

PARENT HANDBOOK



1238 Stocks Ave.
Rexburg, ID 83440

(208) 650-PLAY

StoneyCourtPlaycare.com

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Please note that you are required to read entire handbook before signing the contract. Thank you!

ENROLLMENT REQUIREMENTS

Stoney Court Playcare is open to any child 4 weeks to 12 years old. We do not discriminate on the basis of sex, race, religion, national origin, or disability. All children are welcome!

Parents interested in enrolling their children, when limited space is available, will be placed on a waiting list arranged on a first-come, first-served basis according to the date interest was expressed.

Please notify us of any changes to the information on the enrollment form as soon as possible.

Before child care begins, please complete the following:

- ___ Enrollment Form and \$50 fee (link on StoneyCourtPlaycare.com)
- ___ Child Care Agreement
- ___ Medication Form
- ___ Proof of child's immunization records
- ___ Download the Procure Connect App
- ___ Download Open Path App for door entry

Items to BRING to Stoney Court:

- One or more changes of clothing to put in the child's classroom
 - please label all things brought from home to the center.
- Blanket and pillow small enough to fit in cubby
- Bottles/ Sippy cups (we will also provide these)
- Binkies (on a clip please)

Items to LEAVE at home:

- Toys (unless there is one special toy that helps comfort your child)
- Food (unless it is a packed lunch or snack for your child to eat at mealtime)

HOURS / HOLIDAYS

HOURS OF OPERATION

Daycare services are offered five days a week (Monday-Friday) from 6:00 am - 7:00 pm

HOLIDAYS

The daycare will be closed on the following holidays:

- New Year's Eve and New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve and Christmas Day

If holiday falls on a weekend, either the following or the previous work day will be observed as the holiday and we will be closed.

We will always let you know if we will be adding closure dates.

MEALS

We provide three meals and two snacks per day. Serving times are as follows:

Breakfast:	7:30 - 8:30 am
Morning Snack:	10:00 am
Lunch:	12:00 pm
Afternoon Snack:	3:00 pm
Dinner:	6:00 - 7:00 pm

If your child comes outside of the above times, please be sure they are fed. **Please do not arrive with breakfast in hand as it causes conflict among the other children.** If your child has special dietary needs, please send food in a bag for the day or week.

WE GLADLY SUPPLY

- Baby wipes
- Formula
- All meals
- Sun-block
- Cups, bottles, bowls, plates, utensils, etc...
- Diapers (with a diaper fee of \$20 per month for full time or \$10/month for part time)

SPECIAL GUESTS, VISITS, & COMMUNICATION

PARENT VISITS

We have an open door policy. Parents are encouraged to take an active interest in their child's care and development. You are always welcome to access any area used by your child. Please feel free to come and visit.

First Day Visit

We encourage parents to visit classrooms with their child on the first day with us. This gives your child a chance to experience the class they'll be attending with a familiar face next to them. We want your child to feel as comfortable as possible when it's time for you to leave.

COMMUNICATION

Our goal is to keep the channel of communication open through multiple channels. We always want you to know about your child's day. And we always want to know your thoughts and concerns! The Procure App will help us stay connected throughout the day. Occasionally, a call to the parents is needed for more urgent matters.

PROCARE CONNECT APP

CHECK-IN / CHECK-OUT

Check-in and out will be done on the Procure App or on a kiosk at the reception desk.

It is important that no child is allowed to come in or out of the building without being checked in or out. This is an attendance record as well as an emergency checklist.

ALSO THROUGH THE APP

- Receive messages, pictures, and videos of your child throughout the day
- Send messages to your child's teacher or office staff
- Make payments

FEES

Enrollment Fee and Yearly Supply

A \$50 fee is due with the online enrollment before the first day of daycare and a supply fee of \$50 is billed every 12 months afterward.

Late Payment

Payment is late if not received by the 5th of each month. A \$50.00 late fee will be applied the following billing month to the account if no payment was made before the 10th of the month.

All accounts past due will not be allowed to continue service until paid. If the account goes two weeks past due, your child's spot will be filled with another child. All accounts 60 days past due will be turned over to collections. It is important that all accounts are kept current to ensure a quality program.

Returned Check

A \$25.00 fee will be assessed for any returned checks. You will be responsible for all charges on your account due to non-payment including but not limited to late fees, attorney fees, etc.

Late Pick-up

Any child picked up after 7:00 pm will be charged \$1.00 per minute.

Diapers

A \$20 diaper fee is billed for full-time or \$10 for part-time babies and potty training toddlers (for pull-ups).

Transportation

(see the transportation section)

ICCP PARTICIPANTS

Family co-payments for ICCP participants are due on the 5th of each month. The State program does not pay 100% of the fees so it is important that participants pay their portion to continue with Stoney Court Playcare. **ICCP does not allow participants to by-pass their co-payment.**

All families anticipating ICCP benefits must notify us prior to the beginning of service. **Parents are responsible for payment of services until the case has been verified. This can take 60-90 days.**

TRANSPORTATION

TRANSPORTATION BY STONEY COURT

We provide transportation to and from school to the following elementary schools in Rexburg: **Southfork, Lincoln, Kennedy, Burton, and Hibbard.** There is an **\$80 per month fee** (round trip) **\$50** (one way) for the upkeep on our vehicles, gas, etc. Most often, children will be shuttled in the company van; other times they may be picked up in private vehicles. All drivers are required to have clean driving records.

TRANSPORTATION BY BUS

Madison School District will provide busses to and from our center for two schools; **Adams Elementary** and **Madison Middle School.** In the past, some parents have decided to transfer their children to Adams Elementary School in order to use the bus option instead of paying the fee for transportation.

BEHAVIOR

Once in a while a child may make a choice that is disruptive to the other children. In this case we'll take some fair, appropriate steps to help teach and provide a learning experience. Children will never be physically disciplined. Misbehaviors will be treated with the following steps:

1. Redirect - the teacher will redirect the child to a positive choice
2. Verbal warning - The teacher will make sure the child knows how they have misbehaved
3. Loss of privilege to participate in programs or activities
4. A visit to the office to talk with the director
5. Office time out or possible a nap
6. Consultation with parents for assistance

Special cases include a child age three or older saying the **"F" word, "B" word, or biting** a friend or teacher. If this happens, the child will need to be picked up for the day. If it happens again another time, the child will need to leave for that day and the next. If it happens a third time, we will need to re-evaluate the child's arrangements at the daycare.

DAMAGE TO PROPERTY

Occasionally, either intentionally or unintentionally a child causes damage to the property. In this case, the parent or caregiver is responsible for all damages and labor to restore property to original state.

WITHDRAWAL / DISCHARGE POLICY

Reasons for possible discharge are as follows, but not limited to:

- If the child is having an extremely difficult time adjusting to his/her parent leaving, exhibits severe emotional or social problems, or is making it difficult for us to properly care for the other children.
- If a child is prone to destructive behaviors which result in constant, severe, or recurrent damage to others, the facility, or its contents.
- The account becomes delinquent.
- Failure of the parent(s) to cooperate.
- We determine that we are unable to meet the needs of your child.

FIRE DRILLS

Fire drills are held at least once per quarter. An evacuation plan is posted at each exit. All employees are familiar with each exit plan and their designated meeting places.

HEALTH & SAFETY

IMMUNIZATIONS & CHECK-UPS

Each child must have current immunization records at the center. This protects you as well as everyone else. The State requires these records no later than two weeks from start of service. A list of needed immunizations is available. In accordance with NAEYC's standards, we strongly recommend that children see their physician yearly. If problems are detected, please notify the Stoney Court Playcare immediately so that accommodations may be made and appropriate actions if any may be taken.

MEDICATIONS

If your child will need any medicine during the day, a MEDICATION FORM will need to be filled out. This form will include the date, dosage, times to be given, your signature, and your doctor's signature. A medication fridge is available. Please give all medication and the medication form to the office staff. Management will supervise all medications. **We will not give any medication without written instruction from the doctor.** The children will not be allowed to administer any medication to themselves including cough drops or Tylenol, etc. All medications must be in the original container with all information on the label. The medications must not be expired. The child's name that is to take the prescribed medication must be on the label.

SAFETY ISSUES

Minor Emergencies

In situations not requiring medical personnel, teachers will provide appropriate First Aid, including Band-Aids, ice packs, antibiotic ointments, etc. All teachers are required to be trained in First Aid and CPR.

Life Threatening Emergencies

Although the utmost care is taken to avoid injuries, accidents may happen. In case of a medical emergency, 911 must be contacted immediately followed by the Parent/Guardian. If we are unable to contact Parent/Guardian, we must contact all emergency contacts. In the event we are unable to contact any of them, we will send a teacher with the child to the hospital or other health care facility. An incident report will be filed with the State of Idaho for all emergency situations.

Signs of Abuse or Neglect

As a child care provider, we are required to report any signs or symptoms of child abuse. If you have any questions, please contact our director.

ILLNESS

Practices Regarding Illness

Health Department regulations prohibit the admittance of any child into a childcare center that exhibits any of the following symptoms:

- Fever (101 or higher)
- Diarrhea
- Vomiting
- Runny nose with colored discharge, check with doctor
- Rash, check with doctor
- discharge from eyes or ears, check with doctor
- Lice
- Communicable disease (i.e. chicken pox, measles, mumps, conjunctivitis - pink eye), etc.

Children will not be allowed to return until they have been symptom free for 24 hours without the aid of medication. Note: Children remain contagious for 24 hours after the first dose of antibiotic.

If a child exhibits any of these symptoms while in our care, the parent or guardian will be notified immediately and asked to pick up their child. In the case that the child exhibits any of these symptoms and we are unable to contact a parent or guardian, the child must be separated from the other children. They will be placed in a clean comfortable environment where they are unable to infect other teachers or children.