

Little Peaches Preschool



Owned and operated by Lazarus Holdings LLC

307-220-3051

Est. 2005

Family Handbook

Updated August 9th, 2022

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. *

Our Philosophy

Children are viewed as competent, curious, and natural researchers full of knowledge, potential, and interest in connecting to the world around them.

Play is a child's work, and learning occurs during developmentally appropriate, child-centered activities. Children learn concepts best when they are meaningful and relevant to them. They acquire knowledge through the active exploration of their environment. Consequently, it is the teacher's responsibility to provide a learning-enriched climate, which offers stimulating and challenging experiences for them.

The teacher then acts as a facilitator: encouraging, promoting, and reinforcing a child's attempts, questions, skill development, and discoveries. Ideas are discussed, investigations are shared, and opportunities are created to extend and build upon theories.

We encourage and support the children to work together during play and inquiry and entrust the children to solve problems.

A collaborative approach develops respect for many points of view, ideas, theories, and suggestions of individual children as well as the group. We focus on creating relationships, making connections, and establishing a dialogue between educators, families, and children. We believe that children are deeply connected to family and community and we invite families to take an active role in contributing to the process of discovery and learning.

Anti-Bias Policy Statement

We believe all children have the right to high-quality early educational experiences that welcome and embrace all forms of diversity.

In our community, we acknowledge and respect everyone's unique identity, including their race, gender identity or expression, sexual orientation, religion, ethnicities, abilities, and socioeconomic background. Our goal is to provide a nurturing, inclusive, equitable, and safe environment.

We strive for children to gain self-awareness, confidence, and pride in their social identities, as well as express comfort, joy, and compassion for human diversity in our classroom, our community, our country, and our world. We are committed to open and ongoing dialogue among children, families, and our team at PeachTree. This policy ensures all children, families, educators, and staff are welcome, valued, and treated with equity and respect.

Minimum Staff Requirements to be licensed by the state of Wyoming

- First aid and infant/child CPR certification must be completed biennially and kept current at all times
 - 16 hours of continuing education annually
 - TB risk assessment or current TB test results if applicable
 - A child abuse/neglect Central Registry screen done annually
- Full fingerprint-based national criminal history record background check completed every 5 years
 - National sex offender check results

CHILD RECORDS

Each child in care shall have the following information on file;

- Completed Child Record;
- Current Immunization record;
- Written authorization from parent(s) or guardian(s) for the following

- Emergency medical care;
- Participation in field trips or excursions, whether walking or riding;
 - Child to be transported
- Use of swimming or wading pool if one is used and
 - Over the Counter Medication form.

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 9-2:15

Wednesday's 11:45-2:15

Thursday's 9-2:15

Friday's CLOSED

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: \$200

Monday- Thursday Afternoons \$230

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.

Food Allergies: Upon enrollment please let our staff know if your child has any allergies or dietary restrictions. A food allergy action plan should be filled out and a discussion about appropriate procedures and parent wishes should be had between staff and parent. All allergies are posted within the classroom.

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.

Pets: We do not have any permanent pets who are fixtures at the center. However, Layne and Abby do have small dogs that make an appearance. Layne's dogs are Dobby and Benny, they are chihuahua/dachshund mixes. Abby's dog Finnegan is a Terrier mix. Finnegan is currently a puppy but is being raised to be a social-emotional support animal for young children and will spend time in the classroom.

Potty time: Children are required to be potty trained to attend school. Please make sure you bring a change of clothes in their backpack.

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.

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.

Care Plan for children with special health needs: A diabetic plan will be set with parents upon enrollment. Parents will discuss any devices used to monitor a child's glucose(I.e. Dexcom). This will be a written plan. Candy will never be used to raise a child's blood sugar. Apple juice is stocked within the school and this will be the first item used if a child is in extreme danger of crashing. Blood sugar is monitored throughout the child's time in class. Healthy snack options are always available for our diabetics. Parents are encouraged on class party days to prepare a party snack for their child, or to stick around and help staff create a plate of fruit and veggies they deem appropriate for their child to eat.

Sick Staff Exclusion: Sick staff will be replaced with substitute teachers until well enough to return to work.

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.

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.

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.

Behavior Management Policy

Our policy concerning behavior management ~ sometimes referred to as discipline ~ is based on the Child's individual need, the ability of each child to understand what he/she is doing, and the consequences of their actions. A child is never made to feel that the outcome of an act will result in physical or verbal abuse.

Children are not told to "sit out," and "time out" is not used. Positive reinforcement is always encouraged, and children are told what they are doing well. It is the teacher's responsibility to ascertain what has taken place as clearly as possible. If an altercation

between children has occurred, each Child is spoken to with reason and with respect. Each Child is then given the responsibility of approaching the other Child in a friendly manner, with adult supervision, for the children to resolve the misunderstanding. This is done directly related to the Child's verbal ability but can be accomplished even when the child is not yet talking.

When inappropriate behavior occurs with the adult being the recipient, the Child will be approached either with a reasonable verbal response or with the technique of redirection. Removal from an activity for a short time is used only if it has been ascertained that other responses have failed or if a child is at risk. There is less likelihood of discipline problems when positive responses and remarks are the norms throughout the day. If a positive base is established in an atmosphere of respect and understanding, inappropriate or harmful behavior becomes the exception. When any staff member feels that he/she cannot manage a situation with a child in an effective manner, he or she will direct the Child to another staff member and take a break. Staff members assist one another in creating a positive, relaxed atmosphere.

THE FOLLOWING ARE PROHIBITED:

- Corporal punishment, including spanking;
- Verbal or physical abuse, humiliation, neglect, or abusive treatment;
- Speaking to a child in a manner or tone that is disrespectful, sarcastic, demeaning, or threatening;
- Withholding food, drink, or sleep;
- Force-feeding children;
- Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or forcing the child to remain on the toilet; or using any other unusual or excessive practices for toileting.

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.

Biting Behavior in Young Children

The school recognizes that biting is a normal stage of development that some young children go through. It is something they will outgrow in time. Young children who bite, bite for reasons, all normal and developmentally understood. Common Reasons Why Children Bite Teething, exploring, stress, frustration, imitating behavior, personal space is violated or crowded, lack of vocabulary, a sign of affection, to obtain attention.

Classroom Strategies Used To Minimize Incidents of Biting

We “shadow” the Child who has exhibited biting behavior. We carefully observe the child who has bitten to determine if there is a pattern when the biting behavior occurs. We comfort the Child who has been bitten and firmly let the Child who bit know that “biting hurts.” and we offer an object to bite such as a teething ring or cold cloth.

Action Taken When A Biting Incident Occurs:

- The Child who was bitten is comforted;
- The Child who bit is firmly told that “biting hurts” while we continue to comfort and focus on the Child who was bitten;
- The bitten area is washed thoroughly with soap and water and inspected for broken skin;
- If the skin is broken, an administrator is immediately notified. Both sets of parents are contacted and advised to call their pediatricians; open wounds on the face or hands are the most vulnerable to infection;
- An injury/incident report is written for each of the children involved;
- Ongoing dialog is kept with parents and staff on classroom and home strategies being used to address and curb the biting behavior;
- Relevant articles are made available to parents and staff.

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

**Little Peaches is part of Lazarus Holdings LLC and does hold Limited Liability Coverage.

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!