

Policies and Procedures

Welcome to Parkview Play School. In order for the children to have a safe, healthy, challenging, and comfortable experience at Parkview Play School we have set up some policies and procedures that we ask families to follow.

Parents and guardians are welcome to call, visit and spend time with us anytime. This is an essential part of our success -- that Parkview Play School and the children's families are working together. If you would like to share something with the group, music, movement, a song, a cooking project, a story, etc, please let us know.

Here are some specifics that we ask of you:

> Emergency information: Please make sure that your child's emergency information is current. We will not allow someone to pick your child up, with the exception that you Text or email me their name, so I can add it to your form.

> Shoes: We try to keep the children's space as clean as possible. Please remove your shoes and children's shoes at the entrance of the school, especially before you enter the carpeted spaces.

> Hand washing: Hand washing is one of the best ways to prevent disease. When you arrive, and choose to hang out at the end of the day, please wash your hands or use the Anti-bacterial gel is located on top of the cubbies in the entryway.

> Diapers: Please leave at least a week's worth of diapers at a time. We support the use of compostable, cloth/reusable diapers, if you facilitate a receptacle for them.

> Blankets: Please bring a fitted sheet for your child's nap, and blanket if over 12 months old. Please take the bedding home and wash it every weekend; for 2 day-a-week children this would be every other week, unless the child has a cold, then more frequent would be best.

> Food: The children will be fed breakfast before 9am if needed, lunch and healthy snacks in the morning and afternoon. Families of infants must provide bottles and breast milk and/or formula. Please label any food you bring in for your child. Some of the children in our care may have severe food allergies.

- > Sunscreen: Please put sunscreen on your child in the morning before she/he comes to Parkview Play School and leave a labeled bottle in your child's bag or one for our outside caddy, if you want it reapplied.
- > Fingernails: Sometimes, children scratch themselves or others. Please try to clip nails at least every two weeks or more often if you can.
- > Comfortable clothes: Children learn through their senses. They need to move and be able to touch many things. Please send your child in clothes that she or he can play in. This means clothes that are comfortable for movement and clothes that can get wet or dirty (and possibly even stained by tempera paint, finger paint, or chalk) without causing problems. For the children who can walk and run, this also means shoes that are good for running and playing outside. It also includes clothes that are appropriate for our changing weather (rain/snow clothes).
- > Extra clothes: Please keep at least two changes of clothes (socks, pants, shirts) in your child's bag or cubby. These clothes also should be able to get wet/dirty, etc. We will return the clothes that need washing, please replace them.
- > Immunization: Montana State Law requires that all children be fully immunized (or currently up-to-date) or their parents need to sign a waiver before they can enter childcare. Please provide us with a copy of your child's immunization records.
- > Child Abuse Reporting: Group Child Care providers are mandated by the State of Montana to report any known or suspected cases of child abuse to a child protective agency immediately.
- > Illness policy: We realize that it can be a burden on you to keep your child home when he or she is sick, but often when children start in group child care, they get sick. To try to minimize the children's exposure, please help us by taking the following precautions with us: For the sake of all of the children please keep your child home if she or he is sick enough to be contagious or sick enough not to be able to participate normally in our activities. Children who have had a fever or vomiting or diarrhea, should be symptom free without taking symptom-suppressing medicines (Tylenol) for at least 24 hours before returning to Audrey's Nest. If your child has an unidentified rash, or we may ask you to keep them home.
- > If your child has or has not been exposed to certain communicable diseases, we may need to notify the other families and possibly the Health Department. If your child has

any of them, he or she should stay home, and please call to inform us as soon as possible. These diseases include: Bacterial meningitis • Chicken pox • Diarrheal diseases (Shigella & Salmonella) • Giardia • Diphtheria • Hepatitis • Head Lice • Measles • Mumps • Pertussis (Whooping Cough) • Conjunctivitis (pink eye) • Pneumonia • Ring Worm • RSV/Bronchiolitis • Rubella (German Measles) • Impetigo • Tuberculosis • Strep Throat

> Medicine: If a child is well enough to attend Parkview Play School but must continue to take medicine, we can give it to your child under the following circumstances: The medicine must be prescribed by a doctor and in the original container with the child's name and dosage clearly marked. Please ask us for the form for you to fill out if you bring medicine. We will keep the medicine in the refrigerator.

> Emergency care: If your child gets hurt, we will perform the necessary first aid and call you when appropriate. We will call for an ambulance if that is necessary and then call you. If we do not need an ambulance, and your child needs to go to the hospital, we will call you. If you cannot come or we cannot reach you, we will take your child to the emergency room ourselves.

> fire and emergency plans: Good planning in advance will help to avoid confusion and panic if a fire or other disaster happens. We keep more than three days worth of food, water, diapers, etc. at Parkview Play School, for staff and the children. In the event of such a disaster, we will stay with the children until you can come and pick them up. If our building is unsafe, we will all move across the street to the park. We also will hold 8 regular fire and 2 disaster drills every year to give us all confidence and practice.

> Absences: Any day when your child will not be coming to Parkview Play School please let us know as long in advance as possible. If you don't know until the morning, please call or text Audrey between 6am and 9am.

> Morning Updates: Please let us know if there are relevant changes in your child's behavior (e.g., they didn't sleep well last night or they haven't been eating lately, or they have been scratching their arm all weekend).

> Updates: Please let us know about changes at home that you are comfortable sharing with us, that may affect your child mood or behavior. (e.g., an uncle moved into your home, a grandparent is sick, a parent is moving out, or you are changing jobs and have a new schedule).

> Birthdays: We are happy to celebrate your child's birthday. We also are trying to have a healthy nutritional program. We would like the children to learn that we can celebrate without eating sugary, fatty, unhealthy foods.

Let's talk about this a week before birthdays.

> Naps: The kids will sleep when they are sleepy. There are cots and cribs available.

Let us know any specifics that will make your child more comfortable: pacifier, white noise machine, stuffed animal, etc.

> Toys from home: Often children use toys or other objects from their home to help them to feel more comfortable in their child care center. These might include a favorite doll, book or truck. Parkview Play school will not

exclude all toys from home, but we will use our judgment about the impact of the toys the children might bring. Specifically, we ask you not to send your child with any toys that promote violence such as guns or swords. If

we think a toy is disruptive to the group, we'll ask you to keep it at home.

> Closing time: We ask for your cooperation that you arrive before your scheduled pick up time to allow ample time to talk with us about your child's day. If there is an

emergency, and you cannot come in time, please call or text us as soon as you know that you will be late. If you are late often, then we will need to alter your child's pick up time. We may need to amend or revise these policies and procedures. If so, we will discuss any changes with you.

Please come to us with questions, suggestions, and criticisms. We welcome your opinions and feedback! We thank you for your cooperation and support.

I have read the ***Policies and Procedures*** for Parkview Play School, and I agree to follow them. Please sign and date below.

Parent/Guardian _____Date

Parent/Guardian _____Date