

# Giggles-N-Grins Preschool Parent Policy Handbook



**2019-2020 School Year**

Dear Parents & Guardians:

Welcome to Giggles-N-Grins Preschool Program!

I am excited to work with you and your child to develop the foundation for your child's future academic success. I strive to offer a quality program that recognizes and values each child's unique traits and potential. I look forward to a year of amazing growth for your child. We adhere to all state, county, and district rules regarding child care licensing, fire, safety, and nutrition. My goal is to provide a safe, nurturing, and stimulating environment for all children in which to learn and develop. This handbook was designed to acquaint you with our program policies and procedures. Please read and refer to this handbook as needed. Feel free to discuss any concerns or questions with me.

The mailing address is:

Giggles-N-Grins Child Care & Preschool  
409 6<sup>th</sup> St S Suite A  
Wahpeton, ND 58075

Sincerely,

Rachel Jonason  
Owner/Preschool Teacher  
Email: [rachel.jonason@gigglesngrinschildcare.com](mailto:rachel.jonason@gigglesngrinschildcare.com)  
Website: [www.gigglesngrinschildcare.com](http://www.gigglesngrinschildcare.com)

## **Program Philosophy**

We believe children learn and develop when exposed to a rich and stimulating environment. A quality preschool education provides activities that encourage children to learn through a balance of pre-literacy and numeracy activities, structured free choice, and hands-on experiences.

## **Goals:**

Our goal is to address the needs of the whole child by enhancing their social, emotional, cognitive, physical and creative development. We will provide learning experiences that promote:

### **Social Development**

- \*Learning to get along in groups
- \*Learning responsible behavior
- \*Acquiring respect for individual differences

### **Emotional Development**

- \*Promoting positive self-image
- \*Promoting trust, independence, and harmony
- \*Developing self-control

### **Cognitive Development**

- \*Emerging literacy skills
- \*Building number sense
- \*Experiencing science, art, and music

### **Physical Development**

- \*Improving large and small muscle development
- \*Improving hand/eye coordination
- \*Encouraging hands-on experiences

### **Creative Development**

- \*Promoting active learning
- \*Making choices

## **Services and Fees:**

Sr. Preschool is offered on Mondays & Wednesdays and Jr. Preschool is offered Tuesdays & Thursdays throughout the school year. In the event that school is cancelled due to inclement weather, we will not have preschool. Class size is limited to 7.

A \$5.00 a day charge will be issued for each day the payment is late unless other payment arrangements have been made prior. If payment is one week late, preschool services will be discontinued.

## **Picking Children Up:**

In the interest of safety, only authorized persons are allowed to pick up children. Please list any persons who may be picking your child up on the Child Information Sheet. We are also asking that you list a close friend or relative that could pick up your child or be contacted in the

event of an emergency. Any changes or additions to your list of authorized persons must be given in writing.

**Unauthorized Person:**

In the event an unauthorized person, a person who is incapacitated or suspected of abuse attempts to pick up a child, he/she will not be allowed to take the child. The parent (legal guardian) will be called if that person is insistent.

**Transportation:**

Please let the staff know in advance if you have arranged for another adult to pick up your child.

**Mandated Reporting:**

All staff are mandated by North Dakota Century Code to report any suspected cases of physical or sexual abuse or neglect to Richland Social Services. If you suspect that I am violating any child care law, call Richland Social Services.

**Hiring Policy:**

Neither the Director nor any staff member employed or abiding in the facility will have been found guilty of homicide, assaults, kidnapping, gross sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, sexual performances of children, promoting or facilitating prostitution, or a similar offense.

**Privacy Policy:**

Giggles-N-Grins will do all we can to protect your family's privacy and will abide by the state privacy law. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information.

**Open Door Policy:**

Parents are welcome to stop at Giggles-N-Grins at any time. If for some safety reasons you find the doors are locked, please call.

**Records for Each Child:**

Giggles-N-Grins will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes:

- \***Child Information Sheet (SFN 845)** a required licensing form for each child. Your emergency contact information, including the name of a backup person in case staff are unable to reach you, and the phone numbers of the child's doctor and dentist. A list of everyone who is authorized to drop off and pick up the child. A signed consent form to obtain emergency medical or dental care.

- \***Parent's Statement of Health of Child (SFN 847)**

- \***Immunization Records** According to state law, you must provide Giggles-N-Grins with updated immunization records.

- \***Copy of Birth Certificate**

- \***Emergency Transportation Permission Form**

### **Field Trips:**

Parents will be notified of the location and time of any field trips. The parent must sign a form granting permission for a child's participation on each field trip. If written permission is not given, your child may not attend the field trip.

### **Transportation:**

Giggles-N-Grins does not provide transportation. All field trips planned will be posted ahead of time on the bulletin board in the entrance and a permission slip will need to be signed by the parents. We will walk to local locations - library, parks, etc.

### **Policies for Sick Children:**

A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate a sick care program. If the child becomes sick while at the center, the child must be isolated from the other children in care and the parent called for immediate pick-up. A sick child must be supervised at all times. The center must exclude a child:

1. With a reportable illness or condition that the commissioner of health determines to be contagious and a physician determines the child has not had sufficient treatment to reduce the health risk to others.
2. With chicken pox until the lesions are crusted over.
3. Who has vomited less than 12 hours before admission to center or has had three abnormally loose stools 12 hours before admission to the center.
4. Who has contagious conjunctivitis or pus draining from the eye.
5. Who has bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of anti-microbial therapy.
6. Who has unexplained lethargy.
7. Who has lice, ringworm, scabies that is untreated and contagious to others.
8. Who has a 100 degree Fahrenheit auxiliary (underarm) or higher temperature of undiagnosed origin before fever-reducing medication is given.
9. Who has an undiagnosed rash or a rash attributable to a contagious illness or condition.
10. Who has significant respiratory distress.
11. Who is not able to participate in child care program activities with reasonable comfort.
12. Who requires more care than the staff of Giggles-N-Grins can provide without compromising the health and safety of other children in care.

### **Notification of Infectious or Communicable Disease:**

Giggles-N-Grins Child Care must report cases of important infectious or communicable disease to all parents. This will be done by notifying all parents within 48 hours of any communicable disease incurred by a child. Be assured that this is anonymous and confidential.

Parents must notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infection listed below:

Amebic Dysentery	Pertussis (whooping cough)
Brucellosis	Psittacosis
Encephalitis (all types)	Reye's Syndrome
Foodborne illness	Rocky Mountain Spotted Fever
Hepatitis, Viral (A ,B, Non A, Non B)	Rubella
Lead Poisoning	Salmonellosis
Leprosy	Shigellosis
Leptospirosis	Trichinosis
Malaria	Tuberculosis
Meningitis (all infectious types)	Tularemia
Meningococcemia	Typhus
Occupationally Related Diseases	Venereal Disease
Ophthalmia Neonatorum	Tetanus
Anthrax	Plague
Botulism	Poliomyelitis
Cholera	Rabies
Diphtheria	Smallpox
Measles (Rubeola)	

**Procedures Regarding Emergency Care:**

Parents will be called in the event a child requires emergency care. If parents are unavailable, persons indicated on the registration form will be notified. In the event none of the above can be reached and it is an extreme emergency situation, the child will be taken to the nearest emergency facility.

**Procedures Regarding Medication Administration:**

When a child is to be given oral or surface medication, whether it is over the counter or prescription, written instructions by a physician or dentist must be provided. Written authorization to administer current medication must be given by a parent. Medication must be in its original container and will be labeled and stored out of reach of children.

**Procedures Concerning First Aid/CPR:**

Giggles-N-Grins staff is trained with First Aid and CPR every two years. If your child receives a minor cut or abrasion, the staff will treat the area according to first aid standards. Any further treatment of the area must be done at home. If the staff feels the area requires medical attention, parents will be notified.

**Photos:**

Giggles-N-Grins will occasionally take pictures of children. Staff would use pictures for activities and to show the children how much they change over a given amount of time. If you do not want your child's picture taken, please let me know.

**Program Rules:**

1. Listen
2. Share
3. Take turns
4. Put everything back where it belongs
5. Keep your hands to yourself
6. Use nice words
7. Use inside voices
8. Please walk indoors

**Behavior Guidance Policy:**

Discipline is not punishment, it is a learning process. Behavior guidance is tailored to the developmental level of the child. Many approaches dealing with behavior guidance are:

1. Talking with the child explaining what is acceptable and what is not, explaining to the child that the action was unacceptable-not the child as the person, explaining the rules and consequences.
2. Redirect the child away from problems towards another part of the classroom with another toy or activity.
3. Provide immediate and directly related consequences for a child's unacceptable behavior (ex. Destructive to a toy -the toy would be off-limits to the child for a specific amount of time) and offering another solution to the situation (ex. Sharing, taking turns)
4. Repeated unacceptable behavior will be documented. If a child has repeated unacceptable behavior, a meeting will be set up with the parent, and a behavior guidance plan will be put in place.

**Change in Policies and Procedures:**

Current policies and practices are reviewed and changed at times. Existing policies, practices, and fees are subject to change. These changes will be communicated to the parents and all affected by the changes.

**Giggles-N-Grins Child Care Nondiscrimination Practices:**

Giggles-N-Grins Child Care does not discriminate in its recruitment or admissions of its enrollees because of race, creed, color, national origin, sex, abilities, or age.

**Grievance Procedure:**

If you have any concerns or complaints about Giggles-N-Grins, please discuss them with the Director as soon as possible. If you have a serious complaint that you feel that the Director is not addressing, you may contact the county licenser, Kris Albers, at Richland County Social Services: 701-642-7751.

### **Correction Orders:**

Within three business days of the receipt of a correction order, the licensee of Giggles-N-Grins shall notify the parent, guardian, or custodian of each child receiving care at the facility that a correction order has been issued. In addition, the licensee shall post the correction order in a conspicuous location within the facility until the violation has been corrected or for five days, whichever is longer.

### **Damages:**

Any damages over \$10.00 done to this facility or the objects in it will be reimbursed by the parent unless it is an accident.

### **Drop Off/Pick Up Procedures:**

Each child must be signed in and out by the parent that picks up each day. The sign in/out will be in the entry room. You will be registered for a pin code and password during the open house. Prompt arrival at 8am and departure at 11am of students to and from the program is expected. Should a late pick up occur, a late fee will be charged at the rate of \$7.00 per hour beyond the preschool dismissal time. In the event you need extended care, you may use our drop-in care for \$7.00 per hour for hours prior or after preschool.

Arrive promptly at dismissal time. Sign your child out in the lobby, using our ProCare System. If you will be late in arriving, please call. It helps to minimize unnecessary concerns. No other person than those who appear on the emergency card will be allowed to pick up your child.

### **Termination of Program**

Services may be terminated at any time for the following reasons:

- \*Excessive late pick-ups of child -5 per year
- \*Harm or injury to another child or adult in the program
- \*Continuous disruptive behavior
- \*Failure to pay for the program on time.

### **Withdrawal from Program:**

If you wish to withdraw your child from the preschool program, a two-week notice is required. You must notify the Executive Director, Rachel Jonason or the Director, Amanda Gagne with a written notice. If you fail to follow these procedures, you are liable for any fees due on your child's account.

### **Toys from home/personal possessions:**

A cubby is provided for each child in our program. Label all of your child's belongings. Items such as toys, candy, gum, and money are prohibited to avoid hurt feelings, breakage, or loss. In the event of show and tell, children are not permitted to bring toys associated with violence including guns, knives, and swords. We are not responsible for lost, damaged, or stolen personal items.



**Clothing:**

Children should wear comfortable, casual clothing. We will be doing many hands-on and messy projects including painting, playing in dirt, and cooking. All clothes, especially coats and sweaters, should be marked with your child's name in permanent ink. All children need an extra set of marked clothing left at school. Please place this set of clothing in the plastic tote provided above the cubbies marked with your child's name on it.

**Preschool Parties & Birthdays:**

We will have parties throughout the year. Please inform staff if your child is not able to participate in these events due to religious beliefs.

Children are invited to celebrate their birthdays at school. If parents choose to bring a birthday treat, we prefer a treat that is nutritious, healthy and store bought.

**Preschool Snacks:**

We will have a snack calendar sent home each month of preschool with the opportunity for your child to bring a snack to share. Please bring enough snacks for at least 7 children. Extra snacks will be kept in the event that a child forgets to bring for their snack day. If your child forgets to bring for snack day, please bring the snack the next day. We will use it for a later time to replenish our supply.

**Assessments & Conferences:**

Child Assessments will be performed periodically throughout the school year. We will have a parent/teacher conference twice per year; once in the Fall and once in the Spring.

**Daily Preschool Schedule:**

8:00	ARRIVAL AT PRESCHOOL
8:00-8:30	TABLE ROTATION ACTIVITIES
8:30-8:45	CLEAN-UP
8:45-9:00	CIRCLE TIME
9:00-9:15	BATHROOM
9:15-9:30	SNACK TIME
9:30-10:30	FREE PLAY IN CENTERS
10:30-10:45	CLEAN-UP
10:45-11:00	STORY TIME & REVIEW
11:00	DISMISSAL FROM PRESCHOOL

**Signature Page:**

By signing this page, I agree, read, and understand the Parent Handbook.

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Parent's Signature

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Date