

**Steele School for Early Learning**  
**5030 Car Street, Arvada Colorado 80002**

**Parent Policy Handbook**

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GREETINGS from Steele School for Early Learning. We are state licensed and serve all members of the community. The childcare is licensed for children 6 weeks - 12 years of age. Our childcare is adapted to a child's world so he/she+ can develop in all phases of early childhood in a protective and pleasant environment. The following information is to assist you in planning for a successful school year by listing our guidelines and regulations, and by providing some general information. If you have further questions, please feel free to discuss them with the administrative office at Steele School for Early Learning We have an open door policy and are happy to hear your questions or concerns at any time.

The mission of Steele School for Early Learning is to provide children with a safe, loving, respectful, quality environment where children can learn and grow.

To provide parents with a safe, worry free, nurturing environment that is respectful of each family's values.

### OPEN - ADMISSIONS POLICY STATEMENT

IN ACCORDANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, it is our policy to admit and to treat all children without regard to race, color or national origin. The same requirements for admissions are applied to all, students. Children are assigned within the school without regard to race, color, or national origin. There is no distinction in eligibility fee, or in the manner of providing to any child, the services provided by or through the auspices of Steele School. All persons and organizations having occasion either to refer children for admissions or to recommend Steele School for Early Learning are advised to do so without regard to the child's race, color or national origin. If you have any questions concerning compliance, talk first with the Director, If you have further concerns, you may contact the Executive Director of Colorado Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203 or the Regional Director of the Office of Civil Rights, Department of Health, Education and Welfare, 1961 Stout Street, Federal Office Building, Room 9017 Denver, Colorado 80294.

### ADMISSION PROCEDURES

Call the school office to arrange for a personal tour and an interview. The registration fee set forth on the schedule is payable upon application for enrollment which will reserve a space for your child. If you are placed on a waiting list due to lack of space, payment of registration fee will reserve and guarantee the next available opening for your child. You will be notified as soon as possible of your child's starting date.

The following forms must be completed and returned to the school office before your child's enrollment and registration becomes official.

REGISTRATION/EMERGENCY FORM: (Annual)

CHILD PICK UP INFORMATION

EMERGENCY INFORMATION AND AUTHORIZATION.

HEALTH HISTORY.

CONSENT AND RELEASE.

STUDENT HEALTH RECORD: (signed by physician or nurse) Must be updated annually (every six months for toddlers until they are 2 years of age. Every 3 months for infants)

IMMUNIZATION CARD: (signed by physician or nurse) this is a requirement for all students enroller and must be current and up to date. Please read attached WARNING regarding immunization requirements.

AUTHORIZATION FOR TOPICAL MEDICATION/ MEDICATION AUTHORIZATION FORMS: In accordance with

regulation 7.702.62C, "Prescription and non-prescription (over-the-counter) medications can be administered only with the written order of a person with prescriptive authority and with parental consent."

This means that each time your child is required to take medication at school; the medication must be in its original bottle and must be accompanied by the Medication Authorization Form. This form must be completed by your doctor and signed by you. This is not an annual form. A new form must be completed every time your child needs medication given at school. We recommend that you carry copies of this form in your vehicle so that you will have them on hand when going to a doctor appointment. Medication will be stored in a locked, secure container out of reach of children. Medication will be administered only by staff who have been certified to administer medication and designated by the school nurse.

### SIGNED TUITION AGREEMENT

#### Enrollment & Attendance schedule.

The days chosen are days you are obligated to pay for.

#### ABSENCES

We assume that your child is going to be here every day that he is scheduled to attend. If your child is going to be absent, please call the attendance line as early as possible that morning so that the teacher can plan accordingly. If your child has contacted a communicable disease, please contact the school immediately so that we can let our other parents know.

#### ACCIDENT- ILLNESS

If your child becomes ill. The Main Office staff will notify the parent(s) or guardian(s) as soon as possible.

It is school policy that parents be notified if the child is running a temperature.

Any time a temperature is taken it will be documented along with the reason the temperature was taken. You will receive a written report about this procedure and the result. If the temperature is 101 degrees or more you will be asked to pick your child immediately with the recommendation that you contact a physician. Parents will be informed of any accident or injury by way of an "Accident Report" which will be given to you to read and sign before the child leaves for the day. You will be notified by phone if the injury might require further attention or a doctor visit.

In case of an emergency, if parents cannot be reached, we will call your family physician or medical facility as indicated on your Emergency Form.

#### ADJUSTMENT, TRANSITION, AND PROBATION

At any school there is a time of social adjustment and transition for the child AND the parents. However, if at the end of this time period we feel that your child cannot adjust, we may ask that you find another childcare center which will better meet your child's needs.

We want you to know that we will help you and your child in any way that we can. These next weeks and months will be filled with lots of love and compassion for you and your child.

We urge all of our parents to communicate with the administration and teachers at all time.

We want your child to become a strong individual within their families, neighborhood, and at our school. We want your child to be happy and to grow physically and mentally, while they are with us. We're looking forward to a bright and exciting future with you!

## ALLERGIES

If you child has allergies to certain foods (i.e. milk, peanut butter, cheese, etc.) we are, by law, required to have a signed note form your physician or health care provider that your child is not allowed to receive these foods. The physician may suggest substitutions that your child may have during his/her meal (parents are to provide any food substitutions).

Due to severe peanut allergies with some students, we ask that no peanut products be brought for any party treats.

## BACKGROUND CHEKS

Steele School for Early Learning does criminal background checks through the Colorado Bureau of Investigation, FBI and Dept of Human Services on all staff members.

## BIRTHDAYS

Birthdays are very special occasions. You are welcome to send a cake, cupcakes, cookies, or special treats for the class. Please make arrangements with the classroom teacher. Treats will be given out during P.M. snack time and we will do our best to make it a special day for your child. Due to severe peanut allergies with some students, we ask that no peanut products be brought for any party treats.

If your child wishes to host a birthday party and invitations need to be sent, give the invitations to your child's teacher, and the teacher will make sure they get sent home. It is suggested that you invite the entire class of girls/boys to avoid hurt feelings.

## CHILDCARE SCHOOL HOURS

The childcare center is in session Monday through Friday. Our doors open promptly at 7:00 am and close promptly at 5:30 pm. The closing staff member will stay with all children until they are picked up.

## Late pick up of children

In the event of a child left after 5:30 parents or emergency contacts will be notified by phone by 5:30 pm. If the parent cannot be reached, we will make every effort to call all the numbers listed on your emergency form. If no one can be reached after 1 hour, we are required to contact the Department of Human Resources.

Parents who fail to pick up their children by 5:30 pm will be charged a fee of \$2.00 per minute per child, starting exactly at 5:31 pm, this fee is payable at the time of pick up. We would ask that you plan to always be here on time as it does cause your child stress and anxiety when parents are late. Frequent violations of this policy will result in disenrollment.

## CHILDCARE STATEMENTS

If you need a childcare statement at the end of each calendar year, please contact the Director. You must allow at least 2 weeks for the statement to be processed.

## CLASROOM VISITORS

There are several issues that must be considered before a request to visit a classroom can be granted. Only parents of a child will be allowed to spent time in the classroom observing. In the case of extended family, each parent must write a note approving the visit to the classroom by anyone other than the birth parents. Privacy issues must be considered when allowing visitors to the classroom. The visit must be coordinated with the director, and the classroom teacher. It should take place at a time when it will cause the least amount of confusion to the classroom dynamics. Visitors to any classroom must sign in at the Director's Office. They must be in proper dress. This should be explained to the visitor when the classroom teacher makes the appointments for the visit.

## CONCERNS

If you have a concern/complaint you should first address the director. If your concern is not addressed to your satisfaction, you may contact the The Division of Childcare, The Colorado Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203-1714.

## CONDUCT-SAFETY/DISCIPLINE

We believe that teaching children appropriate behavior is an important part of their education; we will use positive behavior support to teach and encourage children positive behavior.

Children will receive guidance regarding the proper behavior and instruction as to how to handle anger, frustration and peer interactions.

Children will be made aware of the classroom rules each day and rules will be posted in each classroom. We believe that all children desire to behave well and be accepted by their peers. We feel a strong responsibility to give the children the tools they need to have positive social interaction with their peers, family and the greater community.

In the event that a child does not respond to positive guidance techniques, we will request a meeting with the parents, at that time the child may be placed on a behavior support plan devised by the Director, Teacher and Parents.

If it is later decided that the child is not able to grow under this plan the parent will be contacted and asked to pick the child up. Steel School for Early Learning reserves the right to deny further enrollment to any child unable to comply with the guidance offered here. This would be a last resort.

Constructive methods for behavior are used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are never used.

## CURRICULUM

Steele School for Early Learning provides an enriching, academic based curriculum, based on age appropriate, child centered activities, hands on activities. Children are provided with large blocks of them to explore and interact with other children in the group. We will provide children with outdoor time each day, so we would ask that you provide your child with clothing appropriate for the weather.

## DISMISSAL

The school reserves the right to dismiss any child whose tuition payments are more than two weeks in arrears, without verbal or written communication from the parent to the office.

## DRESS CODE FOR PRESCHOOLERS

Children Toddler age through Preschool may wear any type of clothing that is easy for them to remove in the event of toileting or diapering. We request that they wear sturdy shoes or sandals with backings. We encourage the child to wear socks with shoes or sandals. For safety reasons, no "flip-flop" type, or backless shoes will be allowed ("Crocs" are discouraged). We ask that you label the children's extra clothing with his/her name in permanent marker.

Please note: Children do get messy, so please keep in mind children should be dressed for a busy, maybe messy day.

### EMERGENCY PROCEDURE

In the event of an illness or accident needing medical attention, we will follow the parents instructions as stated on the Emergency Form. Steele School for Early Learning will always try to reach the parents, but in the event we are unable to contact you, it is the responsibility of the family to accept the expense for emergency medical treatment.

In the event of a fire or tornado or other unforeseen disaster, all children and school personnel will either be evacuated from the building or gathered in the safest location for the situation.

### FIELD DAYS / CHILDCARE PARTIES

Switching days within the week so that your child can attend their Field Day or special classroom parties will be allowed, by permission from administration only. However, if a day is added it will be charged.

### FIRE DRILLS

During fire drills or an actual emergency, the approved plan of exit will be used with teacher and staff supervision. Monthly drills will be held to familiarize the children with proper procedures set forth by the Fire Department.

### FUNDRAISING

Tuition and fees provide only a portion of the total operating costs needed to provide quality education for your child. Private schools receive no outside funding, and must make up for shortfalls in tuition and revenue.

Therefore, parents of private school students have an obligation to take an active part in one or more areas such as fundraising, volunteering, donations, etc.

Steele School for Early Learning strives to keep tuition costs at a minimum and can only continue to do so with parent cooperation and participation.

### GENERAL POLICIES

1. Parents are to provide their own transportation for each child, both to and from the childcare center. Childcare personnel WILL NOT release the child to anyone other than the child's own parent/guardian or other adult authorized by the parent. If specific individuals are not allowed to pick up a child we must have their name on file and/or a legal restraining order.
2. PLEASE DO NOT allow your child to bring food, gum, or candy to school at any time. If your child would like to have cake or some sort of treat for his/her birthday, this is permissible. Please let the teacher know at least 2 days before the day of the party so that we can plan for it.
3. It is your responsibility to read the newsletters and notices sent home with your child weekly. This newsletter contains important information regarding special activities, picture days, school closures, etc.
4. Your child is always welcome to bring a favorite storybook or other educational material to share with the class.

5. The State of Colorado requires that each child have a medical statement and a certificate of immunization signed and dated by your physician. Physicals must be updated annually for children age 2 and over.
6. Toddlers must be updated every six months. Infants follow the guidelines set out by the American Association of Pediatrics at 2 mos. 4 mos. 6 mos. 12 mos. 15 mos. 18 mos. And 24 months of age. They also require that each child have a certificate of immunization signed and dated by your physician. The State of Colorado law, Senate Bill 97-082 concerns the immunization status of students attending school.
7. Colorado state law allows parents to exempt their child from immunization due to medical, religious, or personal reasons. Parents should understand that there may be children attending this center who may not be fully immunized.
8. Any change of home address, phone numbers, or place of employment, should be reported to the school office IMMEDIATELY.
9. In order to facilitate a child's independence, care should be taken to see that clothes fit, have large buttons and buttonholes, or a zipper down to front, Shoes should have laces with tips and no knots.
10. Children often take puzzle parts, little cars, and other items home in their pockets entirely by accident. They slip them into their pockets to have them 'handy' and then forget to put them back. We would appreciate parents returning these items to the school.
11. Please provide a crib-size fitted sheet and crib-sized blanket for your child's rest mat. Mark it with your child's name in large block letters with an indelible marker. We take care of laundering the sheet and blanket weekly. The child may also bring a "sleeping buddy" to school for naptime.
12. If, at any time, someone other than the designated person is to come for child, the parent/guardian MUST notify the school before hand. It is the policy of the school to strictly adhere to this rule. No child will be allowed to leave with any other person without the consent of the parent/guardian.
13. For Toddlers and Infants you will receive a daily report informing you of how your child's day went: nap times, how well he/she ate highlights of the day, etc.
14. We at Steele School for Early Learning are interested in your child. Our professionally trained staff provides care and training in all areas of your child's development. We feel that our program exceeds that of other childcare centers, and we extend the invitation to all parents to visit the school at any time.
15. If you have outside interests to supplement your income, the childcare center MAY NOT be used as a source of solicitation.
16. Discipline and guidance will be consistent and based on an understanding of the individual needs and developments of

the child, and will be directed toward teaching the child acceptable behavior. Children will not be subjected to harsh and cruel treatment, humiliation, abusive language, or punishment associated with food, napping, or toilet training. Our staff will employ distraction, redirection, verbalization of feelings, teaching by example, ample praise for appropriate behavior. The above healthy outlets for emotion teach skillful adaptation to interaction with others and teach the child acceptable outlets for negative feelings. Our staff will react positively in a fair, clear, and consistent manner in a happy relaxed classroom atmosphere.

17. Preschool and full-day program children are scheduled for a certain number of days per week and are required to pay for all scheduled days in that week. Tuition is due the first day they attend each week. We ask that you indicate the dates you are paying for on your check.
18. **TUITION IS ALWAYS DUE IN ADVANCE.** We accept payments in CASH, CHECKS, MONEY ORDERS, VISA, and MASTERCARD. Payment may be made online at [www.arvadapreschool.com](http://www.arvadapreschool.com). Look for the make a payment tab and follow instructions.

#### **CHILDREN WITH SPECIAL NEEDS**

As stated in A7411.1#2: Rules and regulations set forth by the Department of Social Services, Steele School for Early Learning does accept children with special needs if we feel we can be of help to them. Children with special needs will be accepted on an individual basis.

#### **HEALTH REQUIREMENTS**

Children with any infectious disease or sign of a communicable disease must remain home. The health of each child will be noted when he enters school and during the day. If any symptoms are observed, he/she will be refused admittance or be sent home.

#### **HOLIDAYS**

The school is closed for all federally accepted holidays. Please refer to our school calendar for complete listing.

Check School Calendar and weekly newsletters for Holidays and school closing.

There will be no adjustment in fees for any of these holidays.

#### **HYGIENE**

Steele School for Early Learning will include provision for personal hygiene, such as washing hands and face before meals and hands after using the toilet. Disposable towels will be used. If a child has a "bathroom accident", wet or soiled clothing will be changed promptly. We will dress your child in the extra set of clothing you provided at the beginning of the year. State regulations specify that we are not allowed to rinse soiled clothing. They require that soiled (poopy) clothing be sent home in a zip-top bag (provided by parents).

#### **INCLEMENT WEATHER POLICY**

##### **DELAYED SCHOOL/CHILDCARE OPENING**

In the case of extreme weather conditions the campus may be closed. We will follow the weather closing policy of Jefferson County Public Schools.

The tuition will remain the same and no refunds or credits will be given.

Children will not be taken outside to play during inclement weather (if it is snowing, raining, lightning, black clouds, high winds, or

excessively hot/cold weather, etc.). Children will be offered a drink of water whenever needed as well as following outside play. On excessively hot weather days the children will be kept inside the building or in a shaded area. Labeled sippy cups or water bottles may be sent to school. The childcare teacher will take these outside whenever the children go out to the playground

#### **LABELING OF CLOTHING - LOST AND FOUND**

Your child's clothing, especially jackets, coats, boots, etc., should be permanently marked. Items that have been "lost-found" will be accumulated on a weekly basis and brought either to the school office or the "lost and found barrel". You or your child may check the barrel at any time. At the end of the year, the items that we have collected and that have not been claimed will be given to a charitable organization.

#### **MEALS**

A nourishing breakfast snack and afternoon snack (2 snacks for Toddlers) are provided during the morning and afternoon. A hot nutritional lunch is furnished at lunchtime. Please check the bulletin board for the posting of the menu. We may also send home a copy of the monthly menu in your child's mailbox. Children who attend Steele School for Early Learning receive a "Class A Lunch" which provides 1/3 of their daily needs. The size of serving is suitable for the child's age, size, and appetite. Sufficient time will be available for meals to be unhurried. We encourage your child to taste everything that is offered. Infants will provide all food and formula used here at school.

#### **MISSING OR LOST PERSON**

Should a child be missing, staff will search the building and ground completely. If the child is still not found, the police and parent/guardian will be notified while staff continues searching the immediate surrounding area.

#### **PARENT INVOLVEMENT**

Parent involvement is very important. You will receive monthly newsletters from your child's teacher indicating what we have done, what we are doing, and what is ahead. We need parent to help on school function nights with refreshments, serving, cleaning up, etc., help with field day, fundraising, word days, and help with program. We would love to involve you!!!

#### **PARENT-TEACHER COMMUNICATION**

Monthly newsletters will be sent home to your child's class outlining what they will be doing each week. Please be sure to read and note anything that affects you or your child, and to keep informed of new school policies as well as other important information. We have provided each child with a "mailbox/cubby" to serve as a place to put all their papers, reports, receipts, etc. Please check your child's mailbox each morning and evening that you come.

#### **PARENT-TEACHER CONFERENCES**

You may call the school office and request a conference with the administration, Childcare Director, or teacher anytime you wish to discuss a concern or problem regarding your child.

#### **PROGRAMS, GOALS, PHILOSOPHY**

Children grow in many ways, some of which may be summarized by the following terms: physical, cognitive, emotional, and social. Programs committed to excellence in design and practice, will be developed to enhance and nurture growth in the many areas in a child's development.

Our program has been planned for the emotional, physical, social, and intellectual development of the individual child. Your child needs to

extend his relationships with others of his own age, to learn to be creative, imaginative and cooperative, and to develop social ability and independence. This give the utmost attention by our well-trained and dedicated teachers.

Each child will be guided toward finding tools that he can use to cope with the demands of his environment whether they are personal, social, mental, emotional, or physical. Individuality and independence will be encouraged. Each child's large and small muscles will be developed to their greatest potential through structured and unstructured experiences in the environment.

The natural curiosity of the child will be encouraged through free exploration and openness to questioning. The growth of each child's Intellectual and language skills will be encouraged. Within our curriculum, experiences are provided to help each child develop in his own growth pattern.

### **PROPAGANDIZING AND SOLICITATION**

The school should not be used for merchandising. No private selling, soliciting, petitioning, promotional, etc., maybe conducted on school property.

Tracts, flyers, posters, etc. not authorized by the administration are not to be brought to school. Programs or special events by outside organizations cannot be promoted. Fund raising program promoted through home businesses such as Amway, Tupperware, Mary Kay, Avon, etc., will not be considered as a school fund raising program.

Any fundraisers that are conducted by the school are only done so after board approval based on a benefit to the school and non-conflicting interest on the part of a parent, staff member, or student.

### **RELEASE OF CHILDREN**

Please list ALL persons who MAY pick up your child/ren and anyone who MAY NOT pick up your child/ren on the Pickup Form. Your child will only be released to persons listed by you. If there is ever a change in who will pick up your child, it is YOUR responsibility to notify the school office PRIOR to the change. This includes a neighbor, car-pooler, babysitter, or relative that you have not listed previously on the card. If the office is not notified, your child will not be released. This is for your child's protection. All persons bringing/taking your child are required to sign your child in/out, and will be expected to submit proper ID.

Given the volatility and frequency of child custody problems, it is imperative that this information be updated as needed so we can release your child/ren to authorized persons only.

### **REPORTING SUSPECTED CHILD ABUSE**

By law Steele School for Early Learning is required to report any suspected child abuse to the Department of Human Resources.

### **REST TIME**

Each child present for full time childcare is required by the State of Colorado to take a rest after the noon meal. Rest time is from 12:30 to 2:00 pm daily for preschool (12:00-2:30 for Toddlers). Sleep is desirable, but not a necessity. All preschool children need to have a fitted crib sheet brought in by the parents. We will wash it weekly here at school. Please label with your child's name. Infants sleep at their own individual schedule.

### **SCHOOL CAMPUS SECURITY**

All Steele School for Early Learning staff members are security conscious and policies are in effect to protect your child including

our "Closed Campus" policy, May/May Not Pick Up lists, radio communications, and ID log required for all visitors. Staff members are always vigilant to report any suspicious situations to administration immediately and are watching building and grounds at all times.

### **SCHOOL CLOSING**

Steele School for Early Learning will follow the Jefferson County Public School system weather closure schedule. As part of that we will observe the same extreme weather closure days as the county. In case of circumstances that would necessitate the closing of school, such as blizzard snow storm, tornado, or natural disaster, parents should listen to: KOA(85) News Radio, KQXI Radio, KRKS Radio, KWGN TV (Channel 2), KCNC TV (Channel 4), KMGH TV (Channel 7), KUSA TV (Channel 9). Please listen to these stations before calling the school or school personnel. In the event school is to be dismissed before the regular closing time, these same stations will make announcements, or individual calls may be made.

### **SCHOOL VISITORS**

School visits by parents are encouraged at any time; however, according to Colorado State Department of Social Services Reg. #7.702.34c visitors who are unknown by Administration or school personnel must first "Log-In" in the Director's Office. Visitors must provide their name, current address, phone number, and state the nature of their visit. Steel School will verify this information with the visitor's current ID (driver's license). A "Visitor's Log" book is provided for this purpose. When a parent has a visitor who is planning to tour the school, please call the school office and set up an appointment. All visitors are expected to show courtesy and good manners during their visit.

### **SICK CHILD POLICY**

Ill children will not be accepted for care. Any child who becomes ill while at school will be brought to the office and checked by the director. Parent will then be called and expected to pick their child up

Within  $\frac{1}{2}$  hour of the call.

Any child who is sent home will be expected to remain at home until they are symptom free for 24 hours.

Any child who has a temperature is expected to be temperature free for 24 hours before returning to school.

Symptoms that require exclusion from school include but are not limited to:

- Flu-like symptoms
- Temperature
- Vomiting
- Diarrhea
- Severe and ongoing cough
- Mouth sores
- Rash

### **SIGN IN AND OUT SHEETS**

The parent is required by law to SIGN YOUR CHILD/REN IN AND OUT EACH DAY with your full signature and time. This is a MUST!!! The "Sign-In/Sign-Out" books are located in the childcare office area. We ask that you not take your child from the playground without letting the teacher know and signing your child out. In the event of a fire drill or other evacuation the sign in book is the tool used to account for each child, it is very important that you sign in and out each day.

### **SMOKE-FREE ENVIRONMENT**

No smoking is allowed anywhere on the Steele School for Early Learning campus or grounds by staff members, parents, guardians or visitors.

## STAFF

The teachers and staff are all mature adults who understand the requirements to care for children between the age group of Infants through Pre-Kindergarten. All are trained in early childhood education and development, and are selected because of their knowledge, love, sympathetic understanding, and ability to teach young children.

## SUNSCREEN POLICY

Steele School for Early Learning staff will assist with the application of sunscreen to your child with your written request/permission. They will apply it to bare surfaces including the face, tops of ears and bare shoulders, arms, legs, etc., 15-30 minutes before outdoor activities. The childcare staff will sunscreen the children after breakfast and after the children's naptime. Sunscreen will not be applied to any broken skin or if any skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. It is the parent's responsibility to provide sunscreen with a minimum SPF of 30. A Sunscreen Permission Form is available from the Office.

## INFANT & TODDLER POLICIES

### General Information

Every day you will receive a daily report informing you of how your child's day went: nap times, how well he/she ate, his/her diaper schedule, etc.

Infant bottles must be brought in pre-made. It is recommended that you leave one bottle and formula in case of emergency.

Please label all bottles and food with first and last names. Everything must go home at the end of the day.

### Bottles, Sippy Cups and Beverages

If your toddler is still on a bottle, please provide daily bottles, each labeled with his/her name. Each room is equipped with a small refrigerator for you to store your child's bottles. Microwaves are never used to warm a bottle. We have bottle warmers in each room.

Please be aware that Toddlers still drinking from a bottle will not be allowed to walk around with their bottle. Toddlers must always be sitting when drinking from a bottle or sippy cup. Bottler will not be allowed during naptime after the first 30 days in out care.

### Mealtimes and Snacks

Lunches and snacks are provided and foods have been selected with your toddler in mind. You may send baby food for your child to eat with the understanding that microwaves will not be used to heat it.

Toddlers will always wear a bib at mealtimes. After they eat. Their faces will be washed with a wash cloth provided by us. We will wash bibs and Washcloths daily. The staff member will either feed the infant/toddler, or supervise them when they are eating. Children will be encouraged to try variety of food served

If a child has specific allergies or special dietary needs, please notify the director and supplement as needed.

### Diaper and Supplies

Parents will be given a list of items to bring to school. Be sure you send an ample supply of diapers. Your child's diapers will never be used for other children. Disposable diapers are preferred, however if cloth diapers are used, each soiled diaper will be sent home in a

gallon zip-top bag that the parent is required to supply. (According to State regulations, we are not permitted to rinse soiled clothing.)

When your supplies run low, a memo will be sent home reminding you to replenish your supply.

We will not attempt to toilet train children under the age of 18 months. We will be happy to assist in potty training after the age of 18 months if parents request.

When your toddler turns 2 $\frac{1}{2}$  and has a clear understanding of the toileting process, he/she may be advanced to the next group. The child must be accident-free for at least two weeks before the move can be made.

### Miscellaneous

If car seats are brought to school, please place them under the diaper cubbies. Children are never placed in a car seat for disciplinary reasons or at any other time.

A "toddler wagon" will be used for transporting children for fire drills. Toddlers will never be taken off campus for outings or field trips.

## TUITION POLICY

Steele School for Early Learning depends on your timely and current tuition payments for its budget. The policy of Steele School is that all tuition is due and payable in ADVANCE. ALL WEEKLY TUITION is due on MONDAY of the current week to avoid a \$5.00 late fee. If this school policy is not respected, your child may be dropped from our school enrollment until your account is made current. All monthly tuition is due the 1<sup>st</sup> of each month (before the 10<sup>th</sup> to avoid a \$15.00 late fee). There is no reduction in rates for illness, holidays, snow days or staff planning days.

An outstanding balance on an account (preschool or childcare fees) at any point during the year may jeopardize a student's current enrollment at Steele School for Early Learning. Steele School reserves the right to place a student on a waiting list at any point, due to an outstanding balance on the account.

If a payment is received after the 10<sup>th</sup> of the month you may be charged an AUTOMATIC \$15.00 LATE CHARGE and an ADDITIONAL \$5.00 for each week that your tuition is post due, being accrued from the 10<sup>th</sup> of the month to date. (When the 10<sup>th</sup> falls on a Saturday or Sunday, tuition payment may be made on Monday without paying the \$15.00 penalty.)

## TUITION/BANK CHARGES

There will be a \$35.00 bank charge for all checks that are returned to us for insufficient funds. You will be called when your check is returned to us, and we will charge your account. The school reserves the right to dismiss any family whose checks are consistently returned or require "cash payments only" thereafter.

## TUITION/FAMILY RATES

Steele School for Early Learning will offer a 20% discount for families with two or more children enrolled in the school. This discount will only be offered when children spend at least 75% of their time in the same household. Military and service discounts are available, ask administration.

## TUITION/PAST DUE ACCOUNTS

A 1 1/2% per month service charge (annual 18%) may be charged on all accounts 30 day past due. An approximate \$100 service charge will be assessed on all accounts that are turned over to our collection

agency. This will happen after all attempts by the school have been ignored. You are to assume that if your account has been turned over to our collection agency, that your child has been withdrawn.

## VACATIONS

You are allowed two week total (Monday-Friday) for vacation, without being charged tuition, after the first year of attendance. In order to secure your child's place, you must pay for any additional weeks your child is out. There is no credit for vacation weeks not used.

Vacation time must be requested in writing two weeks in advance of your scheduled time.

If your child attends only 2 or 3 days per week that is the number of days vacation per week you are eligible for.

## VERIFICATION OF STUDENT / CLASS LOCATION

Each teacher has a clipboard with current class lists and conducts head counts constantly throughout the day to ensure that your child's location is always known.

## AUDIO, VIDEO AND TELEVISION VIEWING POLICY

Steele School for Early Learning does not authorize the recording of conversations between staff to staff, staff to parent, parent to staff, staff to administration, administration to staff, or parent to administration, without the written consent of the owner. Violation of this policy will result in immediate disenrollment, and possible legal action.

There is no television viewing of local or cable stations at any time by children or staff members. All videos/DVDs are either educational or rated "G" and are previewed by Administration before showing to students. Steele School has a video/DVD library from which to choose a video/DVD suitable for subject matter being studied or for entertainment purposes.

Staff/student ratios are always adhered to even during the showing of videos/DVDs. Upon signing the Consent Form, you are giving your consent that you understand Steele School for Early Learning policy on Video/DVD and Television Viewing.

Please do not send personal videos/DVDs to school with your child, as we will have to send them home. We are not permitted to show them due to the strict video licensing that we are required to have.

## WHEREABOUTS OF CLASS

Anytime you bring your child to class and they are not in their room, please check the classroom door bulletin board, which will indicate the location of your child's class.

## WITHDRAWALS

A two-week written notification is required for withdrawal from the preschool and child care program, at the discretion of the director or administration.

## IN-CENTER ACTIVITIES

At Steele School for Early Learning, we feel that is important for us to introduce the children to many different kinds of learning experiences. We encourage live puppet shows, movies, and classic films for rainy days. Here are some of the other areas we touch on at school.

1. Time for working and playing alone in groups.
2. A balanced and flexible day of activities, indoors outdoors, and time for relaxing.
3. Freedom to express feelings in acceptable ways, in a safe environment.

4. Help in teaching your child to feel secure; and helpful lessons in washing, eating, toilet responsibilities, and cleaning up after himself.
5. Individual attention so that each child can feel free to express himself naturally and well. We will encourage the child to engage in experiences that are suitable to needs and maturity, with encouragement and attention so he can progress at his own rate.
6. Ways for your child to express himself creatively through language, movement, listening, discussing, touching, tasting, and smelling.
7. Opportunity to share with friends and to make friends in work and play. Help child to learn to live happily and productively with other youngsters and adults.
8. The following areas will be used in connection with our school program:
  - Music (singing, records, rhythm band, body movement)
  - Story telling
  - Block and building; block accessories, carpentry, Cooking
  - Art (cutting, pasting, finger painting, crayons, markers, play dough)
  - Housekeeping and play store
  - Outdoor toys (swings, riding toys, climbers)
  - Manipulative toys (pegs, beads, puzzles, pounding boards)
  - Educational toys and games of many types.
  - Food and table manners: "please" and "thank you"

## Relationships

Steele School for Early Learning is a relationship based center. We believe that in order for your child to grow and thrive they must feel secure and loved.

Since children see their world through the approval and encouragement of caring adults, it is important for us to build a strong relationship with each family and each child.

We adhere to a strict NO HARSHNESS policy.

We hope your experience at Steele School for Early Learning will be a positive one.

We look forward to getting to know you and being a positive influence in your child's life.



