



Operating Policies of Giggles & Grins Preschool

6 weeks - 5 years

Janice Garner

Enrollment Policy

Enrollment will be open to any child, provided that my center can meet the needs of the child. Enrollment in my center will be granted without discrimination or prejudice in regards to sex and race. The child must meet the age limits of enrollment, 6 weeks -5 years. If not suited for my program, I would appreciate a 2 weeks withdrawal notice. The weekly fees apply even if you have put in a 2 weeks notice; even if you withdraw without a 2 weeks notice, there is a 2 weeks payment that you will have to pay.

There are several forms that make-up the enrollment packet. This enrollment packet must be completed and in our possession before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms will be reviewed annually. Forms required before admission:

1. Application
2. Current state immunization record (Updated immunization cards as they become available) pre-admissions record
3. Signed contract
4. Statement of DHR not inspecting away center events

These statements confirm that you have read the policies of Giggles & Grins Preschool and that you agree to abide by them. You must keep updated of any changes to your address, name and phone numbers where you can be reached in case of an emergency.

Withdrawals/Termination Policy

We reserve the right to terminate a child for the following reasons (But not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the preschool after a reasonable amount of time
- Physical or verbal abuse of an person or property
- Our inability to meet the child's, parent's or both needs
- Parent's inability to meet the provider's needs
- Lack of compliance with the handbook regulations
- Serious illness of child
- Chronic biter

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give a 2 weeks notice when they decide to withdraw. The 2 weeks notice will be paid in full, regardless of whether or not the child is in attendance. Your child will be on a two week trial to see if this center will be a good fit.

We will give the same two weeks notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of termination where there are extreme circumstances that affect the well-being of the provider of other children in attendance.

Anyone who withdraws from the preschool and has a balance outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will incur a \$35 per week late fee and be subjected to small claims

court. All outstanding fees and court fees will then be added to the amount due. Parents will have 24 hours to pick-up all personal items or they will be donated.

Child Care Procedure/Holidays

Giggles and Grins Preschool will be open for child care from 6:30 am to 5:30 pm Monday through Friday, all year except for major holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Spring Break Friday, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve, Christmas Day and the 26th of December. You will be given a list of closure days and holidays in the month of December each year.

Closure/Vacation

Each year, I will have 2 weeks of paid vacation. You will always receive at least a month's notice before. If your child has been enrolled for at least 1 year, when your child takes vacation for 5 consecutive business days, you will only have to pay half of the weekly fee; this courtesy is limited to 5 business days per year. In order to take advantage of this offer, I must receive at least a 1 month notice before this will apply. Anytime your child is out more than one week per year, you will have to pay the full price.

Smoke Free

Smoking is not allowed by anyone on the premises.

Tuition/Fees

There is a one-time, non-refundable \$100.00 registration fee per child. If you make a payment to reserve a spot, it is non-durable if at any time you pull your child out for Fall, Spring, holiday or summer break. Spots will not be held. If I have any openings once the child returns, you will have to pay the non-refundable \$100.00 registration fee again. The other available option is part-time child care. This is up to 5 hours per day at half of the weekly fee.

Tuition is due every week on Fridays at drop-off. All payments must be made on-time for your child to attend. There will be a \$35.00 per day late fee applied for all late payments. Missed payments will accrue 50% interest on unpaid balances. Tuition is still due and needs to be paid on-time, even if your child is out sick or on vacation.

There is no reduction in tuition due to closures related to holidays or bad weather. If I have to be closed for more than 2 consecutive weeks due to any circumstance out of my control, payment is still due. If I have to be closed for more than 2 weeks due to any circumstance out of my control, the third week will be half off. More than 4 weeks will be free until I can reopen.

Tuition cost is \$235.00 per week. If your child is here more than 9 hours per day, an additional \$10.00 will be added to your weekly fee. Infants are \$235.00 per week. There will be a \$2.00 per minute late fee for each minute you pass your contractual pick-up time. This fee is due when you arrive for pick-up. **Excessiveness** of frequent late pick-up may result in the dismissal of your child. No child is to stay here more than 9 hours per day. If you need to change your hours, please let me know. Time does not roll from day-to-day, so time will not be made up if your child leaves early.

Payments can be made using the Playground App. Checks or Cash are not accepted. Parents are responsible for all unpaid fees, attorney fees and court costs, in the event of unpaid tuition.

Cut-Off Time/Pick-Up

My daily cut-off time is 8:30 am. I will not accept any children after 8:30 am. I understand the frustration this can cause and for that, I am sorry. In order to provide quality care, there must be a cut-off time. Please make all doctor appointments after you pick-up, as you will not be able to drop back off after you have picked up for the day.

Lunch and nap time is between 12:00 – 3:00 pm. If you need to pick-up during these hours, please call me so that I can make sure your child eats early or get them up from their nap. Pick-up will be at the front door during these hours. Please try not to pick-up during this time. Please be courteous and pick-up your child on-time. After hours is family time. Please consult me if you ever need to change your hours and rate.

Clothing/Shoes

No shoe strings or flip flops allowed. Sandals are fine, but must fit the child. No shoe strings. Please don't dress your child in nice clothing and expect them to be spotless when you arrive for pick-up. Clothing should be comfortable and seasonally appropriate for outside play. No belts, overalls, jeans or onesies.

Authorized for Pick-Up

No child is to be released to anyone that is not on your child's pick-up list. If you send someone to pick-up your child that is not on the list, they must have written permission from the parent and a valid photo ID.

Food

If your child requires a special diet, the food must be labeled and have the child's name on it. All meals served by Giggles & Grins Preschool are nutritious and are served according to the FDA guidelines. If your child has allergies, please let me know.

Personal Belongings

We prefer that children do not bring toys from home. Little ones have a difficult time sharing with others, and it's even harder with their own special toys. Exceptions to the policy will be that a child may have a favorite sleeping toy for nap-time only and toys may be brought in for Show and Tell. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name. Each child will be assigned a cubby. Please do not bring backpacks, diaper bags or car seats. Soiled clothing will not be washed here. It will be placed in a plastic bag and sent home. This helps better protect the health of me in my center.

Medical

The only medication that I will give will be breathing treatments/pumps for asthma. If your child needs oral medication you can ask the doctor to prescribe it to them twice a day or so that you can give it to them before they come in and when you pick them up. This includes sunscreen, bug repellent, chapstick and diaper cream. Parents are encouraged to screen their child before bringing them in. I also do a daily health check. I will not hesitate to refuse any child that has a cough, runny nose or fever.

Should the child have a fever or upset stomach, they must remain at home and remain out of school for 72 hours. To return to school, **you must have a doctor's note**. You are required to notify me if your child has been exposed to a contagious disease. Please do not bring a child to school if they have a rash, sore throat, trouble breathing, swollen glands, loss of voice, draining eyes or ears, frequent scratching of body or scalp, lice or any other sports that resembles childhood diseases, earache, irritability or confusion. If a parent cannot be reached and there is an illness or accident, I will use my own judgement if an ambulance needs to be called. You are responsible for any incurred ambulance fees. Any injury report will be reported to DHR and placed on file. A copy of the report will be given to you and DHR within 24 hours. Any abuse to a child will be reported to DHR. If a child has a temperature of 99 or above, diarrhea or vomiting, you must pick them up within 30 minutes. They will be isolated from the other children and you will be notified.

Just a note: Many times, our preschool gets blamed for the illness of a child, meaning that we have allowed sick children to come here. Parents may not stop to think that when sick children are brought into our center, our entire staff is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? We STRESS this again – if you are not sure whether or not it is okay to bring your child, please call ahead and ask. We may require a doctor's note for the child to return. We appreciate your cooperation in this matter.

Curriculum

Learning is fun is the program that I use plus my toddler, Infant and Preschool program

Emergency/Fire Policy

In case of a fire, children will be taken outside of the center on the sidewalk, and the Madison City Fire Department will be notified. All children will stay with staff until their parents arrive to pick them up. As a safety precaution, fire extinguishers and smoke detectors are placed throughout my center.

Power Failure

In the event of a power failure, the power company will be called. Parents will be called to come pick-up only if the power is off for more than an hour or the temperature drops below 68 or rises above 82 degrees.

No Water

I am required to close and you will have to pick-up your child.

Inclement weather

Please understand that we make decisions to open or close in bad weather based upon relevant factors. But, as always our top priority is the safety of the children. To make the process less stressful, I have chosen to follow the Madison County school system. I will have to close 30 minutes prior to the Madison County/City School systems closures. I will contact each parent. The child will be kept in the bathroom in the center of the center. I will sing and read to them until each parent gets here. Please pick your child up on-time. Any child that has not been picked up within 30 minutes of being notified can be reported to Child Protective Services as neglect. Please have back-up care arranged should the situation arise.

Outside Food

Please do not bring outside food in unless you are bringing in enough for everyone. Food needs to be unopened. Please do not bring any candy, gum, soda or chips in unless it's a party.

Late Pick up Payment

I will not ask for the late fee. If you don't pay it the same day, it will be added to your weekly payment. Calling to make me aware that you are going to be late doesn't void the late payment fee. You will still have to pay the \$2.00 per minute late fee. **Late is Late.**

Full-Time

Monday – Friday up to 9 hours per day is \$235.00 up to 9 hours.

Shifts

- 6:30 am - 3:30 pm
- 7:00 am - 4:00 pm
- 7:30 am - 4:30 pm
- 8:00 am - 5:30 pm

Sick/Personal Days/Conferences

As strong as my immune system has become over the years, I unfortunately still get sick from time to time. Because of this, I allow myself 5 sick days or personal days per year. I may never use them, but I have them just in case.

My Assistant _____

Substitute _____

If I can't be here for some reason, one of my subs will come in with my Assistant.

Water Play/Splash Day

This may include indoor and outdoor water games, sprinkler and small baby pools. I will never use a swimming pool. I only use a water sprinkler that is very safe. The children are closely supervised when playing with water. You will also have to fill out a permission slip before they are allowed to participate.

Discipline

I do quiet chair/cool down to help the child gain self-control and learn self-correcting techniques.

Referrals

Referrals from clients are one of the biggest compliments I can receive. If you know of anyone who is looking for a home away from home, please let me know.

Open Door Policy

Parents are welcome to stop by at any time to check on their child. However, I ask that it be brief and no longer than 10 minutes. Long visits interfere with the delivery of the quality care being given to all of the children in my care. If there is a scheduled visit, I am able to make arrangements so it doesn't interfere with my daily duties. Plus, children get confused with pick-up time, it takes them a while to cool down after you leave and most children act out when visits are here.

Supplies

Parents are responsible for providing diapers (With Velcro sides or tabs), pull-ups, wipes, pacifier (On a clip), bottles, bibs and a change of clothes for their child. Each January, I ask that the parents contribute a \$100.00 supply fee. This takes care of sanitizing products and other supplies needed for the children on a daily basis.

Potty Training

Potty training begins with the parent. When your child turns 2, let me know when you are ready. No child will be forced to use the potty. Your child will begin potty training by wearing pull-ups as well as going to the potty every 30 minutes. Once your child starts telling me that they have to use the potty, they can begin wearing underwear. Please do not send your child to school in underwear until I let you know that they are ready. During potty training, we ask that the child be dressed in "User friendly" clothing. The best items are shorts and pants with elastic waists or dresses. Try to avoid really tight clothing, pants with snaps or zippers. These are difficult for children to remove when they are in a hurry. I will also need you to bring 3 sets of clothing including socks and 5 ply training pants.

Benefits

- Movie Day each Friday (During the summer)
- Graduation pictures with cap, gown, diploma and Graduation party
- Holiday Parties
- Field Day

Arrival/Departure

Children are clean and fed (Unless you arrive during meal time). It is normal for some children to have difficulty separating from parents or cry during drop-off. Please make your drop-off brief; the longer you prolong your departure, the harder it gets to smile and have a cheerful goodbye kiss. In my experience, children are nearly always quick to get involved in play as soon as parents are gone.

Pick-up time is a test of 2 different authority figures present (The parent and child care provider). All children will test to see if the rules still apply. There will be times when the pick-up is normal and other times when they will start running around, pulling out toys or running away from you. This delays the pick-up and in some cases holds up another parent. Please be in control of your child during pick-up.

Communication

Good communication is of the utmost importance. When a new family is accepted into the center, we like to be sure that there is a similar child care philosophy between the child care providers and parents. We welcome questions, feedback or discussions of any kind that are oriented towards a positive outcome for the child. Sensitive issues will be discussed in private at a mutually beneficial time. At the time of enrollment, you will be asked to join the Play Ground app. This program is used for check-in and out, messaging and more. Using this program helps everyday tasks move efficiently. It will be required that all families use this program. Single family messages are too time consuming and often some may be mistakenly omitted.

Shots/Immunizations

When kids get shots, they must be out of school for at least 24 hours due to possible side effects such as diarrhea, fever and allergic reactions. I suggest setting these appointments on Friday.

Tax Information

If your child hasn't spent at least \$1,000.00 in child care, you will not receive my Tax ID information.

Pets

I do not have any pets of any kind.

Donations

Donations help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

Dress-up clothes/jewelry

Toys, dolls & art supplies

Lysol wipes/spray/disinfectant

Facial tissue

Paper plates/bowls

Plastic forks & spoons

Paper Cups

Gallon/quart size Ziplock bags or sandwich bags

Infants and Toddlers

Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand.

Preschoolers

Preschoolers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allow the children to anticipate upcoming events. We will adhere to our written schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during our meal and nap times. If they do, please come and go as quietly and quickly as possible.

Reminders

Pick-up on time (Your contractual scheduled time)

Don't bring a child to school that is sick

Make all payments on time

Always submit a 1 month notice for withdrawals

Cut-off time is 8:30 am. Please don't bring a child in after 8:30 am.

Make all doctor appointments after pick-up

Giggles & Grins Preschool

Medical and Emergency Plan

Tornado/Severe Weather/Power Outage

In the case of a tornado or severe weather while children are in my care, children and staff will move from the preschool area into the interior hallway at the restroom. In the event of an inclement weather warning, the public school system advisory will be followed to determine closures. If there is a power outage, parents will be notified to pick-up their child(ren). I do reserve the right to close based on my own discretion. Parents will be notified.

Emergency Lockdown or Evacuation

In some emergency situations, it is best to stay where you are to avoid any uncertainty outside. An indoor lockdown (Also known as shelter in place) is appropriate when conditions require you to seek protection in your home. An indoor lockdown may occur due to threats of violence, including active shooter, terrorism, bioterrorism, hazardous material spill, gas leak, bomb threats, epidemics/infectious disease emergencies, power, water, heat, etc.:

- Close/lock doors and windows
- Shut all blinds/curtains

- Close fireplace damper
- Seal doors and vents w/duct tape
- Turn off the air conditioner
- Contact parents/guardians to let them know that the children have been asked to remain in place until further notice, and that they are safe

Evacuation location is: 667 Balch Rd Madison Columbia Elementary School

Should there be a total loss of communication, contact the Madison County Sheriff at 256-532-3412

A wide variety of emergency situations might require child/parent reunification. For example, if the facility is evacuated as the result of an incident. Parents/Guardians are provided information on evacuation sites. A copy of the parents/guardians identification will be kept on file in order to identify parents should reunification need to occur.

Emergency Identification

- Child emergency information forms: Each child’s emergency information is up-to-date with name, allergies, medications and emergency contacts
- Emergency name tags: Each child has an up-to-date emergency name tag with name and special communication needs
- Medical alert bracelets: Children with medical alert bracelets wear them at all times

Medical Plan

If an emergency, injury or illness occurs, parent/guardians will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital either by licensed operator or ambulance where parent/guardians will be asked to meet. If parent/guardians are not home, please make sure that we have a contact number where you can be reached.

Evacuation and Transfer of Non-Ambulatory Children

- Wheeled equipment: Equipment is available for evacuating non-ambulatory children (Examples: Wagon, stroller, etc.)
- Wheelchairs: There is a wheelchair for evacuating each wheelchair dependent child. If a child uses a power operated wheelchair, a lightweight manual chair is available as back-up
- Training: All staff is trained in the evacuation procedure according to the physical, developmental and emotional needs of children

Medications

No Medications

Medical Emergency

Medical emergencies involving me: I will call the substitute to come in and contact each parent/guardian. If the substitute is unavailable, I will call each parent/guardian to pick-up the children. If a child is injured here, an incident report is given to the child’s parent/guardian at the end of the day. A courtesy call is made to inform the parent/guardian of the incident. We administer Band-Aids, general first aid and loving care to minor injuries. In the case where medical emergency attention is needed, parent/guardian will be notified. If we are unable to make contact and I believe that the child needs immediate attention, an ambulance will be called. I will continue to call parent/guardian until they are reached. If an emergency vehicle cost is incurred, that cost is the sole responsibility of the parent/guardian.

Fire Exit

There are 2 fire exits out of the center in case of a fire. The front and rear doors within the childcare area. Within the center, there is 1 additional exit. You may exit the center through the back door on your right leading to the backyard. Children are to be escorted down the driveway and to the left away from the preschool 2 homes down.

Fire Evacuation Procedures

Children will be immediately evacuated in the event of a fire using all safety precautions and I will maintain the contact log. Infants and toddlers will be gathered and taken to the closest exit. Head count will be taken prior to leaving the center and at the designated meeting location. Drills will be conducted quarterly for fire, tornado, lockdown, and relocation.

Fire Policy

In the case of a fire, children will be taken outside of the building to a previously designated area in accordance with the Madison County Fire Department until parents pick them up. As a safety precaution, fire extinguishers and smoke detectors are placed throughout the building.

Staff Training and Emergency Drills

- Drills: Conduct and document regular emergency drills that includes all staff and children
- Types of Drills: Conduct drills for multiple emergencies (Fire, Tornado, lockdown, and relocation)
- Assignments: Assign staff to individual children with special needs
- Walking Ropes: Practice using walking ropes for evacuation drills

Power Failure

In the event of a power failure, the power company will be contacted to make them aware of the outage and to request information related to the duration of the outage. Parent/guardian will be requested to pick-up children if power is off for more than 1 hour or if the temperature drops below 68 degrees or rises above 82 degrees in the preschool.

Water Outage

If we find ourselves with no water, we are required to close and parent/guardian will be called to pick-up children immediately

Dangerous Storms

I will be monitoring the weather alert radio and will follow the local school system advisory and closures. If the local school system closes early, I will close 30 minutes prior to their closing time. I will contact each parent/guardian after the bad weather has passed. The safety of the children is my primary concern, and we want to focus on calming their fears. The children will be kept in the bathroom in the middle of the center. I will sing and read to them until the parents arrive for pick-up.

Substitute Name

Phone Number

Animals or Pools

There will be no animals or pools for swimming of any kind.