

YOUNG STARS

PRESCHOOL 

HANDBOOK

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Tuition: Tuition payments for each month are due on the 1st day of preschool for the month. A late fee of \$5.00/day will be charged if payment is received after the 3rd day of preschool for the month. If the fee is not paid within 7 days, the child will be terminated and the current month, late fee, and next month's fee will still be due.

There will be a \$30.00 fee for any returned check. If an account becomes overdue, I reserve the right to terminate enrollment. A \$50 non-refundable registration fee will be collected at the signing of the contract. This will be used towards activities for your child.

Withdrawal/Termination: A 30 day written notice must be provided to me if you plan on taking your child out of the preschool program. I reserve the right to terminate at will anytime throughout the year.

Arrival: Please do not drop children off any earlier than five minutes before class starts. I have my own children to feed and get off to school.

Departure: Please make sure you are on time when picking up your child. I will plan on your child leaving with the people listed on your forms. If someone else will be picking up your child please make sure you notify me.

Late Fee: Students should be picked up no later than five minutes after our session has ended. I will assess a late fee of \$1/min for every minute after the five minute grace period if they are picked up late.

Attendance: I do understand that family vacations, sickness, and other events occur. If your child will not be at preschool for the day please call or send me a text. We do a lot of partner activities and will need to adjust our day accordingly. Families will be responsible to pay the same monthly fee if their child is gone for part of the month. Attendance is important to the growth of your child's learning. Please stay committed to having them attend their session regularly.

Accountability Policy: When your child does not arrive by 9:00am:

You are required to notify me by 8:30am if your child will not be coming for the day. If your child does not arrive as expected, I will attempt to call or text you. If no answer, I will attempt to contact your emergency contacts. If I still receive no answer, I will contact the police department.

Weather/closing: We will follow the Fargo Public Schools calendar and weather-related announcements. If it is not safe to travel to and from school, it is not safe to travel to preschool. If the school system does a two hour late start, we will be closed for the day.

Calendar/Holidays: We will follow the Fargo Public Schools Calendar for Holidays. Our start date, end date, and spring/Christmas break may differ slightly so please check the calendar which is subject to change.

Provider sick days and vacation days: I will be entitled to 3 paid sick days throughout the school year. I will only use these days if necessary. The provider will take up to 5 days of vacation not listed above per calendar year.

Parent Teacher Conferences: Parent-teacher conferences are held upon request up to two times throughout the year. I will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. This will be sent home at the end of the year..

Medication: I will not administer medication unless it is an emergency (epi-pen/inhaler). If your child may need this in an emergency situation, please attach a written note giving me permission to administer with the medication.

Immunizations: You are required to keep your child current with all immunizations. Each time your child is immunized please notify me so that I can update my record of your child's immunizations in my files. According to North Dakota law, childcare programs cannot refuse to provide care to unimmunized children who are otherwise eligible if they present a valid exemption from immunization requirements; therefore, there may be unimmunized children in my program. If you do not choose to immunize your child, you are required to provide me with a valid document of exemption.

Health Care Policy: All children are required to be up to date on their immunizations. The following list details many of the signs and symptoms which indicate that your child should remain at home and for which the staff will send your child home.

Fever of 101 degrees or higher in the morning. A child must have a normal temp for 24 hours before returning to the Preschool.

Any contagious disease. Some of these are:

- Bronchitis or persistent cough
- Chicken pox
- Conjunctivitis “pink eye”
- Diarrhea
- Giardia
- Head lice
- Herpes simplex
- Impetigo
- pinworms
- rashes
- severe cold with fever – much sneezing and nose drainage, severe tiredness or irritability, complaints of aches or pain (earache or sore throat)
- Strep throat

Please observe your child carefully and remember that your child has the potential for infecting many other children. The day at preschool is demanding on children’s stamina and children who are not feeling well will have a difficult time enjoying the day. Sometimes a day at home to rest is a great help for a child who is not quite him/herself.

Please do not medicate your child with aspirin, cough syrup, etc. before sending them to school. A child who is ill enough to need these medications should probably be at home.

Hand washing is the first line of defense against disease. I am vigilant with children that hands are washed or sanitized before eating or cooking, after toileting, and after cleaning. Please remember to have your child wash hands before entering the classroom in the morning.

Emergency and non-emergency medical procedures:

In case of minor accident or injury:

1. I will administer first aid to the child
2. The child’s parents or physician will be called, if necessary.

3. If any treatment is administered, an injury report will be filled out by the teacher and signed by the parent. One copy will be placed in the child's file.

In case of serious illness or accident:

1. I will immediately call 911.
2. Emergency First Aid or CPR will be administered by myself
3. The parent will be called and asked to meet the child at the hospital.
4. The incident will be documented in writing and placed in the child's file

Discipline policy: I will be using positive reinforcement consistently and delivering immediately. This will be done through positive praise (Great work, good job, I like ____). It will also be done through rewards such as stickers for working hard/ showing positive behaviors. I have taken Nurtured Heart classes and I will implement the strategies into the preschool. I will not use negative reinforcement like punishment and exclusion. Situations that arise will always be talked about and used as a teaching lesson on how the situation could have been handled differently. This is a very important skill for preschoolers to learn.

Mandated reporter: I am a mandated reporter, and it is my job to report any suspected physical or emotional child abuse.

The Rules of My Facility: I shall provide parents with unlimited access and opportunities to observe their children at any time their children are in care. If for some safety reasons you find the doors are locked, please knock, ring the doorbell or call me.

- Please remove your shoes when you enter my home or before walking on the carpet.
- The entire home other than the upstairs bedroom will be available to the children.
- Parents may park in the driveway or on the street when picking up their children. Please use the front door for drop off and pick up.
- Personal Items may be stored in the entry way or the entry way hooks.

Transportation: Young Stars does not provide transportation. If we will be attending a field trip it will be scheduled for the full three hours and I will ask for parents to drop off and pick up at the location.

Snack: Snack will be provided for the kids. They will not be responsible for bringing a snack each day. If it is their birthday and they would like to bring a special treat, please let me know. Also, please let me know of any allergies I should be aware of.

Toys from home: Children are asked not to bring toys from home. The only “toys” from home that should come in are toys brought in on their day to share at share time.

Toileting: Your child **must** be potty trained to attend preschool at Young Stars.

Pets:

- I do have two dogs (black labs).
- My dogs are confined upstairs during preschool hours.
- My pets have received all required immunizations.

Aquatic Policy:

- As per licensing requirements, written parental permission and a written description of a child’s swimming ability is required before child(ren) participate in any aquatic activity.
- There is no swimming/wading pool at my preschool. A sprinkler, slip & slide, squirt guns, and water balloons may be used.
- I will not be involved in any activity other than directly supervising the children during water activities and children will be always kept in sight during water activities.

Substitute Caregivers (*Hiring Policy*): Occasionally I may need to hire a substitute childcare provider because of an appointment, training, an emergency, or something other. In this circumstance substitute provider information is given to my licensor and a background check is completed. This employee will take over my responsibilities for the time I am away. I will not employ anyone convicted of a direct bearing offense listed in ND Admin. Code 75-03-09-27(1)(a) .

My Privacy Policy: I will do all I can to protect your family’s privacy and will abide by the state privacy law. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information. I also ask that you respect the privacy of my family by not sharing any information you learn about my family without my written permission.

I Do Not Discriminate:

- I do not discriminate based on race, color, sex, disability, national origin, sexual orientation, or public assistance status.

Grievance Procedure: If you have any concerns or complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I am not addressing, you may contact my licensor, Coreen Ruona, at 701-239-6704.

Our Partnership Agreement:

- We will work together to ensure that each child has the opportunity to develop to their full potential.
- We will communicate regularly about the child's physical, emotional, social, and intellectual growth. Upon request, parents will be provided progress reports on their children.
- You will keep me informed about any change in the child's schedule, routine, or home environment. I will do the same for any changes in the preschool business that affect the child.
- You will provide any information about the child that will allow me to provide high-quality care, such as an I.E.P. (Individual Educational Plan) or other plans or assessments.
- I will ask you to complete an annual evaluation of my preschool program at the end of the year.
- You agree to follow the policies of my childcare program.

Required Forms for Enrollment: These forms must be on file before a child attends class:

1. Application
2. Child information sheet
3. Parent Statement of health
4. Copy of Immunization record
5. Copy of birth certificate
6. Photo release
7. Signed contract