**Woolsey Academy for Young Learners**

**Parent and Preschool Policies Form**

***Our Goals***

It is our primary goal that each child is given all the necessary tools for individual growth through the creation, facilitation and administration of age appropriate curriculum to develop to their fullest potential in a safe, nurturing environment in accordance with all state regulations and recommendations. Your participation in these below listed guidelines will help us ensure that together we meet and exceed our goals as parent and provider.

***Admission Procedures***

A personal interview is required for admission prior to admission to discuss your child’s individual needs.

During this interview we will discuss all necessary documentation detailed below, your child’s developmental stages, parent and teacher expectations, fees and all other matters contained within this policy workbook.

***Communication***

Daily communication through various methods regarding your child’s well being, development and discipline will be provided. Please feel free to call - 417-742-3519; email – ladonna@woolseycademy.com or text (number above) to check on your child throughout the day. You may feel free to utilize any of these methods of communication as often as needed. Likewise, please be certain your email addresses and your preferred method of communications are on file so that you may be accessible.

***Items To Be Provided By Parents***

This is a “recommended” list for parents; diapers, wipes, diaper cream, pull-ups, extra clothing and all required forms for the State of MIssouri. See more about these forms at the end of “Policies.” For all children in care please bring any comfort items that will aid in naptime, i.e. blankies, pillows, bears, babies, pacifier, etc. All children in care need an extra set of clothing in the event that theirs becomes soiled. Evert effort will be made to ensure your child’s clothing remains clean, however, please send your children in PLAY clothes that they can comfortably learn, play and discover in. Should you have somewhere to go directly after you pickup your child it would be advisable that you bring your “fancy” clothes with you for your child to change into upon your arrival. Also note that your child will need all weather appropriate gear to be able to play outside as temperatures permit.

***Naptime***

School age children – are asked to play quietly to allow the preschool children to rest. Preschool age children will nap, however, if a child remains sleepless after 30 minutes they will be allowed to play quietly as long as their play does not disturb the sleep of the other children.

***Alternate Plans***

If your child becomes ill while in preschool please have a back up individual available for pick up and or alternate full day care. Illness will occur and having a plan in place is vital to your uninterrupted work schedule. Like public schools, licensed facilities must adhere to guidelines regarding illness and contact you to pick up your child. No ill child will be permitted to remain at the preschool. Illnesses include; a temperature over 100 degrees and fever free for 24 hours after fever is gone; hard, raspy, or mucus producing cough or other contagious symptoms such as dark green runny nose, vomiting, diarrhea, head lice, oozing abrasions, etc. We do keep a copy of the licensing rules on file for your reference. Please also be respectful of the fact that I have children as well and should my children contract an illness and my employees are not available, I may find it necessary to close to care for my children and protect yours from being exposed.

If I am ill and my employees are not available it may be necessary to close…please have your backup plan in place for those unforeseen short closures.

School age children: They will need advance alternare care during days when school is closed and their attendance would exceed our state approved licensing capacity. You must call prior to bringing school aged children to inquire if there is availability.

***Required Forms***

It is the responsibility of the parent to submit the following forms PRIOR to the FIRST day of attendance of your child: CCL 010-Authorization for Emergency Medical Care (notarized), CCL 029 and 029a – Child Medical Record Immunization History Health Assessment form; CCL 026-Short Term Medication Authorization form – this is for items such as diaper rash cream, sunscreen, etc.; CCL 027-Long Term Medication Authorization form – for ongoing medical needs such as asthma treatments, etc.; CCL 034-Parental Permission for Off Premises Trips AND CCL 035 – Parental Permission for Off Premises Trips (group) – these are both needed even if / when we simply take a group walk around the neighborhood; and a signed copy of these Parent/Provider Policies. I do realize that this seems like a tremendous amount of paperwork, however, it is for your child’s safety and best interest and I will gladly help you with any questions you have regarding these.

We cannot administer any kind of medication other than band aids without a Medical Authorization form. This can be filled out by a parent/guardian or the physician depending on whether the medications is prescription or over the counter. Parents/Guardians must bring medicines in their original container (prescription and non-prescription) labeled with the child’s name and instructions for administration including dosage.

An authorization form must be completed by parent when a child must leave our facility during child care hours for clubs, lessons, traveling to and from the bus stop, etc. If there is a court order or other documents affecting the custody of your child, please provide a certified copy. If any information on your forms or custody orders change, please provide new certified copies. All infants will be placed on their backs to sleep to prevent SIDS unless directed by a note from the child’s physician providing medical reason and signed statement otherwise. Please see our “Safe Sleep” policies.

***Daily Care of Children***

Our facility is open from 6:30 to 5:45 Monday through Friday continuously except for the following dates and times…

New Years Day Memorial Day July Fourth Labor Day

Thanksgiving and Day after Christmas Eve, Day and week after through Jan 1st.

Or the observance of these holidays should they fall on a weekend. Will be announced.

Full tuition payment is required for all holidays. A credit will be given for other unforeseen closures.

Vacation as announced with advance notice if employees are unavailable

***Arrival and Departure***

You will need to specify the days and hours of your child’s attendance. Should your child’s behavior be affected by a late night, family trauma, etc…please communicate with me so that we may devise a plan to help your child transition successfully.

It is required that you (parents, not older siblings) walk your child into the preschool and out of the preschool to your vehicle. No “drop-offs” will be allowed as this puts your child at great risk of injury. Additionally this daily time allows us an opportunity to communicate. Any medications that need to accompany your child must be handed to me directly. Medications are not permitted in the backpacks or diaper bags.

***Changes of Information***

It is your responsibility to notify us of any changes that we need to remain in emergency contact with you. This also includes changes in any medical information for your child.

***Meal and Snack Times***

Breakfast: 8:30-9:00

Morning Snack: 10:00 – 10:30

Lunch: 11:30-12:00

Afternoon Snack: 3:00-3:30

Please note that if your child is hungry between those times they will be fed. If a meal time is missed due to late drop off your child may be served a meal different than the meal served earlier in the day.

***Illness/Injury***

If your child is injured or becomes ill while at preschool we will

* Notify you immediately.
* Follow your written instructions for emergency medical care if needed.
* File an Accident/Injury Report that will be a permanent part of your child’s file.

***Discipline***

We follow the Becky Bailey “Conscious Discipline” guidelines for our children in care. This involves clear, concise, positive and simple statements that are age appropriate for your child. I recommend that you visit her website and familiarize yourself at [www.beckybailey.com](http://www.beckybailey.com/).

We cannot permit destructive behavior from any child that will harm themselves or others, nor will we permit any care provider or parent to engage in any form of physical punishment on premises. This includes but is not limited to spanking, poking, thumping, slapping, pinching, kicking, swatting, etc. There will be no emotional or verbal punishment permitted from any child or care provider. Children will not be shamed for soiling clothing or disciplined in any way in association with toileting, food, drink, etc…

 I am a mandated reporter of suspected abuse.

***Fees***: $115 – school aged child/week

 $115 – toddler/preschool aged child

 $150 – infant/week

Overtime: $5 for each 15 minutes after 5:45

All payments are due regardless of attendance, illness or weather related absences. The days you have chosen are being held for your use and your child’s development and are your responsibility to maintain payments on until otherwise notified.

***Termination of Care***

We reserve the right to terminate the care of your child when we believe it is to the child’s benefit or required for the welfare of other children in care. In most cases you will be given two weeks’ notice…however, should your child exhibit dangerous behavior they may be dismissed immediately.

If you move, change jobs, etc. and you need to find care elsewhere I do ask for a two week notice.

***Signature of Provider: Date:***

***Signature of Parent: Date:***