

Kid's Club Child Care Center, Inc

Preschool Policies & Procedures

Sept 6th, 2016 – May 18th, 2017

Prior to the first day of preschool, completed and signed forms needed for the center include:

- * Enrollment Form**
- * Emergency Contact Form**
- * Permission Slips**
- * Authorization/medical Release**
- * Parent Contract**
- * Copy of up-to-date Immunization Record**

Ages: 3yrs old as of September 1st and potty trained up through 5yrs old

Hours: 8:30am to 11:30am Monday, Tuesday, Thursday 4-5 year olds

10:00am to 11:30am Monday, Tuesday, Thursday 3 year olds**

****3 year olds to be periodically evaluated and graduated to the three hour class depending on capabilities and mental maturity**

No Preschool on days the Columbus Public Schools have No School, PIR Days, or Holidays

Fees: \$25 preschool registration fee

\$14.00 per full preschool session (8:30-11:30) 4,5 & approved 3 yr olds

\$ 7.00 per half session (10:00am-11:30am) 3 year

olds

***regular daycare hourly rates plus the preschool session fee applies to children signed up before and/or after the preschool session (8:30-11:30)**

****children signed up for monthly daycare will be billed \$4/each 3 year old preschool session or \$7/each 4-5 year old preschool session plus monthly daycare fee.**

Regularly scheduled childcare is available from 6:30am to 6pm Monday - Friday. Calendars are due by 10am on each Friday, for the following week's classes & care.

Our preschool program is led by Mrs. Melissa Olsen with assistance from Mrs. Carol Baker and Mrs. Gloria Brown.

The preschool program is designed to be a continuing curriculum. Meaning each week is built off of the lessons learned from the last week. With some review, each new week then continues on with the next letter, number, shapes or color. It is very important for your child to come to preschool every day, on a regular basis, to learn without missing out on some of their letters, numbers, shapes, colors, or other projects that we are working on.

Basic Daily Schedule:

8:30am-9:00am Morning Meeting/Circle Time-Discussion on the calendar,

weather, letter, shape and color of the day/week
9:00am-10:00am Rotating Stations-Science, Math, Alphabet & Writing, Free Play centers-blocks, transportation,

dramatic play, reading, puzzles, water, sand, etc.

10:00am-10:30am Snacks

10:30am-10:45am Circle Time-read books, learn songs,
finger plays

10:45am-11:15am Art projects/activities

11:15am-11:30am Large Motor Skills-toss & catch, hopping,
skipping, balancing, obstacle courses or a recess break

****Special activities throughout the month include Music with Gloria, Story time with Robert from the Stillwater County Library, field trips to visit, sing & deliver gifts to the "Grandmas and Grandpas" across the street at Meadowlark Assisted Living Center, Show & Tell Days as well as other seasonal and holiday activities.**

Clothing: Play clothes are encouraged. We participate in several arts & crafts & activities that may include the use of markers, glue or paints, play-dough and other fun mediums that can be a bit messy. Clothing that the child can comfortably participate in when we role play, exercise, free play, crawl, tumble, hop, dance and other large motor skill activities, is helpful. At this stage, we are also teaching the child how to be more independent and capable of helping themselves. Therefore, having clothing, footwear and jacket/coats that they can put on or take off by themselves is very helpful. Potty trained is a must for preschool, so clothing that they can easily handle themselves is important. A change of clothing, including shirt, pants, underwear and socks--clearly marked with your child's name--can be kept at the Center or in their backpack in case of "accident". Accidents, by the way, are taken in stride and children are not admonished or embarrassed if they have one. We do periodically give

bathroom reminders or have the class use the restroom before we go outside or sit for library or go visit the grandmas and grandpas across the street.

Outdoor Activities: Outdoor play will be incorporated in our large motor skill activities as well as some free play (weather permitting). Therefore, appropriate clothing must be provided. Hats, mittens, boots, snow pants, etc. are a must for ALL ages. Only in very inclement weather will outdoor time be suspended. Please mark all clothing with child's name, or initials.

Safety: Frequently children are walked to and from the city park for playtime on the playground or just for walks around the block. Safety rules include walking (as opposed to running), stopping at all crosswalks until the teacher says it's time to cross safely, looking both ways before crossing the street and using the crosswalks or corners at intersections instead of the middle of the street, staying in line with your class.

Healthy Habits: Hand washing before meals and after bathroom use will be taught. Universal disease precaution measures will also be encouraged.

Sign in and out: upon arrival each day, parents or designated person must sign Child's Name, their Name and Time to correct clipboard (either Upstairs (8wks-3 yrs) or Downstairs (3 yrs((potty trained)) and older). At pick-up, sign your Name and Time next to your earlier signature. This log is used for safety purposes, as well as serving as a record for billing.

No one other than those listed on Information Forms will be allowed to pick up child from Center. To avoid any problems or inconveniences, a note must be sent, or phone call to center, if a change in pick-up is made. Even if the child or staff recognizes the person picking the child up, if they are not listed as a designated person, child will not be allowed to leave until parent is contacted to verify approval. When having someone new/different picking up your child, please have them ready to provide the staff with an ID for verification. Your cooperation with this safety procedure is very important.

Parent Visits: Parents are welcome to stop by the center at any time during the day. Open communication between parents and staff is encouraged. A parent bulletin board is both upstairs and downstairs in the center.

Notes from caregivers and/or director to parents will be placed in your child's cubby or backpack or attached to the sign in/out clipboard with your name on them. Conferences with caregiver and/or director are welcome and will be readily scheduled upon your request.

Illness: A child who has a contagious/communicable illness will not be permitted to attend day care. A good rule of thumb: if a child can't participate in our daily activities (including outdoor time), then they shouldn't be at daycare that day. A child will be sent home: if he has a temperature of 100.5 degrees F. or greater, has had 2 episodes of diarrhea in one day, is vomiting, redness of the eyeball and matter building or seeping from the eyes, nits or live head lice or is otherwise deemed unwell by the director/staff. Parents will be notified

and arrangements need to be made for someone to pick up child immediately. State Regulations REQUIRE us to refuse daycare to any child who has not been free of fever, vomiting or diarrhea for 24 hours. Please call the center to notify us if your child has a contagious/communicable illness so that the information can be posted for others.

First Aid: Our teachers are trained and certified in First Aid and CPR. Should any minor accident occur requiring first aid, a written report will be completed for parents to sign. If immediate physician care is needed, or if the child becomes sick while at daycare, the parent will be called for notification/instructions. If the parent cannot be reached we will contact designated person responsible for child. If a child is suspected of having ingested any poisonous or toxic substance we will call the Emergency Montana Poison Control Center at 1-800-222-1222.

Discipline: Our teachers use positive redirection as a regular means of discouraging inappropriate behavior. Safety rules are repeated to the children, I.e. "Hitting is not allowed" or "Hurting others is not allowed" and the child is redirected to a more positive activity. Sometimes children will need to sit with a teacher or be held gently by teacher to calm them down. A Timeout is used as a last resort, but sometimes necessary to give the child a moment to calm down or regain control of him/her self or a little reflection time on a choice they have made. We try to reinforce problem solving skills by verbalizing for the younger children why they are upset, and/or encouraging the older children to use words and not their hands to solve problems.

Toys from home: Special blankets or stuffed animals/dolls are always allowed. Books or special videos to share with the group are welcome. Expensive toys, toys with small pieces and other toys from home are discouraged.

Billing: Every Monday morning, statements for the previous week's child care/Preschool will be at the front desk (in the yellow "Statement" box) & alphabetically arranged by your child's last name. It is the parent's responsibility to pick these up and pay them promptly. Questions about paying in advance or other payment arrangements must be discussed with the director.