away, and it's time we address it together as teacher and parent.

The teacher closest to the child will handle any problems. A calm conversation will be had unless the teacher feels the child is too worked up yet to talk, and they will be asked to take some chill-out time in a quiet place until they calm down, then they will speak with me about how things could have gone better and what a better choice would have been. All discipline goes through me, and I instruct all teachers on what to do in any situation that arises. Every incident that happens in class is reported to me. All student behaviors will be discussed between the parent and me.

### **Exclusions from Care/sicknesses:**

The facility staff may refuse any child who cannot participate in a regular childcare program due to discomfort, injury, or other illness care symptoms. We follow all guidelines and rules set by the Department of Family Services pertaining to sick children in care.

Any child who cannot participate in a regular child care program due to discomfort, injury, or other symptoms of illness may be refused care. A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

- Severe diarrhea
- Severe pain or discomfort

- Two or more episodes of acute vomiting within a period of twenty-four (24) hours;
- Difficult or rapid breathing;
- Yellowish eyes or skin;
- Sore throat with a fever over 101° F or severe coughing;
- Untreated head lice or nits;
- Untreated scabies;
- Children suspected of being in contagious stages of chicken pox, pertussis, measles, mumps, rubella or diphtheria; or
- Purulent conjunctivitis

**Children with the following symptoms should be excluded from child care unless they are under the care of a physician and the physician has approved in writing their return to child care:**

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes;
- Elevated oral temperature of 101° F or over;
- Blood in urine;
- Mouth sores associated with drooling; or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List.

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility.

Please do not bring your sick child to school. If you believe your child is sick, or getting sick stay home. If everyone does this we can keep colds and illnesses from running through our school.

### **Medication Administration:**

Medications, both prescription and over-the-counter, are rarely given at school; the only exceptions involve severe or unique problems where the physician deemed necessary that the medication be given during school hours.

With the help of your child's physician, the parent is urged to work out a schedule of giving medication at home, outside school hours, whenever possible.

Medications will not be administered at the Center unless accompanied by a doctor's authorization, with written approval and instructions from a child's parent/guardian.

The proper form must also be completed and submitted. Each child's medication is kept in an individual locked medical bag.

As medicine reaches its expiration date, it will be returned to the parent.

Suppose medication is to be administered at school. In that case, all the following conditions must be met:

- A signed request from a licensed physician/dentist specifying the condition for which the medication is to be given, the name, dosage, route, side effect, and specific instructions for emergency treatment must be on file at school. School staff is not authorized to determine when an "as needed" medication is to be given.
- Specific instructions are necessary.
- A signed request from the parent/guardian must be on file at school.
- Medication must be in your child's original, labeled pharmacy container written in English.
- An appropriate measuring device must accompany all liquid medicines.
- A separate form is required for each medication.

**Termination of Care:** The parent can only terminate care with two weeks' notice. I reserve the right to immediately end care for non-payment, failure to respect me, and the preschool rules. A refund of fees will not be given if you have chosen to leave preschool after dues have been paid.

**Teacher Vacation:** I reserve the right to 10 vacation days per year, with at least three weeks' notice. I will do my best to have other qualified teachers there for me for any unforeseen family events.

**Supplies:** Please see the listing in the parent lobby; this may change monthly. For special activities, I will ask the parents to help provide certain items and post a sign-up sheet for these items. Please do not feel pressured to sign up to bring in items.

**Blizzards/Snow Days:** If Laramie county school district #1 closes for a snow day, we will also close. If the weather gets too bad and the district closes early and sends students home before a bad storm, we will also.

**Tornados/Severe Weather:** The weather channel stays pulled up on the computer, and staff phones will alert to any impending inclement weather. If sirens go off, we will immediately take shelter in the basement of the building until deemed safe.

**Medical Emergencies:**

All staff is CPR/1st aide certified. In serious situations, 911 will be called, and parents are responsible for any charges this may incur. Parents will be called immediately to notify any situation, even if it's a bruise.

**Fire Drills:** Fire drills are done monthly. In case of emergency, children will exit the building and meet on the other end of the parking lot in the designated area, a safe distance away from the fire. Even if no fire is visually seen, but the alarms go off, we will evacuate. Parents will be notified immediately.

**Sick children and care:**

The facility staff may refuse any child who cannot participate in a regular childcare program due to discomfort, injury, or other illness care symptoms. A complete list and explanation can be found in the parent areas at school.

**Weapons Policy:** There are no weapons of any sort on the premises. There are no weapons allowed on-premises. I do not allow guns inside the school for any reason, no matter your occupation or license. Please remove all weapons before entering the school.

### **Expulsion/Suspension Policy:**

Our staff is committed to the following:

- Creating a positive environment to nurture self-expression and opportune learning.
- Modeling positive behaviors to ensure children are treated with respect and kindness
- Be consistent and clear with expectations and rules of the classroom
- Use redirection and positive guidance and praise appropriate behaviors

Occasionally a situation may arise when a child has difficulty adjusting to day-to-day life in child care. As a parent or guardian, you should expect to work with the staff to create a plan of action in response to any situation that arises. We do not believe in giving up on a child as a program. We believe our staff's job is to understand a child and work with the child and their family during a difficult transition.

If you have any questions or concerns with our facility and feel the need to contact our state licenser, please call Michelle Tucker at 307-777-5151.

Thank you for choosing Little Peaches Preschool; I look forward to working with your family. If you have any other questions, please ask; please let me know if you have any suggestions!