



**Planting Roots
Preschool
Laura Curtsinger
102 W. Otis Street**

SCHOOL POLICIES

HOURS OF OPERATION:

Preschool classes begin in August. The last day of class will be in May (Check online calendar for specific dates.)

Children attending four days per week:

Monday through Thursday

8:30am – 1:00pm

(Children must bring a sack lunch.)

Fees: \$250.00 a month, payable on or before the first day of the month. The month of August will be prorated at \$125.00.

If fees are not received by the 10th of each month, the student's space will be forfeited and given to a child on the waiting list. You will be given the option to re-reregister for the delinquent tuition amount plus a \$50.00 reregistration fee is if space is available.

There will be an additional charge of \$40.00 for returned checks.

Early cancelation on or before the 15th of the month will result in reimbursement of ½ the monthly amount. There is no reimbursement if the cancellation is after the 15th of the month.

There is no discount for multiple family members.

Children must be potty-trained before they will be admitted into preschool.

PHILOSOPHY:

As a childcare facility, we understand the importance of maintaining strict compliance with regulations in order to ensure a safe environment for all children: therefore, we comply with all applicable state licensing regulations and are licensed by the Department of Family Services.

ANTI BIAS POLICY STATEMENT:

We believe all children have the right to high-quality early educational experiences that welcome and embrace all forms of diversity. In our community we acknowledge and respect everyone’s unique identity including their race, gender identity or expression, sexual orientation, religion, ethnicities, abilities, and socio-economic background.

Our goal is to provide a nurturing, inclusive, equitable, and safe environment. We strive for children to gain self-awareness, confidence, and pride in their social identities as well as expressing comfort, joy, and compassion for human diversity in our classroom, our community, our country and our world.

We are committed to open and on-going dialogue among children, families, and our team at Planting Roots Preschool. This policy ensures all children, families, educators, and staff are welcome, valued, and treated with equity and respect.

STAFF QUALIFICATIONS:

- First aid and infant/child/adult CPR certification must be completed biennially and kept current at all times
- 32 hours of continuing education biennially
- TB risk assessment or current TB test results if applicable
- A child abuse/neglect Central Registry screen done annually
- Full fingerprint based national criminal history record background check completed every 5 years
- National sex offender check results

CHILD RECORDS:

Each child in care shall have the following information on file:

- Completed child record
- Current Immunization record
- Health Care Plan if necessary
- Written authorization from parent(s) or guardian(s) for the following
 - Emergency medical care
 - Participation in field trips or excursions, whether walking or riding
 - Child to be transported
 - Use of swimming or wading pool if one is used and
 - Over the Counter Medication form.

GUIDANCE POLICY:

Positive guidance shall be used and will be consistent, clear, and understandable to the child. When guiding a child’s behavior, redirection and setting clear limits that enable a child to become self-aware of actions will be used. Children will be encouraged to respect people, to be

fair and learn to be responsible for their actions. Children can be removed for the group but not isolated. Behaviors of a child may be ignored, but not the child.

At no time will the following occur

- Punishment associated with food, rest, or toilet learning
- Corporal punishment, including hitting spanking, beating, shaking, pinching and other measures that produce physical pain
- Abusive or profane language
- Any form of humiliation including threats of physical punishment, and
- Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating, or ignoring a child.

DISCIPLINE:

Corrections are consistent, clear, and understandable to the child. Positive guidance, such as redirection and setting clear limits that enable a child to become self-disciplined, is used.

Children are encouraged to respect others, to be fair, and to learn responsibility for their actions.

Aggressive behavior toward teachers, assistants, guests, or other children is unacceptable. Good behavior is encouraged and praised.

If “time out” is implemented, the amount of time equals one minute per year of age.

SUSPENSION/EXPULSION POLICY:

At Planting Roots Preschool, we strive to make every child experience a positive and nurturing environment; however, sometimes behavioral issues may arise that create a difficult learning environment for children. If we find your child is continually exhibiting inappropriate and disruptive behaviors, we will share our concerns as well as our intervention methods with you through written documentation and a phone call and/or conference. Every effort will be made to connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension. There is no refund of tuition if expulsion is necessary.

Planting Roots Preschool is a mandated reporter of abuse.

Parents, please initial here to verify you have read the policies:_____

EXCLUSION FROM CARE FOR ILLNESS CHILDREN & STAFF:

Any child or staff who cannot participate in a regular childcare program due to discomfort, injury or other symptoms of illness may be refused care. A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

- Severe diarrhea
- Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of twenty-four (24) hours
- Difficult or rapid breathing
- Yellowish eyes or skin
- Sore throat with a fever over 101° F or severe coughing
- Untreated head lice or nits
- Untreated scabies
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella, or diphtheria; or
- Purulent conjunctivitis

Children or staff with the following symptoms should be excluded from childcare unless they are under the care of a physician and the physician has approved in writing their return to child care:

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes
- Elevated oral temperature of 101° F or over
- Blood in urine
- Mouth sores associated with drooling, or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility.

Parents, please initial here to verify you have read the policies: _____

ADMINISTRATION OF MEDICATION:

-Staff will administer over the counter medications with parents' knowledge and approval.

-Parents will be responsible for administering prescribed medications.

-Medications must be stored in their original containers and the manufacturer's instructions for use must be followed. Any deviation from the original manufacturer's instructions for use must be on file prior to administering medications.

-A written record of all medications administered to children will be kept on file.

CHILDREN WITH ALLERGIES OR SPECIAL HEALTH NEEDS:

Accommodations will be made for children with known allergies or special health needs. The

parents/guardians of the child will be informed of the needed accommodations. A personalized health care plan will be created for the child and approved by a parent or guardian.

TRANSPORTATION:

When children are transported, there will be a 1st Aid Kit, emergency medical release forms, a written plan for direct supervision and a current attendance record immediately available. I/we follow Federal Motor Vehicle Safety Standards for child restraint systems and cannot transport without proper safety restraints. Direct staff supervision will be maintained at all times and children will wear some type of identifiable clothing or accessory for easy visual recognition. Physical boundaries will be identified for children.

ANIMALS:

We may have animals on the premises. All animals must comply with Health and Sanitation and vaccination requirements. Any animal with a history of attacking even one person or demonstrating aggressive behavior will be made inaccessible to the children in care

WEAPONS:

Firearms, ammunition, and weapons of any kind are strictly forbidden on the premises or in the facility with the exception of officers of the law.

RELEASE OF CHILDREN:

Children will not be released to persons not listed on the child’s enrollment form, without prior parental approval. Persons who are unknown to the staff will be required to show proper identification prior to the release of a child.

Parents, please initial here to verify you have read the policies:_____

PARENTAL/GUARDIAN RIGHTS:

In accordance with Wyoming Child Care Licensing Regulations, we are obligated to provide you the following informational statements. Parent/Guardian(s) shall have:

- Unrestricted and immediate access to his/her child(ren) and any area of the facility where childcare is located
- The right to view inspection reports that can be found at findchildcarewy.org
- The right to view weekly menus
- All known and/or treated injuries that occur to his/her child while in care and
- Any situation that occurred during childcare that caused concerns for the child’s health or safety.

COMMUNICATION/REPORTING OF CONCERNS:

It is our mutual responsibility to communicate on a regular basis. This includes any concerns

you may have with the instructor or the care your child is receiving. If you feel your concerns are not being met, please contact the Department of Family Services, Child Care Licensing.

VIOLATION HISTORY:

To obtain a violation history, please contact the Department of Family Services, Child Care Licensing.

LIABILITY INSURANCE:

We carry liability insurance.

OTHER:

We do not provide care for infants or overnight care.

We do use wading or swimming pools.

Parents, sign to verify you have read the policies:

Parent signature: _____ **Date:** _____

PLANTING ROOTS PRESCHOOL EMERGENCY PLAN

Emergency Situation Dictate: Children will be evacuated to Memorial Park. During bad weather, or if we cannot return to the school, we will relocate to the Post Office.

The attendance list, including all parent/emergency contacts, are included in all evacuations. Parents will be called or texted to report the evacuation as soon as possible. If returning to the facility is not an option, we will remain at the evacuation site until parents/emergency contacts can pick up the children.

Fire: The facility has a written fire escape plan (house diagram) displaying ways to exit during a fire. **Escape Exit 1** – located at the South Doors; **Escape Exit 2** – through the East Doors. Once all children are accounted for, we will move to Memorial Park.

Lockdown: Doors and windows will be locked; curtains and blinds drawn if possible. Children will be taken to an interior room away from windows. **911** will be called and instructions from law enforcement followed.

Bomb Threats: Evacuate the building through the South Door. Once all children are accounted for, we will move to Memorial Park. **911** will be called from the evacuation site and instructions from law enforcement followed.

Natural Disasters: When necessary, in the case of natural disaster, the following will be in effect:

-Earthquakes: Get on the floor and under a sturdy table or desk; hold on until the shaking stops. If a table or desk is not available, crouch in a corner away from windows, cover head and neck. Stay inside until the shaking stops. Following the quake, children will be evacuated to Memorial Park.

-Blizzard: We will remain indoors and wait until children can be picked up.

-Flood: We will go to the evacuation site and wait until children can be picked up.

-Tornados: We will go to an interior room in the facility and find cover under a desk or table away from windows. If the facility suffers damage, children will be evacuated to Memorial Park.

-Continuity of operations: Parents/Guardians will be contacted when it is safe to resume class.

Parents, sign to verify you have read the policies:

Signature _____ Date _____