**Parent Handbook - SAMPLE**

**Guidelines and Agreements:**

Upon enrollment into our program, your enrollment fees, any deposits and signed tuition contract are due. Should your child leave the program earlier than the time agreed upon contract end date, any enrollment fees, deposits, and the remaining tuition paid for that month will be forfeited and those funds will be applied towards filling the space we had reserved for your child. You are responsible for one month’s tuition from the date of resignation.

Your child must remain at home if he/she displays symptoms of illness including: fever, constant runny nose, diarrhea, vomiting, lethargy, infectious conditions, unusual level of irritability, etc. Children need to remain at home until they have had a full day (24 hours from onset of symptoms) of being symptom-free. We need your help in following these guidelines so that we can provide the healthiest environment for all of the children.

Families will provide: a bag or boxed lunch daily (see **Nutrition Guidelines** below) and the following change of clothes:

2 change of shirt

2 change of pants

2 change of underwear

1 extra pair socks

Please dress your child in appropriate outerwear for daily weather conditions: Rain boots on rain days, jackets, hats, etc. Expect that children will go outside every day. Children should be dressed for active play. Please write your child’s name on all of their personal belongings. The program is not responsible for belongings lost. Our teachers will apply school sunscreen on sunny days. If your child has a sensitivity to particular type of sunscreen, or you would like to provide your own sunscreen, please let us know.

**Family Inclusion Policy**

You are welcome at our program at any time. If you want to do an extended observation, we ask that you arrange a time with us to avoid any scheduling conflicts or other observers. We also welcome parents to schedule times to come in and do music, yoga, dance, or any other cultural enrichment activities with our class. We also welcome parents, grandparents and siblings to attend your child’s birthday celebration with our class. Please arrange with the teacher prior.

**DROP-OFF & PICK-UP**

Childcare Licensing requires that when you bring your child to the school, you must remain with your child until the child is accepted by a teacher. It is also required that the program shall release a child only to a parent or another person named and identified by the parent. We must ask for identification of any person other than the parent who picks up a child for the first time.

It is the parent’s responsibility to check the sign-in sheet and parent board each day for event notices, school meetings, etc.

Child care Licensing has the authority to interview children and staff and to inspect and audit child and facility records without prior consent. They shall have the authority to observe physical conditions of children, including conditions that could indicate abuse, neglect, or inappropriate placement.

**School Rules**

Please note: State laws make some of these rules mandatory. These regulations are designed with your child’s safety and well being in mind.

We can only offer services for those children in our program age range.

Each student will have a file at the facility. Your child’s file and any personal information regarding your family is confidential. Prior to admission, your child’s file must contain the following information completed by the parent or guardian: Current immunization record, parent’s emergency information, signed parent handbook and tuition contract.

**You must sign your child in and out each day at the time of arrival and the time of departure.**

Any medication you would like us to administer must be brought in the original packaging with dosage instructions and be kept in our medication lock box.

Please plan to personally check your child in and out each day, and introduce other caregivers to our staff. We cannot release your child to anyone other than those persons authorized on the identification and emergency forms.

Required arrival time for children is between \_\_\_\_\_\_ daily, unless a scheduled

doctor’s appointment has been prearranged. Your child’s pick up time shall be designated according to your enrollment agreement. Please be on time.

We allow a 5 minute grace period for late pick ups. After that, there is a $1 per minute fee for parents who arrive after designated pick up time. The school is closed at \_\_\_\_\_pm. All children should be picked up before \_\_\_\_\_pm. Should a problem occur due to a parent’s repeated tardiness that cannot be resolved, we will consider termination of that child’s enrollment.

We have \_\_\_\_\_\_\_\_\_\_ screen time at our program. In addition, our staff does not use their personal phone or other devices during program operating hours, unless they need to communicate with a parent or in case of emergency. Our recommendation for screen use at home is \_\_\_\_\_\_\_\_\_\_\_.

If a parent has a complaint or problem with either school staff we ask that you schedule a meeting with the school directly to resolve the issue. We respect the privacy of all our enrolled families and their children, and expect parents to uphold this privacy as well. If there is a parent whom is discovered to be slandering, gossiping or otherwise disrupting the harmony of our parent community, they will be called in to meet with the program Director, and depending on severity, this may result in unenrollment from our school. Please also refrain from taking photos or posting photos on social media of children at our program, other than your own.

Please keep your child home if he/she is ill. We require a mandatory 24 hours of symptom free time away from the school for: vomiting, fever, diarrhea. This is to protect the health and safety of the other children and staff.

**Nutrition Guidelines**

Our staff provides a wide range of nutritional foods, organic produce, and fresh produce daily. Our staff ensures the snack is of an appropriate portion size, and allows the children to participate in the serving of their own snack with child sized utensils. We encourage all of the children to try all of the foods, but do not force them to eat if they do not want to. At lunchtime, we sit with children and engage them in conversation, as well as encouraging conversations between the children. We model appropriate table manners and encourage the children to use table manners as well (sitting safely in a chair while eating, chewing with mouth closed, not talking with mouth full). This also helps to prevent choking.

We ask that you pack low-sugar items in your child’s lunch at we may not be able to have children bring items containing nuts if we have a student with a nut allergy. We ask that at home your family models enjoyment of healthy food and table manners to help your child to develop in a healthy way.

I have read, understand, and agree to the information above:

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_