

Giggles & Grins Policies & Procedures – 6 pages

Admissions & Registration:

All forms that need to be completed by parents are available online to print out from www.gigglesandgrinspreschool.com. A time will be set up for you and your child to tour the school rooms and to have an interview – all to ensure it's a good fit for everyone. A registration fee of \$100 will be taken by cash or check to hold your child's place in the program and all paperwork must be completed and brought in on the first day of enrollment.

Preschool

Age for this program:

This program is designed for children ages 2-5 years of age to prepare for kindergarten. I will not admit infants or toddlers & they need to be drinking from a cup.

Attendance:

I appreciate any advance notice of your child's absence when possible and you can reach me on my cell at 720-331-9937 or by email MissHeader@gmail.com. Tuition is paid at the beginning of each month and there are no refunds for sick days. I'm happy to talk to you about any family vacations that you have planned, as those are important!

Behavior Guidelines & Discipline:

We will work on coming up with our classroom rules together, however, I will direct them to consider the following guidelines:

- Show love & respect to everyone
- Keep your hands, feet & objects to yourself
- First time obedience

We do have a "Time Out" bench that will be used if necessary, as sometimes, we just need to take a break to think things over. We'll talk through things together, take the time to pray and I will communicate with parents if we have a continued concern.

Birthdays:

Please feel free to bring in special treats for your child's special day! Just keep in mind if there are any allergies when planning the goodies for the celebration!

Centers:

We have several fun centers filled with a variety of educational, inspiring, creative toys, books & activities. There's no need for your child to bring any toys from home, unless it's a part of their Show & Share Bag/Box. We have the following centers: Dramatic Play, Block Area, Art Center, Science, Language Arts, Table Top Toys, & our Book Nook.

Child Abuse Reporting:

I am required to report any child abuse to the Colorado Child Abuse & Neglect Hotline at 1-844-CO-4-Kids OR 1-844-264-5437

Cleaning & Sanitizing:

Not using harmful chemical cleaning products around your children is important to me, so we will be using Norwex cleaning cloths to wipe down all hard surfaces. Each child will also have their own towel for drying their hands after proper hand washing in the bathroom, which are washed each week. Toys will be sanitized each week, and the room will be vacuumed.

Communication:

Each day, I will greet parents and children at the sliding glass basement door at the back of the house. Each child will have their own cubby space labeled with their name to put their belongings into.

I am happy to meet with you to talk about any concerns you may have throughout the year. Our doors are always open, so you're welcome any time to see what we're doing & see how much fun learning can be!

I will be posting pictures of our activities on the Giggles & Grins Facebook page, but will not tag parents or show names of kids in the posts. I hope you'll be able to see what we're doing, and spend time talking together as a family about what's happening at school.

Complaint Filing & Most Recent Inspection Report:

If you feel the need to file any type of complaint, you would contact the following:
Colorado Department of Human Services, Division of Childcare – (303) 866-5958
1575 Sherman Street, Denver, CO 80203

- This is also where you can receive a copy of the most recent inspection report!

Curriculum Plan:

I will be following a thematic approach when writing out our lesson plans. And each unit will include learning and fun in the following areas: math, music, gross motor, fine motor, art, dramatic play, circle time, language arts, and story time.

Daily Snacks:

Students are to bring their own snacks, including a drink. Crackers, Goldfish and/or Pretzels will be available if a snack was forgotten and we always have water available. Parents will be notified in advance of any special snacks that will be provided in conjunction with the curriculum or for a birthday celebration.

If we have a child enrolled who has a food allergy of any kind, all of the parents will be notified and we will plan accordingly.

Drop Off & Pick Up:

Please feel free to park in our driveway and along Heatherglen Drive and Heatherglen Point for drop off and pick up to spread the cars out. Please be considerate of our neighbors and their driveways during this time. You'll need to walk your child through the gate to the back sliding basement door, which is the entrance for Giggles & Grins Preschool.

If a parent arrives at pick up and is visibly under the influence, I will need to put myself between the parent & the child, lock the door, call the police to assist and contact another person who is authorized to pick the child up.

Emergencies (Parental):

If an emergency comes up and you are unable to pick up your child, I will care for them until one of your authorized contacts can pick up your child. The children will only be released to those whom authorization has been provided. In an emergency, verbal permission can be given by the parent for someone else to pick the child up. Photo ID will be required to assure the adult is authorized for pick up. I am able to care for your child until midnight in an emergency situation. There will be a \$50 fee for care past an hour after your child's session has ended. * If there is no communication from a parent within 45 minutes of the scheduled pick-up time, Douglas County Social Services will be notified. I will also provide snacks, meals and activities for that child.

Emergencies at the Preschool:

If there is an emergency of any sort, every attempt will be made to contact the parents. In the case of a tornado, we will take shelter under the stairs. I also have an emergency weather radio. In the case of a fire, we have 2 evacuation routes and will gather at the mailboxes away from the house. In case of a flood, we will move to the highest level of the house to stay safe. In the case of an active shooter, the doors will be locked, window coverings closed, lights turned off, and we will shelter in place locked in the storage room next to the spare bedroom. 911 will be called. My husband also works from home on most days. All emergency info is posted on the magnet board by the art sink. The local fire department is also aware of the hours of operation for Giggles & Grins Preschool as well, so they can see to the safety of your children. We practice these drills regularly.

There is an insurance policy in place if there are damages during school hours.

If it is a medical emergency, I have received First Aid & CPR training and will administer it as needed, however, I cannot be held responsible for any harm that may be caused by administering any sort of emergency care. 911 will be called and I will notify the parents as quickly as possible.

Extra Clothes:

Please be sure to pack an extra change of clothes for your child in a marked Ziploc bag, including pants, shirt, underwear & socks. These will be stored in a cubbie.

Field Trips:

We have 2 parks that are within a 10-15 minute walk of the house that we will schedule field trips to throughout the school year (weather permitting). Parents will be notified ahead of time. I'm looking forward to exploring and having all kinds of outdoor adventures! If you need to get a hold of me while we are at the park, you can call my cell phone at (720)331-9937.

Hours of Operation:

Days of operation are Tuesday through Thursday; the Morning class is 8:30-11:30am and the Afternoon class is from 11:30am-2:30pm

Please do your best to be on time for drop-off and pick-up, as to not disrupt our learning time. Due to our hours of operation, we will not be having a rest time.

Illness:

In your enrollment packet, there is a Health Policy that gives guidelines for when a child should be away from school and for how long depending on the symptoms/diagnosis. Please do all that you can to not expose any of the children in this preschool or my home to any type of illness. If you suspect that there's something contagious in their system, please take them to your pediatrician to be checked out.

If your child's sick, please call or text me in the morning to let me know. (720) 331-9937

If a child comes to school and becomes ill, he/she will be separated from the other children and lay down in our spare bedroom (located in the basement), while I contact you.

I most definitely appreciate you keeping sick children at home to keep germs from spreading to others; however, I will not reimburse you for missed sick days.

I will not be responsible for administering any prescription medications to your child during school hours; with sessions only being 3 hours long, parents should be able to administer medication before or after school.

If I am too sick to teach, I will attempt to get my sub to come in, but if she's unable to, I will notify you as soon as possible. In the case that no substitute is available, you will be credited for that day in the next month's billing cycle. If I become sick during the school day and you are notified to pick up your child, you will be credited for any lost time on the next month's billing cycle as well.

Immunizations & Health Form:

All children must be current on their immunizations and the proper form, along with a Health Form (Your pediatrician may have one, or I have one you can take in), needs to be completed by your child's pediatrician's office. Or an exempt form must be completed.

Media Usage:

Written permission to have your child participate in any media usage is on the Giggles & Grins Permissions Form and includes television shows, videos, music, stories on CD, software – all in conjunction with the curriculum theme. No more than 30 minutes at any one time.

Outside Play:

Weather permitting, we will be going outside each day. If the temperature is 20 degrees with a wind chill, we will find other ways to release energy with fun gross motor activities! It is the parent's responsibility to dress your child appropriately.

Pets:

We have a small Havanese dog, Sadie, who loves kids, but lives upstairs & only visits when the curriculum calls for it, and you will be notified. We also have a new Yorki-poo puppy, named Skout – he has lots of energy! Both are up to date on their vaccines. We have 1 aquatic turtle, Squirt, for the children to observe, but it'll stay in the aquarium during preschool hours.

Recalls:

I'll routinely be aware of recalled toys, equipment, furnishings & remove them immediately.

Rules:

Parents can view the Rules Regulating Family Child Care Homes on the state's website – www.colorado.gov/cdhs

School Calendar:

We will be following the Douglas County traditional school calendar. Major breaks will be Fall Break, Thanksgiving, Christmas and Spring Break.

Show & Share Bag/Box:

Each child will get an opportunity to take the Show & Share Bag/Box home with them and fill it with treasures to share with their friends. This is an opportunity for your child to pick something special that relates to our theme and utilize their language development to talk about it & answer questions during our circle time! If they choose to bring toys or treasures at any other time, it has to stay in their cubbie or it has to be shared with the rest of the class.... I am not responsible for any lost, stolen or damaged items brought into the center.

Smoking:

Smoking of any kind is not permitted in or around the preschool during business hours – period, this includes inside my home, deck, driveway or sidewalk.

Snow Closure Policy:

If Douglas County School District closes due to inclement weather, we will be closed. If they call for a delayed start of an hour, we will also have a delayed start of an hour. If they call for early dismissal due to inclement weather, you will need to pick up your child as soon as possible. Tuition will not be refunded for inclement weather.

Special Needs Kids:

I will be happy to meet with parents to determine if Giggles & Grins is a good fit for your child with special needs, as I want what is best for that child as well. In the case of an emergency, any child with special needs will be taken care of. For example, if the child has an epi-pen or inhaler, and we need to put any of our emergency plans into action, I will take it with me.

Substitute:

In the event that I become ill and am not able to teach, I will notify you the night before. I do have a sub who is available to come in on occasion – Jana Schuttler. If she's unable to come in to teach, I will cancel school that day and credit everyone's account \$20 per day missed for the next month.

Sunscreen:

With us going outside each day, it is the parent's responsibility to apply sunscreen prior to coming to school. I do, however, have stick sunscreen for their face and spray for any other exposed areas and it will be at least SPF 30. Sunscreen application is on the Giggles & Grins Permissions Form.

Transportation:

I, Heather Meacham, will not be providing transportation of any kind. If we have any field trips that require driving (non-park), parents will need to drive their children to and from.

Tuition & Fees:

Tuition is based on a (4 week) monthly rate depending on the number of days school is in session that month. The cost per month for 1 day/week is \$90, 2 days/week is \$180, and 3 days/week is \$260. There is a \$40 supply fee that is due within the first month of attendance. As stated earlier, there's a \$100 non-refundable registration fee to hold your child's place in the program.

If your family chooses to take a vacation during scheduled school days, it will still be your responsibility to pay the tuition for that time period, and if there is space available to make up the time, we will work that out!

Website:

You can find all the forms you need, as well as calendar info, Pinterest activities and other resources for you as parents by going to www.gigglesandgrinspreschool.com

**This packet is subject to change, and parents will be notified of any changes.