

Primetime Child and Family Education Center, Inc

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Parent Policy Handbook

Philosophy

Primetime Child and Family Education Center's philosophy is based upon trust and a positive self-image. It is our goal that each child will achieve a healthy, positive image and that we may provide the child with a foundation that inspires success and motivation for a lifetime of learning. Primetime Child and Family Education Center strives to allow the children to learn through many life experiences within a clean and organized environment. It is with this consistency, that we hope to build trust and a positive self-image for each child and family whose lives we anticipate touching.

Objectives

Our goal is to provide children with a secure and nurturing educational environment that is developmentally appropriate and supportive of each child's growth and learning. We strive to help each child develop into a healthy, self-confident individual with a respect for and the ability to relate well with other people. We seek to foster in the child the development of basic skills and concepts relevant to later learning, the ability to think creatively, and a positive attitude and eagerness towards learning.

We believe that young children learn most effectively through activity and exploration in the use of all their senses. Play is children's "work" because play is the activity by which children learn and develop. A primary goal of our program is to sustain and enhance the play activity of the children. Therefore, great care is taken to build into the environment those experiences we wish for the children to have. A chief requirement of our staff is to have a comprehensive understanding of play and its relationship to learning. Our teachers assume the role of guides, interacting with the children and helping them to make sense of their experiences. Believing that each child learns at his or her own rate of development, special attention is given to the individual needs of the children in our program.

We recognize that there are several areas of child development which must be addressed. These include physical, social/emotional, language and cognitive development. Each of these areas is discussed:

1. **Physical Development:** Primetime Child and Family Education Center provides both indoor and outdoor environments to foster small motor and gross motor development. Children are provided with opportunities to foster their physical growth through independent, small group, and planned activities. There is a balance between quiet and active play during the day. Daily routines are utilized to develop the children's independence in caring for their physical needs. Children develop a sense of self as being physically competent in relation to their personal aspirations and in comparison with their peer.
2. **Social/Emotional Development:** Consistency and continuity within the program assists children in trusting their childcare environment. Children and parents are greeted warmly each day. As the child tolerates separation from parents, relationships with other adults and children within the program are formed. Children learn to participate as part of a group and experience pleasure in working for the good of the group. Respect for the

rights and needs of others are encouraged and children are assisted in learning ways to deal with conflict and to express feelings appropriately. Children are encouraged to become independent individuals who take initiative and learn at their own interest and pace, taking pride in their accomplishments.

3. Language and Cognitive Development: Activities and interactions with staff increase the children's use of language and ability to listen and comprehend. Children also develop language and cognitive skills in relation to academic concepts. Not only are children different by age but they are also individually different. Therefore, programming includes developmentally appropriate practices. The teachers provide the experiences through which children learn. However, it is not surprising that children may learn something other than originally intended. Teachers take advantage of this individuality to extend children's experiences.

Enrichment Programs Available at Primetime Child and Family Education Center

Gymnastics

Magic Tumble Bus is a gym on wheels with balance beams, trampolines and other fun equipment designed for young children. It is an early childhood movement program set in a non-competitive environment. Gymnastics helps increase self-confidence, enhances flexibility and strength, develops gross motor skills and improves listening skills. This class is offered at an additional cost and is strictly optional. Children must be enrolled at Primetime Child and Family Education Center to attend and minimum enrollment may be required to offer this program.

Dance Class

It has been proven that music and dance are an integral part of learning. For this reason, there is a dance program available at Primetime Child and Family Education Center. These classes are at an additional cost and are strictly optional. Children must be enrolled in Primetime Child and Family Education Centers to attend and minimum enrollment may be required to offer these programs.

Amazing Athletes "Sports and Fitness Program"

Your child will learn the basic fundamentals and mechanics of many different sports while improving hand-eye coordination, gross motor skills, cardiovascular health, muscle tone, confidence, teamwork and much more. This class is offered at an additional cost and is strictly optional. Children must be enrolled at Primetime Child and Family Education Center to attend and minimum enrollment may be required to offer this program.

Hours of Operation

Normal

Our operating hours are from 6:30 a.m. to 6:30 p.m., Monday through Friday.

Holidays

Primetime Child and Family Education Centers will be closed the following days each year:

- ❖ New Year's Eve (close at 4:00)
- ❖ New Year's Day
- ❖ President's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Annual Maintenance Day (Friday before public school begins)
- ❖ Labor Day
- ❖ Thanksgiving Day and the day after
- ❖ Christmas Program evening (close at 5:00 p.m.)
- ❖ Christmas Eve
- ❖ Christmas Day

When a holiday falls on the weekend, Primetime Child and Family Education Center will close on either the Friday before or the Monday after the holiday, following suit of local businesses and government offices in the community.

Enrollment

Enrollment at Primetime Child and Family Education Center is open to any child 6 weeks to 12 years of age without discrimination in regard to sex, race, color, or creed, provided the child will benefit from the program offered and not pose a threat to the health and safety of other children enrolled or to the staff. Once a child is enrolled the slot is secured, as long as enrollment is continuous.

Ratios

Primetime Child and Family Education Center has designed its staff/child ratios to meet or be better than State of Idaho licensing requirements.

Application Process

Interested families are asked to complete the following activities in the process of applying to and enrolling in the program:

1. Visit the program and participate in an enrollment interview with the Director.
2. Obtain an enrollment packet. Be sure to read the Parent Policies and other materials carefully.
3. Return the completed enrollment packet with the required non-refundable registration fee and deposit. Complete Contract for Care with Primetime Child and Family Education

Center Director. Schedule a start date. If space is not available for your child at that time, your name will be placed on the waiting list.

4. Arrange for an interview with your child's teacher prior to the start date to discuss any special concerns you might have, to become acquainted with the teacher's style of classroom management, etc.
5. Visit the classroom with your child one or more times prior to the start date.

Infant Registration and Waiting List

For expecting parents there is a first-come/first-serve waiting list with active enrollees of Primetime Child and Family Education Center's siblings given priority. You may register on the wait list, once you have an established due date for the birth of your child. If a family is not ready to start the program when an opening occurs in our infant room, and the family wants to guarantee their spot in the class, tuition will be charged at ½ monthly rate to hold the space.

Records Required

Idaho State Law requires that all children be immunized before they may attend a childcare facility. It is the policy of Primetime Child and Family Education Center that no child will be accepted into this center without proof of full immunizations. The records will need to be updated on an annual basis and if your child is out of compliance, he/she will not be accepted within the facility.

A photocopy of original immunization records must be provided to Primetime Child and Family Education Center within 10 days of enrollment.

Fees and Charges

Program Registration Fee

A non-refundable registration fee of \$50.00 is due at the time of registration. Registration for each additional child in the family enrolled at Primetime Child and Family Education Center will be \$25.00. Children enrolled in the Summer Camp ONLY will have a non-refundable registration fee of \$25.00 for each child.

Tuition Payment/Policies

- ❖ Tuition is based upon the schedule you have chosen for your child. Tuition rates are increased yearly as needed to cover the costs of increased expenses.
- ❖ A 10% discount will apply for each child after the first in a family. The discount is deducted from the oldest child's tuition. (The exception to this is school-aged children, who will NOT receive the 10% discount during the months of school.)
- ❖ Primetime Child and Family Education Center is an organization which provides quality care and education for your children and in order to do this timely payments are essential. Tuition is billed weekly with tuition due in full no later than 12:00 noon on Friday prior to the week of service. If payment is not received in full by that date, a penalty of \$5.00 will be charged each additional day it is late up to 3 days. If payment is not received by Wednesday at 12:00 noon, services will be suspended. To regain your child's enrollment at Primetime Child and

Family Education Center, the full amount owed including late fees, plus a \$20.00 reinstatement fee must be paid prior to your child's return, provided space is available.

- ❖ Checks or Money Orders should be made payable to Primetime Child and Family Education Center and placed in the payment drop-off box, located near the counter. **Credit/debit cards are not accepted.** Any returned check will result in an additional charge of \$25.00. A consistent pattern of returned checks will result in all further payments being made by cash or money order.
- ❖ Additional days for part-time children can be granted on a day-to-day basis, as space is available. Once a request for additional time has been approved, the parent is responsible for paying for additional days, whether or not the time was used.
- ❖ We require two weeks written notice prior to the beginning of a new fee period for a need to change your child's schedule. This change must be approved by Primetime Child and Family Education Center and will be dependent upon availability of space.
- ❖ For children enrolled full-time, you are eligible to receive 1 credit day per month to use as vacation or sick time, following 60 days of continuous care with Primetime Child and Family Education Center. In order to use a credit day, you must notify Primetime no later than 10:00 a.m. that your child will not be in attendance and request that a credit day be used. Credit days may not be used on any day that Primetime is closed. You may accrue up to 5 credit days to be used one time per calendar year (September – August). A two-week written notice is required in order to use the accrued time. Please note, your account must be current with the exception of the amount that would be subtracted for the credit day.
- ❖ If your child will be gone for an extended period, and you are unable to pay the continuing tuition required to reserve your child's space, you may de-enroll your child giving the required two weeks notice. We will put your child's name on a waiting list for re-enrollment, but cannot guarantee a space at the end of the absence.
- ❖ Two weeks notice is required at Primetime Child and Family Education Center prior to withdrawing your child.

Overtime Rates:

Full-time tuition is based on five (5) days of care per week and a maximum of ten (10) hours per day. Children that require care for more than ten (10) hours a day will be billed an overtime rate of \$10.00 per hour, which will be prorated by the minute.

Primetime Child and Family Education Center closes promptly at 6:30 p.m. If your child is not picked up by closing time, a \$60.00 per hour overtime fee will be charged. The overtime fee will be billed at a rate of \$1.00 per minute, with a \$5.00 minimum per child. This fee must be paid prior to the child returning for care at Primetime Child and Family Education Center.

Daily Information

Attendance

Please call Primetime Child and Family Education Center if your child will not be in attendance or will be earlier or later than his/her normal attendance time. In order to plan and maintain the proper ratio of staff-to-children, we need to know any changes in your child's schedule. In order to receive the full benefit of our program, your child should arrive at Primetime Child and Family Education Center by 8:30 a.m. **There is no refund for days not used.**

Drop Off Times

In order to keep your child's and his/her classmates' routine as regular as possible, we will allow no drop off between the hours of 10:30 a.m. and 2:30 p.m. We understand that certain appointments may conflict with these times. In this case, please make prior arrangements with our staff.

Check In/Check Out

Parents are responsible for clocking their children in and out on the computer. The computer is our record of who is in attendance at any given time. Failure to clock in or out will result in a \$5 daily charge.

Primetime Child and Family Education Center does not accept or allow visitation, contact, or departure from our facility and teaching areas by anyone other than the parents/guardians or authorized individuals. A signed note stating who is dropping off or picking up your child, and at what time, should be left with the office if someone other than the child's parent/guardian will be dropping off or picking up the child. That person must be listed on the child's release form as having authority to do so and the Center Director or person in charge must be notified beforehand. If we are not familiar with the person we will ask for identification before releasing your child.

In the event of a separated or divorced family enrolling at Primetime Child and Family Education Centers, we do make every effort to meet the needs of the family regarding billing and/or custody.

Parents are responsible for escorting their child(ren) into his/her classroom and releasing him/her into the care of the attending teacher.

Clothing

We ask that your child be dressed in comfortable, washable play clothes in which he/she can manage himself/herself as much as possible. Shoes must be worn at all times (except infants). Because childhood accidents (i.e. potty-training accidents or food spills) do happen, we require that your child have an extra, labeled set of clothes in his/her classroom. Donations to our "extras" supply, particularly underwear, are always appreciated. Please promptly wash and return any borrowed clothing.

Diapers and Training

If your child is not yet potty-trained, you will need to provide diapers (or "Pull-Ups") and wipes. For safety and sanitation reasons, we will use only disposable diapers. We will work with your child through the potty-training period, but we ask that you continue to use diapers or "Pull-Ups" until they are completely trained. To help your child be as successful as possible, please do not send children in one-piece outfits or any other clothing that is difficult for a child to remove.

Bottles

For health and safety reasons, we do not allow children to walk with bottles in their mouths. Please be certain bottles are put away before arrival. To ensure proper measurements of formula, prepared bottles are preferred.

Outdoor Play

Outdoor play is offered as much as the weather will allow. We do play outside during snowy days and ask that you bring the appropriate clothing for playing outside. Children should wear indoor shoes and bring boots with them for outdoor play. We encourage parents to label their children's outdoor clothing to help prevent loss and mix-ups. We ask that you provide a bottle of sunscreen for your child to use at Primetime Child and Family Education Center.

Quiet time and Nap time

Infants are on an as needed sleep schedule. There will be a quiet time in the Center each afternoon for all children. This time is essential for providing a well-balanced day, giving children an opportunity to relax and regain their energy. Children are not required to sleep during this time but are required to rest quietly on mats, allowing those who need to sleep the opportunity to do so. School age children participate in quiet games and stories.

For children who will be napping, please provide a small blanket and/or soft toy for naptime. These items will need to fit into a shoebox sized cubby container.

Toys and Other Objects from Home

A soft toy and/or blanket for naptime is allowed. However, we ask that you please not bring any other toys as it may cause disruption during daily activities. Fridays are Share Day at Primetime, and you child may bring an item from home for Show-and-Tell on this day only. There will also be other special days during the year for bringing favorite toys. Toy guns, knives or other weapons, costume jewelry, and money are not acceptable at Primetime Child and Family Education Center at any time.

Precious Makings

We ask parents to make a habit of checking their child's bin at the end of each day for artwork. Your child put a lot of energy and pride into these creations and as simple or unrecognizable as they may seem, they deserve your attention.

Field Trips

Primetime Child and Family Education Center will take the children on periodic field trips. You will be notified in advance of these trips. Primetime Summer Camp takes several field trips weekly and we will have a universal permission slip filled out for the attendees.

Meals

We offer a nutritional breakfast, lunch, and afternoon snack. If you would like to provide a special snack, please talk with the teacher and get a count of the number of children in the class. Let them know the date and time you will be bringing the snack and please ensure there are no allergies to the food you are providing.

Snack and meal times at Primetime Child and Family Education Center are considered an important part of the child's learning experience. Meals are served family style and children are encouraged to become independent in serving themselves and learning good manners. If at any time you would like to join your child for lunch, please let us know a day or so in advance so the nutritionist can plan for it.

Any special dietary needs your child may have needs to be communicated to the office personnel.

Adverse Weather Conditions

In the occurrence of adverse weather, Primetime Child and Family Education Center will make a judgment call on whether or not it is safe to transport children to and/or from public school. In the event that Primetime determines it is not safe to provide transportation, every attempt will be made to contact the parent/legal guardian so they may arrange for alternate transportation.

School Time Change

There may be occasional changes in your child's school schedule (example: fieldtrips) that may require a time change in their regular drop off or pick up time. If this occurs, the parent/legal guardian is responsible for any transportation that does not fall within our regular drop off/pick up schedule. Also, please check with the office at Primetime in advance to make sure there is room for your child during these times. We will not provide additional staff during these times. An annual transportation schedule is posted prior to the start of school. This schedule is also provided upon request.

Health and Safety

Illness and Injury

All of our staff at Primetime Child and Family Education Center is trained in CPR and First Aid. If your child becomes ill or injured during the day, we will notify you immediately to come and pick him/her up. Any ill or injured child will be separated from the other children and be made as comfortable as possible.

It is important to plan ahead for sick child days and either be able to leave work or have a back-up plan, such as a relative or friend who can care for your child. We want each of our parents to use good judgment and keep children home while ill, seeking medical attention when appropriate. Should your child come down with a communicable disease, please inform the office immediately so other parents can be notified.

Children may not attend Primetime Child and Family Education Center if any of the following conditions are present:

- A fever of 100 degrees or greater. The child must be without fever for 24 hours before returning to the facility.
- Vomiting or diarrhea. The child must be without symptoms for a full 24 hours before returning to the facility.

- Bacterial infections. The child must be on antibiotics for a minimum of 24 hours or have a physician's approval before returning to the facility.
- Rashes over multiple parts of the body. We will require a physician's approval to return. Children with chicken pox must stay home until their sores are dry (one week).
- Head Lice or Scabies.
- Thick, green or yellow nasal discharge persisting longer than 3 days, especially if accompanied by fever, persistent cough, eye drainage or ear pain.
- Pink Eye. Though this viral condition is seldom serious, because it is highly contagious, we ask that children not return until they have been treated or the symptoms subside.

Notification of exposure to communicable disease will be posted in classrooms and in the lobby.

Emergencies

All staff members within Primetime Child and Family Education Center have been CPR and First Aid certified. An emergency evacuation plan is posted and periodic fire drills are held. Minor illnesses will be handled by notifying the parents or alternate contacts. In the event of an extreme emergency, 911 will be called. The Emergency Information form you signed as part of the enrollment process allows us permission to request emergency medical treatment when necessary. It is very important that all telephone numbers are current.

Medications

In order to dispense medication to your child while he/she is at Primetime Child and Family Education Center, you must sign a medical authorization form located on the refrigerator in the kitchen. Medication must be in the original container with the child's name, medicine label, dosage and the doctor's name listed. Please notify the teacher of any special instructions. Medicine may not be stored in the classroom. Please give the medicine to the teacher in charge.

Child Abuse Policy

Idaho Code, Section 16-1619 requires all childcare personnel to report any indication of Child Abuse. We are obligated by law to inform Child Protection offices of the Health and Welfare Department within 24 hours of any conditions or circumstances which have or could reasonably result in the physical injury to a child. Persons who act upon reasonable cause in reporting child abuse are protected from any liability by Idaho Code, Section 16-1620.

Behavioral Redirection Policy

Our goal as educators is to provide the best care possible for your child. We believe that children should be given tools to handle their own problems. Through communication, developing self-control and encouraging both the expected behavior and the use of problem-solving techniques, most situations can be resolved and possibly alleviated.

Our teachers at Primetime Child and Family Education Center help children to build positive self-concepts and help them to avoid unacceptable behaviors from happening by:

- ❖ Modeling appropriate behavior
- ❖ Using positive verbal reinforcement

- ❖ Providing a variety of activities for choice within a well-arranged classroom environment
- ❖ Keeping communication open with parents.

When necessary, Primetime Child and Family Education Centers uses the following behavioral redirection policy:

1. Redirection – substituting a positive activity for a negative activity.
2. Distraction – changing a child’s focus.
3. Active listening and discussion to resolve conflict.
4. Removal from the situation if necessary – separation from an activity or group for a few minutes.

We will inform parents of behavior deemed inappropriate. We always focus on the behavior and not the child. We will document behavior that continuously is inappropriate, and will document our attempts to redirect. We will continue to keep parents informed by acting as a team to find an agreeable solution.

When aggressive/violent behavior occurs, the teachers will help the child acknowledge the other person’s feelings and help the child to understand that the behavior is inappropriate. We will also encourage the child to make restitution to the hurt child once emotions have settled.

All efforts will be made to avoid problems by using positive guidance techniques. **AT NO TIME WILL A CHILD BE STRUCK, ROUGHLY HANDLED, OR VERBALLY ABUSED.** Because we believe that children need to accept responsibility for their actions, children who have created a physical mess will be asked to clean it up.

Removal/Suspension

It is our belief that all individuals, children and teachers alike, deserve respect and thoughtful consideration. The center will make every effort to modify inappropriate behaviors at the Center. Children who exhibit aggressive or disruptive behavior may need to be separated from the group until they are able to return.

It is our goal to teach children pro-social behaviors which will aid them in their lives. Sometimes, however, inappropriate behaviors still occur.

Children’s behavior that is considered to be inappropriate in the Center includes:

1. Causing physical harm to another child or adult by hitting, biting, kicking, throwing, or other physical means.
2. Causing harm to themselves.
3. Repeated refusal to comply with center or classroom rules including but not limited to failure to listen to Center staff.
4. Use of inappropriate language, spitting, degradation or other forms of verbal abuse.

Prior to removal, the above mentioned discipline techniques will be tried. If there are three incidents of physical harm such as biting in one day the parent will be called to pick up the child for the remainder of the day. Due to the dangerous nature of biting and breaking the skin, if a child's bite breaks the skin of another child both parents will be notified so that medical attention can be sought. The biting child will be dismissed for the day. In addition, any form of physical harm to teachers or other adults will not be tolerated.

If Primetime Child and Family Education Center, in its sole and unfettered discretion determines that it is not in the best interest of the center or other children enrolled to have the child in attendance, services may be terminated.

Parent Involvement

Parent involvement is an integral part of a child's education. Studies have shown that parents who stay involved in their child's education make a dramatic difference in the overall success of their child. In light of these studies and the children's attitudes toward parent involvement, we strongly encourage parents to become and stay involved whenever possible. Parents are an essential part of the program and are always welcome in and out of the classroom.

Parent/Teacher Open House

Primetime Child and Family Education Centers will be holding an annual Open House night where parents and teachers can communicate. New enrollees are strongly encouraged to attend. Parent/Teacher conferences are always available and encouraged. We strive to keep the lines of communication open between parents and teachers.



Primetime Child and Family Education Center, Inc

Signature of Acceptance

This parent policy handbook is provided so that you understand our policies and procedures. A copy of this handbook will be available in the center for you to access at any time. Primetime Child and Family Education Center staff is available to answer questions regarding these policies or provide clarification.

In signing this form, you are acknowledging receipt of the Parent Policy Handbook and accept and understand the policies and terms.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Provider Signature

Date

