

Statement of Policies

Last Updated: February 26, 2025

These are the policies that will be in place for preschool. In order for us to be on the same page throughout your child's preschool experience, it is important to read and understand these expectations. By initialing each section and signing this document, you are stating that you understand and are in agreement with these policies.

Enrollment Procedure

Before your child can attend their first day of preschool, all enrollment paperwork must be read, signed, and turned in. The general health appraisal must be filled out by a physician, include an office stamp, and be handed in within 30 days of enrollment. Within 30 days of enrollment, a certificate of immunization, a medical exemption form signed by a physician, or a non-medical exemption form must be handed in. Children ages 3-5 are accepted for preschool.

Every day that your child is here, they must be signed in at drop-off and signed out at pick-up. This must be done every day. You may not sign them in and out at the same time in order to save time. The purpose of the sign it/out system is that if there were an emergency and first responders had to be brought in, they would need to know which children are in attendance. If a child is hiding somewhere, and a parent did not properly sign them in, or signed them in and out, the emergency responders would never know to look for that child. Likewise, if a child has left for the day, but was not signed out, a lot of unnecessary time would be spent looking for a child who is not there. The sign-in procedure can be a pain, but it is required by the state and also very important in the case of an emergency.

Initial: _____

Payment

The cost for preschool is \$50 a day. Payment is due on the first day of the month that your child attends. I charge a daily rate, rather than a flat monthly rate, because it is based on how many days that month I am open. If I need to close my preschool, such as for an illness, vacation, inclement weather or holiday, you will not be expected to pay for the days I am closed. If, however, I am open, you will be expected to pay for the day, even if your child does not attend that day. This is because by enrolling your child in preschool, you are signing up for the spot on my license. Because the rate is calculated by days in session, it will fluctuate month to month. The total cost of the following month will be communicated to parents via a newsletter and calendar, which will come home at least a week before payment is due. There is also a year at a glance calendar with the paperwork that will give you an idea of what each month will cost.

I am a UPK provider, so if your child is eligible for UPK, this will change the tuition rates. For UPK students, 2 days a week is completely covered, and there will be no direct payment from you. For 4 days a week, the first 15 hours (2 days) are covered, so the rate would be only for the remaining 15 hours (2 days). For a 4-day a week, the tuition rate would be \$100 a week when there are 4 days in the week, \$50 a week when there are 3 days in the week, and \$0 a week when there are 2 days in the week.

Please be on time with tuition payments, as this impacts my family's budget. There will be a reminder posted on the Facebook group page, as well as a reminder by the front check-in area on tuition day. A child may not attend preschool until tuition has been paid for that month. If a tuition payment is not made within a week of the due date, your child will be withdrawn.

Payment methods accepted include cash, check, PayPal, Venmo, and Facebook Messenger.

Initial: _____

Closures

I run a school-year preschool program that goes from August through May. I follow the schedule Poudre School District uses pretty closely, with a few exceptions. For the most part, the calendar for the year is set and communicated at the beginning of the school year (starting in August). Regular closures, such as school breaks and holidays, are already on this annual calendar that you will receive. Some closures, however, are unexpected and cannot be included on a set calendar. These include closures for things such as illness, snow day, emergencies, etc. I also may close if one of my children has a school event I would like to attend, such as a field trip. If a closure of this nature comes up, I will give as much advanced notice as possible. If there is a closure for any reason, you will not be expected to pay for the day. If there is an unexpected/last minute closure, and the day has already been paid for, you will be reimbursed on the following month's tuition. In the event of an unexpected closure, you will be notified through text message and it will be posted on the preschool Facebook page.

Initial: _____

Illness

If your child has any symptoms of any illness, including cold and flu, they will need to stay home. This is a symptom-free preschool. It is my job to provide a safe and healthy environment for all children in my care. For most children, a simple cold is not usually a big deal, so keeping them home may seem unnecessary. However, sometimes what appears to be a cold ends up not being a cold. RSV, strep, covid, and influenza can all present like a cold and are highly contagious illnesses that spread very quickly. Also, for some children who may have other health issues, a simple cold could become a very serious illness for them or the family members they go home to. I want all children to be safe when they are here, so I have chosen to keep my preschool program symptom free. It is also important that I am able to remain healthy as much as possible, because if I am sick, or have sick family members at home, I cannot remain open. I am aware that a symptom-free policy is stricter than what public elementary schools have in place. When it comes to health and safety, a private in-home preschool is just a different environment. The age of the kids, combined with close playing quarters makes it an environment where germs are spread very quickly from kid to kid to teacher. We do learn about germ stopping and personal hygiene practices, but kids this age are just not yet able to manage things like using a tissue and covering a cough. Many children this age still put toys and fingers in their mouths and noses, and personal space is not something they understand yet. For these reasons, it is best if kids with any symptoms of illness, including a cough or runny nose, stay home. When sick kids stay home, well kids stay well.

Children with cold or flu symptoms may return to school as soon as their symptoms are gone. If a child has a fever, is vomiting, or has diarrhea, they may return to school when they have been symptom free without medication for 24 hours.

Initial: _____

Emergencies

In case of a fire, children will be immediately evacuated and moved to a safe location, across the street and away from the home, but near enough that you can find them to come pick them up. You will be notified immediately so you can come get your child. We will be doing fire drills monthly, so children can practice the procedure.

If there is a tornado warning, we will immediately go into the basement until it has been declared safe by the national weather service. In the event of an actual tornado, I will notify you as soon as possible when you can come and get your child.

If there is an outside threat, children will be taken inside the house, and doors and windows will be shut and locked with blinds closed. Children will be taken inside and out of the way of any windows.

If an emergency occurs that requires me to leave the home, such as a family emergency, my neighbor, Jennifer King, will come to the house and stay with the children until parents are able to come and pick up their children. If this happens, she may be the one to call parents. She lives across the street from my home, and she had a son enrolled in my preschool program for several years and is familiar with all routines and procedures.

Other than Jennifer for a brief time in the case of an emergency, I will not have a substitute stand in for me. If I am unable to operate my preschool, preschool will be closed for the day, and families will not be charged for the day.

Emergencies Requiring Evacuation

In the event of an emergency that requires us to evacuate the home and neighborhood, our meeting place will be the Wellington Public Library, located at 3800 Wilson Avenue. If you are unable to reach me by cell, and the neighborhood has been evacuated, go directly to the library. After an emergency that requires evacuation, as soon as it is determined that our home is safe, preschool operations will resume as normal.

Initial: _____

Attendance

It is important that your child be here on their scheduled days. I understand that things come up that can't be helped, but as much as possible, attendance is very important to your child's learning. The curriculum is ongoing and progressive, and if your child is missing too many days, it will create gaps that will make it hard to keep up with the activities.

Please avoid late drop-offs and early pick-ups. We begin at 9:00 with a story and calendar. Preschool age children become distracted very easily, and a doorbell ringing during an activity for a late arrival can derail an activity. If we are waiting for a late arrival, it gets the entire schedule off track and often times results in ultimately having to cut a lesson or activity from the day. The preschool schedule goes right up to the end of the day, and a parent ringing the doorbell or knocking before 3:45 will derail our end of day routine and usually results in other kids not being ready to go on time. If you must drop your child off late or pick them up early and you know ahead of time, just let me know. When it is known about and expected it can be planned for and is no big deal. Unexpected late arrivals and early pick-ups, however, negatively impact all children attending preschool and therefore should be avoided. Please use the drop off and pick up windows.

Preschool is contingent upon attendance- I cannot run our preschool day effectively with only one student. They have nobody to play with, so once activities are done for the day (which happens super fast with only one student), they are so bored. They would also end up getting a repeat of all the curriculum for that day, because it would have to be retaught for the rest of the group, and many of our activities are designed for a group of kids and can't be done with just one. For this reason, if I have all but one child call in absent for the day, I will close and reimburse the day. This is rare- it only ever happens in the event of inclement weather where the school district remains open but everybody opts out, or in the event of an illness outbreak. If I have 4 students call in absent for the same illness, this is considered an outbreak, and I am required to close. (If 4 students call in for different illnesses, this is not an outbreak and I can remain open for the remaining healthy children). I will not remain open in the event of an outbreak, and I will not remain open for one child.

If your child is going to be absent, please take the time to let me know. When a child has not arrived by 9:00, and I have not heard from the parent, it is impossible to know whether they are running late or not coming at all. This leaves me in a position of having to choose between starting and having the first activity interrupted if the child shows up, or waiting for a child who never ends up coming and having to cut an activity to compensate for the lost time. Communication is the best way to avoid both situations.

Initial: _____

Fostering Independence

My philosophy when it comes to caring for and teaching young children is, "Never do for a child what the child can do for himself." Some of the most important skills I will be working with children on are skills towards gaining independence. Allowing a child to overcome challenges, such as putting on their own shoes and coat, or finding where a puzzle piece fits, rather than jumping in and doing it for them, builds confidence and pride in children. Skills of independence are something I take very seriously. Having worked with older students in the third through fifth grades for so many years, I know that students who struggle the most in school are not the ones that struggle with the content. Students who struggle the most in school are the ones who lack independence. I will keep you informed of which skills we are working on so you can continue to work on them at home as well. When learning to do a new skill independently, consistency is very important.

Please make sure that your child is dressed in clothing that they can do independently. If they cannot snap a button on a pair of blue jeans or work the zipper, they will not be able to use the bathroom independently. Sending them to preschool in elastic waist pants is a better idea. If they do not know how to tie their shoes and wear shoes with laces, they will not be able to put their shoes on independently. Sending them to preschool with Velcro or slip on shoes is a better idea. Clothing with fancy belt buckles, overalls, ties, etc, are generally not a good idea in a preschool setting. When helping your child pick out clothes for the day, including shoes, please keep independence in mind. If you have to do it for the child, they will need me to do it for them as well, so it is not a good idea for school. If I do something for a child once, it sets a precedent for them and other children that Miss Mandy will do it for them, so I will not set the precedent to begin with. I usually tell them that at school they have to be able to put on shoes (coat, etc.) all by themselves. For this reason, it is best if the child comes to school wearing clothing and shoes and a jacket that they can put on and take off independently. (zippers are the exception to this- I will help children with zippers until they are able to do them by themselves, but it is a good idea to practice this before kindergarten, where the teacher will have 20+ zippers to manage).

Independence is one of the most important things we work on here at preschool, as it is so important for later school success. However, it is also the biggest area of struggle for both children and parents. It is very important that all adults responsible for the child are fully on board with fostering independence and not doing things for children that they are capable of doing themselves.

Initial: _____

Meeting Your Child's Needs

As your child's first teacher, it is my job to do everything I can to meet their needs. If for some reason I feel I cannot meet your child's needs, this will be communicated to you. Some reasons for this may include (but are not limited to) if there are speech concerns, if a child is not showing growth after some time, or if a child is not hitting developmental milestones. In some cases, I may recommend disenrolling and waiting for your child to be preschool ready. If I feel that your child may benefit from outside services, I will recommend that you have them evaluated. If I recommend an evaluation, this in no way obligates you to follow through, and I will never hand over your information without permission. However, recommending a child for an evaluation is not something I do unless I feel strongly that they will benefit from it. The purpose of the evaluation is not to stigmatize or label a child. What it may do is qualify them for services that meet their needs, and often times these services are offered for free through the school district. Having a child's needs met early puts them on the path for success- early intervention is key. Ignoring a child's needs or postponing services will only allow them to fall further behind their peers. If I talk to you about having your child evaluated, please understand that I am coming from a place of caring and concern, not a place of judgment. And please follow through with the recommendation. Ignoring the recommendation may deprive your child of services and does not benefit anyone. At the end of your child's pre-K year, if I feel like your child could benefit from another year of preschool before starting kindergarten, I will communicate this to you. Again, this in no way obligates you to hold them back a year, and it is ultimately your decision whether or not to have them start kindergarten or wait a year. You know your child best! I will be open and honest about your child's progress so that you can have all the information you need when making these decisions. There will be progress reports sent home every few weeks so you can monitor your child's growth. If you ever have concerns about their progress or school readiness, don't hesitate to reach out! Kindergarten is a big step for kids! My goal is to help them be successful and prepared when they make it!

Initial: _____

Scheduled Days

Your child will be scheduled for a set amount of days per week, whether that be a Monday/Wednesday schedule, or a Tuesday/Thursday schedule, or all 4 days. I am allowed a limited amount of children in my home at a time. For this reason, your child will need to come only on their scheduled days. I will not be able to have them on an off day, as it will leave me with too many children for my license. I operate as a preschool/preK, not a daycare, and my hours are wrapped around my own children's school hours, so drop-in care on off days, or before/after my hours is not offered.

Initial: _____

Drop off and Pick-Up Routines and Procedures

Preschool will be open at 8:30. Instruction will begin at 8:45. This allows for a 15- minute drop-off window. Please do not arrive before 8:30. My mornings consist of getting my own children ready for

and dropped off at school, getting my home ready, and getting my preschool activities prepped and ready to go for the day. It is very important, in order for our day to run smoothly, that I be prepared when children arrive. If children are being dropped off before 8:30, I am unable to prepare for the day, so I do not take children in until 8:30. The door will be unlocked at 8:30, and you are welcome to just come on in!

Every morning, your child will have a set routine to follow. This helps to prepare them for kindergarten and beyond, as their teachers will have a routine in place when kids arrive at school. For preschool the routine will be: walk in to preschool (not being carried) carrying your own backpack (not Mom or Dad carrying it for us), take your folder out of your backpack and give it to Miss Mandy (folders will be provided on the first day); hang up your backpack and coat on the coat rack; take your shoes off and put them in the shoe spot; give mom/dad/other adult who dropped you off a hug and/or kiss; off to the living room to play with friends until we begin our day with story time. During the drop off routine, it is important that you allow your child to do these steps independently. Once they begin kindergarten, parents are not permitted to enter the classroom each day to help kids through the morning routine, so it is best they learn how to follow a morning procedure on their own. Of course, kids will need lots of verbal prompting from you, and that is totally fine! But please allow your child to carry, open and close their own backpack, take off their own coats and shoes, and put them away on their own. If a child is able to do something for themselves (and they can!), we need to allow them that independence.

Many children will struggle initially with separating from mom or dad, especially if this is their first experience being away from you. This is completely normal! However, in an effort to help ease their anxiety and acclimate them to the new routine, a quick drop off routine is best. When a child clings to a parent and cries and begs them not to leave, it can be very tempting to stay and try to reason with them and calm them down. As long as the child thinks there is a chance they can get you to stay, they will not stop crying. They will continue to cry and plead the whole time you are there. The longer you stay and try to calm them, the more worked up they will become. Most children calm down within minutes of the parent leaving. The crying that was meant to try and keep you there is no longer necessary, so they stop. Once they start playing with friends and we begin doing activities, they are distracted, having fun, and perfectly happy to be at preschool. So the sooner they can reach that point, where they are playing and happy, the better. The amount of time a child spends being upset is usually directly related to how long mom or dad lingers. For this reason, following the same drop off routine each day and saying a quick goodbye is best. I am happy to text you with pictures of your happy child right away! And if you are concerned at all, always feel free to reach out with a text during the day. Because I have kids in school as well, I always have my phone right with me, and I am happy to send pictures and respond to check-ins so you can be comfortable that your child is safe and happy while in my care!

The pick-up window is from 3:45-4:00. Please do not arrive before 3:45 and ring the doorbell to take your child early. Our end of day routine involves a bathroom break, a snack, and then kids getting on their shoes and coats, getting their backpacks, and then putting their folders into their backpacks. I like to have all the kids packed up and ready to go by 3:45, so they are ready when their pick up adult arrives. When a child is called out early, it forces me to stop and quickly get that child ready and out the door, which takes me away from helping the other kids with the end of day routine. This usually results in the other children not being ready on time, which makes the drop off routine somewhat chaotic, with me trying to manage getting kids packed up and greeting pick-up people and releasing kids simultaneously.

All children must be picked up by 4:00. I need to leave in order to pick my children up from school. If you are late picking your child up, then I am late picking my children up. For this reason, children must be picked up by 4:00. Repeated or excessively late pick-ups are a breach of contract. If your child is picked up late 3 times, or if your child is picked up more than 10 minutes late, they will be withdrawn

from preschool. If a child is not picked up within an hour of preschool ending, and I am unable to get in contact with your or the emergency contacts in your child's file, I will have to contact The Department of Social Services or the local police department.

I have a 15-minute pick-up and drop-off window in order to give families a good chunk of time to not feel rushed. Please be sure to pick up and drop off in these windows.

Because of the balance between my preschool and my own children's schedules, I will not be available for care outside my preschool hours. Please be sure to have a childcare back-up plan in the case of an unexpected closure or late start, as I will not be able to accommodate children in these events.

Initial: _____

Release of Children

Your child will only be released to adults who have been authorized with written consent on the enrollment paperwork. Adults other than the legal guardians must show a picture ID when they pick up your child. If an adult arrives to pick up your child and they are not authorized by your signature as a pick up person, or they do not have a picture ID, I will not be able to release your child to them. If an adult shows up for pick up and is under the influence of a controlled substance, I will be obligated to contact the police department.

Please make sure that you or an authorized pick-up person are available and reachable while your child is in my care. If your child becomes injured or ill, or there is an emergency, it is critical that I be able to get in touch with an authorized person to come and pick up your child.

Initial: _____

Health and Safety

At no point will alcohol, tobacco products, or controlled substances be used on the property during preschool hours. Your children will not witness, be exposed to, or be around a person who has been using any of these products at any time.

We own two dogs- lab/Brittany spaniel mixes. They are current on all shots, in compliance with the state. They will also be kept separate from preschool. If they are outside, they have a dog run. Children will be able to come up and say hello to them if they wish, but if a child does not want to be around them, they are confined and can be easily avoided. If they are inside due to weather, they will be in their kennels either in the garage, in the basement, or upstairs away from kids. They are very friendly dogs, and children who choose to say hello to them at the dog run gate are totally safe and may be licked like crazy! But they are hyper labs, and bigger than the kids, so I keep them separated to avoid them knocking a child over with their energy. We do allow them to move freely about the house when preschool children are not here, so if your child has an allergy to dogs, this could pose an issue for your child. I do vacuum daily in order to keep the allergens to a minimum.

We also own a cat. She is also very sweet and tolerant of children. She will be kept upstairs in in a closed bedroom, or in the basement, while children are here for preschool. However, sometimes she does momentarily escape, and she roams freely in the off hours, so a cat allergy may be a problem for a child.

My daughter has a hamster and 2 frogs. These pets live in her room and preschool children will not have access to them. It is recommended by the Center for Disease Control, American Academy of Pediatrics, and the Colorado Department of Public Health and Environment that children under the age of 5 not be in contact with reptiles/amphibians, due to a higher risk of infection and increased disease severity. For this reason, my daughter's frogs will be in their habitat and inaccessible to the children in

my preschool. My son has a fish tank full of tropical fish, which is contained in his room and out of reach of children during preschool hours.

Initial: _____

Field Trips and Transportation

I will not be transporting your child anywhere in my car, and I will not schedule field trips that require driving. I may at some point invite people into my home to teach children. For example, I may invite the fire department to come visit and teach us about fire safety. If we take a field trip, it will be a walking field trip, such as a walk around the block or to the park to look for signs of spring or different leaves. In either of these situations, I will send home a permission form to be signed at least a week prior to the event.

Initial: _____

Termination

If at any time you wish to remove your child from preschool, you are free to do so. The contract does not bind you to any set time frame, other than the month you pay for in advance. I do appreciate at least two weeks of notice, to allow me time to fill the vacancy, but it is not required. If you choose to remove your child and there are still sessions remaining in the month you have paid for, there will not be a reimbursement. If you are asked for immediate withdrawal of your child for any reason, there will not be a reimbursement of tuition.

Initial: _____

What to Bring Each Day

Every child needs to bring a backpack to school with them. In the backpack there needs to be a change of clothes that includes socks, underwear, pants, and shirt. I will send out occasional reminders to check your child's clothes for size and season appropriateness. Children must have a change of clothes with them every day. They need to be able to change their clothes if they have an accident or get wet or dirty. If a child arrives without a change of clothes, you will be asked to go home and get a change of clothes. If a child needs to change and there are no clothes, or the clothes in their bag don't fit or are the wrong season, you will be called to come and pick them up. It is much easier just to leave the clothes in the backpack and remember the backpack every day.

On your child's first day, they will be provided with a folder. This folder is very important for several reasons. First, this folder serves a communication tool between parents and teacher. I will put daily communications about your child's day in the folder, as well as any projects or activities they have done. There will be a place in the folder for tuition payments and receipts. Also, there will be lots of practice materials provided for your child to do at home, and they will be organized into the folder. The folder also serves as practice (for both parent and child) for getting into a daily school routine. Remembering to make sure the folder is in the backpack and the backpack gets brought to school is great practice for a child to prepare for the "big school" where they will be expected to manage homework, reading logs, communications, etc. Ask your child each morning, "We are going to school- what do we need to bring?" Allow them to be the responsible one and it will help develop responsible habits that will follow them through school. It is important that children have their folders with them every day. It helps me keep track of kids who are all at different levels and allows me to keep up with their at-home materials and switch them out as kids progress. Please try not to forget the folder.

Please make sure that your child is dressed for school when they are here. This means that they are not wearing their pajamas, but are dressed in school clothes. When picking out clothes for school, please make sure that children are appropriately covered. For all children, this means wearing clothing that is weather appropriate. We will go outside almost every day, so it is important that children be wearing clothes they will not be too hot or too cold in. On cold days, they need to have a jacket or coat. For all children, this also means wearing clothing that fits. It's hard to play when a child has to have one hand holding their pants up the whole time, or constantly pulling them back up. It's hard to run when pants are falling down. And when kids are playing, their bottoms need to be covered. If their clothes don't fit, their back side hangs out, and no one likes that. For little girls, this means that if they have on a skirt or dress, they have a pair of shorts on underneath. As mentioned above, when kids are playing, they need to be appropriately covered. If their undies are showing, they are not appropriately covered for school. Little girls cannot be expected to "be a lady" when wearing dresses and skirts, so it makes it a lot easier to just cover them with shorts. If a child arrives for preschool and is not dressed appropriately for the day, I will first check to see if they have a change of clothes in their backpack that is. If there are no clothes in there, or they are also not appropriate, I will contact you and ask you to bring them a change of clothes.

Initial: _____

Food and Drinks

During your child's day at preschool, I will provide them with water, a snack and lunch. Please make sure your child has had breakfast before they arrive, as there will be no breakfast provided. I will be serving kid-friendly food for both snack and lunch. (macaroni, chicken nuggets, fish sticks, pizza, etc.) I will not be catering to picky eaters. My philosophy is "adults provide, kids decide." Children will be offered whatever we are having for snack or lunch. While I will never force a child to eat something they do not want to eat, I will also not be making a separate snack or lunch to cater to them. Encouraging children to try new foods is a great way to break the habit of picky eating.

Children will be provided with water that they have access to throughout their entire time at preschool. I will not be serving juice, kool-aid, soda, or any other sugary drink to preschool children.

There is a spot on the enrollment form for you to write down any allergies. If your child has an allergy to a food I am serving, they will be offered an alternative. If your child has a severe allergy, I will not serve the food at all while your child is in my care.

The food that is provided for your child each day will be communicated on their daily sheet for that day. If you ever have a question about what is going to be served, I am happy to share the menu for the week with you.

Please do not drop your child off with food or drink, as this can create conflict with other children who either want your child's food or drink or may have an allergy to it. This includes packing a lunch. Because I provide snack, lunch, and drinks, there is no need for a packed lunch or water bottle. Water bottles that have been in the backpack all day tend to get taken out of the backpack at the end of the day when we are packing up, and very often end up getting dumped on the living room floor, so please do not send a water bottle as your child will have access to water the entire time they are here. Please do not send your child to preschool with gum or candy!

Initial: _____

Outdoor Play

Children will be given outdoor play time every day, weather permitting. (If it is above 100 or below 20 degrees, or if it is icy or super windy, we will not go outside) Please make sure your children have the proper clothing for the weather. Also, please make sure you have applied sunscreen to your children before you drop them off, as I will not be applying sunscreen to children. This is partly because we have a short outside period, and applying sunscreen to all the kids in my care would easily take the entire block of time, but also because in order to apply cream to kids I have to have doctor authorization. We will be going outside between 12 and 1 every day, and will be out there for about 30 minutes. During the hottest days, the schedule may be adjusted to allow for play time to take place while there is more shade, or closer to morning when it is cooler. If you apply sunscreen to your child right before drop-off, or even at drop-off, it will not wear off before we head out. We have a north facing back yard, so our house provides shade for a large portion of the day.

We will not be riding any scooters, bikes, skates, etc. so there is no need to provide helmets or other protective gear.

For reasons of supervision, all children will go outside together, and all children will come in together. I cannot have some kids inside and some kids outside. Please do not drop your child off and request that I keep them inside. For example, saying "He got a bad sunburn yesterday, can you keep him inside?" I am not able to supervise kids in two places at once. If your child has a condition that does not allow them to be outside for 30 minutes, they will need to stay home that day.

Initial: _____

Toilet Training

In order to attend preschool, a child must be able to use the bathroom independently. This means they know when they need to go, without the use of timers and adult reminders. It also means that when they need to go, they are able to get clothing down, get on the potty (a stool is provided but we do not use a separate potty chair), wipe, and get clothing up all by themselves. I will not be able to stop teaching in order to wipe a child every time they go, or help them with clothing, so please make sure they can independently manage these things before enrollment. Because all children in my care are at least 3 years old, I will not be changing diapers.

Accidents happen, especially during the distractions of learning and playing. However, frequent accidents are an indication that the child is not fully potty trained and may not be ready for this preschool program. If your child has more than 3 accidents, more than 1 poop accident, or more than 1 accident in a single preschool day, they will be withdrawn from preschool. They are welcome to return at a later date when they are fully bathroom independent.

If your child has a pee accident while at school, they will be given their extra change of clothes and asked to change. (Please make sure they can do this independently). Their wet clothes will be put in a plastic bag and sent home to be cleaned. If your child poops in their pants at school, you will be called to come and pick them up. Cleaning up a poop accident requires a level of changing similar to a diaper change, and frequently requires bathing to clean the child up once the poop pants have been pulled down. The state requires having an approved changing area for diaper changes, equipped with wipes, gloves, a changing pad, and disinfecting materials. Because I do not change diapers, I do not have a changing station. I am also not able to leave the other children unattended in order to bathe a child. For these reasons, if a child has pooped in their pants, you will be called to come and pick them up so that these clean-up measures can be handled at home.

Initial: _____

Toys & Accessories

Please have your child leave their own toys at home or in the car. There will be many opportunities for play throughout the day, and we have an entire playroom full of toys. I would like to eliminate any issues with toys getting lost or broken, toys going home with the wrong child, and children not wanting to share the toys they brought from home. This includes security items. I understand that many children, especially young children, have blankets or stuffed animals or pacifiers that they carry with them. However, as one of the goals of an in-home preschool is to help prepare children for when they start school in the next year or two, now is a good time to begin weening them from these items in a school setting. Because I will not have children napping at my house, this is a great opportunity for them to get used to being without these items during the school day.

The same is true for accessories. If a child comes to school wearing jewelry, watches, etc., this can create quite a distraction for them. It also becomes an issue when these items fall off or get taken off and become lost. At pick-up time, when I am needing to go get my children from school, there will not be time for children to run around looking for lost items, and I have had to manage several melt-downs when children realize their prized possession is missing. For this reason, please make sure that accessories are left at home.

Your child's backpack should be used for carrying needed items to school and home. Please avoid having a backpack full of extra toys. When we are getting ready to go at the end of the day, a backpack full of toys creates problems, as the toys inevitably get taken out of the backpack, shown to friends, passed around, and played with. Our goal at the end of the day is to get ourselves packed up and ready to go. Unnecessary toys being taken out during this time makes it much less likely that we will be ready to go when our adult shows up, and often times causes issues between kids during this transition.

If a child arrives at preschool with toys or accessories, they will be asked to give them to you before you leave, or I will hold onto them for the day and return them to you at pick up.

Initial: _____

Behavior

The discipline we use in our home follows the Love and Logic philosophy. We believe there should be natural consequences for behavior, delivered in a loving way, that allows the child to think about and take responsibility for their choices. For example, if a child throws a toy, a natural consequence would be to have toys removed for a short period of time. If a child is physically or verbally aggressive to another child, a natural consequence would be to sit out and spend a short period of time away from playing. If a child is throwing food, a natural consequence would be to leave the table. If a child is asked to take a break, they will sit on the bottom step where I can still see them. The amount of "chill time" will be equivalent to their age- 3, 4, 5 minutes. (Repeated misbehavior may result in longer "chill time".) If their behavior continues to escalate, or is disruptive to the learning environment (i.e.. loud or dangerous fit throwing or yelling), or lasts for more than 30 minutes, you may be notified to come pick the child up.

If a child's behavior leads to major destruction of property, you may be asked to compensate for repair or replacement of the item. An example would be a child throwing a rock through a window, or throwing a toy into the TV. This does not include toys getting broken during natural play, as this happens, especially when many kids are using the toys, and is a normal part of wear and tear. However, if intentional or repeated breaking of toys becomes an issue, it could result in a behavior plan and possible removal from preschool.

If behavior is a consistent problem, I will start by notifying the parents so we can set up a behavior plan. If it continues after a plan has been put in place, and the behavior creates an environment that is not safe or productive for preschool, removal from preschool may occur.

If a child exhibits behavior that is dangerous to others in the preschool, for example physical aggression towards classmates or the teacher, removal from preschool may occur.

One of the most important behavior expectations at preschool is listening. In order for me to keep children safe, to keep my home free of damage, and keep preschool running smoothly, it is imperative that children listen. If a child is overly defiant and will not listen to me, it creates a safety issue and it creates a preschool environment that is not suitable for learning. If your child is struggling with listening, I will address it with you and put a plan in place first. If it continues to be a problem, it may result in withdrawal from the program.

Initial: _____

Media Use

I will use media during your child's time with me. Every day, after our outside play time, we will watch a 30-40 minute video. Since we do not take naps, this is our version of a "quiet time." This is always a learning video for math, literacy, or social skills. A majority of the videos we watch are Daniel Tiger videos, as they tie in so well with our social skills curriculum, and Leapfrog videos for math and reading. We do occasionally watch other learning shows, such as Team UmiZoomi, Dora the Explorer, Super Why, Wallykazam, etc. Every video every day is an educational video and ties into what we are learning. Children will never use media unsupervised. There is a spot on the enrollment form where you can let me know your preferences regarding media use.

Initial: _____

Picture Use

I love to take pictures of what we are doing in preschool. I love to send parents pictures of what their children are doing. The only place I will ever post pictures from preschool is on the Preschool group Facebook page. This is a secret group and the only people who can view these pictures are parents of other children in the group. I will never post pictures of your child anywhere else, including on my personal Facebook page. However, if you are not comfortable with me taking pictures of your child, sending pictures of your child to you or other preschool parents, or posting pictures to my preschool group page, I will fully respect those wishes. (An exception will be if we are doing an activity that requires a picture. In this case, the picture would be printed, cut out, pasted to a project they take home, and never posted anywhere). There will be a place on the enrollment form where you can grant or deny your permission for photos. If your child enrolls in my preschool, I will send you a friend request and add you to the group so you can see the pictures in my album.

Initial: _____

Contacts

The following numbers and websites are for your information.

My contact information:

(970) 778-2618

mandeie@yahoo.com

Wellington, CO

If you would like to view the Official Rules Regulating a Child Care Home, they can be found at the Colorado Office of Early Childhood.

<http://www.coloradoofficeofearlychildhood.com/>

If you suspect child abuse or neglect, you can contact the child welfare hotline here. Please note that as a childcare provider, I am a mandatory reporter if I suspect abuse or neglect of a child.

<https://www.childhelp.org/hotline/>

1 (800) 422-4453

To file a complaint about this facility, contact:

The Colorado Department of Human Services Division of Childcare

1575 Sherman Street, Denver, CO 80203-1714

1-(303)-866-5958 1-800-799-5876

By signing below, you are in agreement with the policies in this contract.