



Sproutlets First Preschool Parents Requirement Policy

Parental Involvement

Sproutlets is not a babysitter nor daycare, Sproutlets is a home-based preschool. We are not only dedicated to getting your child through our kindergarten readiness program we also want to get them beyond it as well. In order for your child to get the most out of our programs parental involvement is very important. Communicate with the provider / teacher, ask questions, and give any input about the experiences your child is having. It's very important to read all materials that is sent home. Pay attention to notices that are posted on the classroom bulletin board. Familiarize your self with the website. Check the website for updates.

Show your child by noticing their folder work or noticing their art work that's posted. This will let your child know that their education is very important to you. Start participation now while they are young. We need your help in-order for your child to succeed.

Note: Please do not print the curriculum nor the lunch menu from the web. Changes and updates are often made. Sproutlets stresses cutting back on printing unnecessary paper.

Physical Activity Gold Sneaker Policy

Physical Activity

- **Policy 1.1:** Children ages 12 months or older attending a full day program shall be offered at least 60 minutes of **physical activity** per day, either indoors or outdoors. Children attending less than a full day program shall be offered a proportional amount of such activities. For children ages three and older, this physical activity must be a balance of free play, teacher-directed activities, and music and movement. This must be documented in the daily schedule and on lesson plan forms.
- **Policy 1.2:** Viewing of television, videos and other visual recordings shall be limited to no more than 60 minutes per day of educational programs or programs

that actively engage child movement. Children attending less than a full day program shall be limited to a proportionate amount of such viewing.

- **Policy 1.3:** Children shall not be allowed to ***remain sedentary or to sit passively*** for more than 60 minutes continuously, except for scheduled rest or nap-time.
- **Policy 1.4:** Child care facilities must ensure physical activity is a positive experience for children and is never used negatively or to control behavior.

Paperwork Policy

Paperwork

In the past a reasonable amount of time has been given to turn in paper work. The majority of the paper work has been turned in late and returned with stains or crumbled up. The paper work now has to be read and signed on-site. No paper work that has to be signed will be sent home, unless it's a yearly application update or child's assessment. In this case the parent's copy of the assessment will be sent home. After a day or so the teachers copy of the assessment has to be signed on-site.

Transportation / Morning Drop off / Evening Pick up/ Pricing Policy

Transportation & Morning Drop Off

Parents or Guardians are expected to provide transportation to and from the preschool. Children should be escorted to the door or in the preschool. Children must arrive by 10:00 a.m. If the weather is bad you have until 10:30 a.m to bring your child(ren). Check the daily schedule on the website for nap time. Always call to let the provider know if you will be late.

Parking

Please do not park in the driveway if your car is leaking any kind of fluids.

Pick up

All of Sproutlets First Preschool students are dismissed at 5:30 p.m. If for any emergency reason you cannot pick your child(ren) up on time, you must contact the provider 1 hour prior to scheduled dismissal. Failure to adhere to the pick-up policy will result in late charges, regardless of calling in. The late fee is payable the same week along with the tuition.

10 hours Pick up/ \$

Sproutlets First Preschool students ages 2-5, who are in preschool 10 hours or less than 10 hours, have a reduced weekly rate. Arrival time should be before 10:00 am. If for any reason your child is present over 10 hours within a day you will be charged the regular rate. (ask for rate)

Part-Time Care/ \$

Sproutlets First Preschool students who are in preschool 3 days or less than 3 days. Part-time slots are limited. (ask for rate)

Full-Time Infant Care/ \$

Sproutlets First Preschool students between the age 6 weeks to 15 months who are in childcare full time Monday - Friday, regardless of the arrival time. (ask for rate)

Sibling discount is considered.

Part-Time Infant Care/ \$

Sproutlets First Preschool students between the age 6 weeks to 15 months who are in childcare 3 days or less than 3 days (ask for rate) . Arrival time should be before 10:00 am.

Sibling discount is considered, only if sibling is part-time as well.

Late Fees after 5:31

Late pickup: Any time after 5:31 there is a charge of \$5.00 per min.

Parents, be considerate of the providers time when you come in right at 5:30 p.m.

Vacation Days

Full time students have 5 days of vacation. Vacation starts after 90 days. Part-time students do not have vacation days. Vacation days start January 1st of each year.

Sick Days

Full time students have 7 sick days. Part-time students do not have sick days. Sick days start January 1st of each year. If your child has missed more than 2 days a doctors note is needed in order to receive credit for sick days.

Preschool Holiday & Vacation Pay

If a vacation or holiday is a week long, tuition rates are prorated for that week. (ask for rate)

Payment Policy

Tuition:

Tuition is due on Monday. Payments are made through your child(ren) online Tuition Express account. Tuition paid after 5:30 p.m. on Monday will automatically accrue a \$20.00 late payment fee for each working day. Ex: Sally Doe paid tuition on Wednesday. \$120.00 (full-time tuition)+ \$40.00 (late fees) = \$160. Working days are Monday-Friday, regardless of holidays. Exemptions will be made for unscheduled sick days taken and for parents whose payments are mailed through their place of employment or certificate children. Vacation and Sick time can not be used if tuition is past due. Please pay the correct amount of tuition, partial payments are still considered late and will accrue late charges.

Daily attendance Policy

Daily Attendance

Daily attendance is taken, by the preschool teacher. Also parents must sign in and sign out daily. Sign-out time will not reflect the parents arrival time during pick up, but the departure time during pick up (*Please remember to sign your name*). If a parent picks a child up at 5:30 and then hold a 15 min conversation. That time is counted as being late, unless the conversation is of great importance regarding the child(ren). Ex: If a child is picked up at 5:15 and the parent and child has not departed until 5:32. That is also considered late. A late fee will apply.

If you are running late. The preschool teacher will have your child(ren) ready to depart.

Breakfast, Lunch, and PM Snack Policy

Breakfast

Children are provided, breakfast, lunch and PM snack. Occasionally children are given a morning snack, provided by SFP.

Breakfast is served from 7:30 a.m to 8:30. If your child does not arrive on time. Please feed your child breakfast at home. If your child arrives before 7 and you bring breakfast for him/her to eat, your child will be served what you have provided them at 7:30. If your child is considered an infant this does not apply. Infants are served at various times. (look at nutrition below regarding infants)

Lunch & PM Snack

Lunch is served at 11:15. Afternoon snack is served between 4:00 p.m. and 4:30 p.m.

If a parent arrives before snack time, snack will not be given to go. If parents arrive during snack time, snack will not be taken to go.

Nutrition

Nutrition Gold Sneaker Policy

- **Policy 1.5:** Ensure appropriate infant and child feeding patterns, including breast-feeding. Staff will be sensitive to breast-feeding mothers and infants, and their eating patterns. Each infant will have a feeding plan on file, which is completed by the parent/parents and facility as a team to address their unique feeding patterns.
- **Policy 1.6:** Ensure appropriate infant and child feeding patterns, including adequate time for meal consumption. Adequate time for meals and snacks will be allowed for all children, and will be included in classroom schedules.
- **Policy 1.7:** Ensure appropriate infant and child feeding patterns, including appropriate portion sizes. Appropriate portion sizes will be assured through staff training and adherence to portion sizes as found in child care licensing regulations.

- **Policy 1.8:** All eating opportunities should consist of a respect for the child and promoting a positive attitude toward food. Food shall never be used as rewards for children.

Sick Policy

Fever

Fevers are common in young children and are often a sign that something is wrong. If your child has a fever of 100 F or higher, please keep him or her home. If your child develops a fever of 100 F or higher while at the center, you will be called to pick him/her up. If your child's fever is less than 100 F, you will be notified and you may express your wishes to the provider at that time.

If your child wakes up in the morning with fever. Please don't just give them some fever reducing medicine and send them on their way. More than likely the fever will return.

Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and could be cause for immediate termination. It is also inconsiderate to all families involved. A sick child should be allowed to recuperate fully at home after an illness so that the other children and the provider do not risk unnecessary exposure.

Our policy is that your child must remain free of fever for 24 hours before returning to preschool. This means that if your child is picked up at 3:00 p.m., but still has a fever at 5:00 p.m. or later, he/she cannot return to the center the next day. The 24 hours begins when your child's fever has broken and remains in a normal range.

Diarrhea and Vomiting

Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her home. If your child has 3 or more diarrhea episodes or if the diarrhea can not be contained while at childcare, you will be called to pick him/her up. Our care providers use gloves while changing diapers and use proper hand washing techniques between diaper changes. The changing table is also disinfected after every diaper change. Please understand that germs from diarrhea is air born and can be spread through carpets, toys, and direct contact. It is very difficult to keep from spreading these germs to other children.

If your child vomits while at childcare, you will be called immediately to pick him/her up. Please keep your child at home until 24 hours after the vomiting has stopped. When children return too soon, there is a much higher rate of recurrence and contagiousness.

Coughs and Colds

Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include, but are not limited to: bad cold with hacking or persistent cough, profuse green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed up, discharging eyes and ears. These symptoms may be present with or without a fever.

If your child has just a cold or cold sore, please notify the provider. We encourage extra fluids and proper hand washing. Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in childcare. Fresh air and sun will not harm a child.

If your child has a cold, cold sore or cold like symptoms all year round or longer than 2 months we will need a doctors note to state why this is occurring. Simply stating that your child has allergies, bronchitis, asthma or it runs in the family is not acceptable.

Doctor's O.K.

In some instances you will be asked to keep your child home until we have written permission from your doctor saying your child is well enough to return to preschool. Please understand this is for your child's well being along with the well being of the healthy children and their families.

Rash

A rash may be a sign of many illnesses, such as measles or chicken pox. In infants, an external rash may be a sign that something is going on internally. Please do not send your child to the center with a rash until the doctor says it is O.K. to do so.

Medications

If your child goes to the pediatrician and is prescribed medication, please keep your child home until they have completed 24 hours of antibiotic treatment. We will no longer administer prescription or over the counter medications, not even with a doctors note. The only exception to this will be long-term medications, which may include but are not limited to: Albuterol, inhalers, breathing treatments, eczema creams, Epipens, etc. If your child is to receive any of these medications a physician's note is required to verify whether or not the child will require ongoing treatment and estimated length of such.

Parents will be allowed to come to the center to administer any prescription medications that require mid-day dosages (thrush medicine, Augmentin, Amoxicillin, etc.) Administering of medicine by parents at the preschool can be done ONCE a day only. The parent will log in the time, dosage and amount. If any of these medications have side effects, such as vomiting, diarrhea, fever, etc., we must have a copy of the prescription on file in case any of these symptoms occur. The prescription must be

used within the time frame in which it is prescribed. No fever reducing medications, cough drops, nor stool softeners are to be given by parents or the provider, while in care at preschool.

Well Child Assessment

Every child is assessed when entering the center. If your child appears to have an infectious or contagious condition, i.e. pink eye, head lice etc., you will be asked to take him/her home or to a pediatrician to get checked out. Please do not be offended if your child is too ill to stay at the center and you are asked to take them home.

If your child has a rash, scratch, bulging pull-up or pampers etc you will be notified by email or phone call. It will also be noted in your child's file.

All children have to wash their hands before handling any toys. Hands are washed immediately after entering into the preschool. If your child has had a rough night or previous day, please examine them before bringing them to the center. If you ever have any doubts about whether or not your child should be at childcare, please do not hesitate to call and ask. We will be more than willing to help you make that decision before you have to drop off your child for the day.

Immunizations

Tennessee Law requires that we have a record of immunizations for whooping cough, tetanus, diphtheria, Hib, polio, Hepatitis B, MMR (mumps, measles and rubella), and varicella virus when your child receives such. Parents are responsible for giving updated immunization information to the preschool teacher each time their child is immunized. All Children 6-8 weeks of age are to have a physical on file. All children 12-30 months must have a one year physical on file. The Tennessee Day Care Immunization Certificate must be completed and signed by your child's doctor before your child can be accepted into the center. No excuses are accepted unless it's for medical or religious reasons. Medical reasons have to be backed up by authorization from a physician or the health department. Religious reasons require a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. A health examination is still required in order for SFP to accept a religious exemption.

When it is time to schedule your child's shots, please do so on a Friday or a day when you can be with them for 24 hours. Some children run a low grade fever after shots. They can also expose other children to their immunizations shots/live viruses.

If it is discovered that your child has had an immunization shot and has not been at least 24 hours away from the preschool. Your child's spot in Sproutlets First Preschool will be immediately terminated.

Note to Parents:

We also request that if you are notified of your child's illness or injury, you arrive within one hour to pick them up. Please understand that an injured child requires one-on-one care. This is an impossible situation when our ratio is 7:1. It is also extremely unfair to the ill or injured child to expect them to remain at school when they are hurting. Please do not send an overly tired child to school. It's hard to cope with children who have had less than 4 hours of sleep.

We do understand and empathize with parents when their children are ill. It can be a very difficult, frustrating, and emotionally challenging situation when you are torn between a sick child and other obligations. These policies are designed to be fair to the ill child and their family, as well as our healthy children and their families. Please understand that we care for your children and provide the best care possible for them, but we are not a sick preschool center. We are hoping to control the amount of illnesses at the center and to keep everyone healthy and happy. Each child has 7 sick days, use those days if needed. If you ever have any questions or concerns, please do not hesitate to call.

We wish to express our sincere thanks to all of you who keep your sick little ones at home and comply with our policies. We appreciate your courtesy!

Hygiene & Decency Policy

Hygiene:

We ask that your child arrive bathed, smelling fresh and clean, wearing a clean diaper, pull-up or underwear and that they are clothed appropriately each day. Please do not have your child wearing the same underwear or pull-up that was worn over night. If your child did not wet their pull up over night that is still not a good reason to keep it on. Nor is it a good reason not to clean their bottoms. Putting baby powder on a diaper or pull-up that was worn overnight is not acceptable.

We really stress that you PLEASE keep your child's fingernails trimmed to avoid scratching themselves, the other children, and the furniture. The longer you let their nails grow the more dirt and germs hide underneath them. If another child is injured by a nail scratch they can be affected and exposed as well. If you like for your child's nails to stay long, then Sproutlets First Preschool is not the place for your child.

Your child should not enter the preschool with a nose that has crusted over night. Your child should not enter the preschool with crusted milk around their mouth. Please have your child prepared, with their mouth and nose already cleaned before entering in the morning.

Do not put cologne or perfume on your child. Cologne or perfume can trigger other students allergies. Certain scents trigger asthma attacks and migraines.

Parents will be given 1 verbal warning regarding hygiene. After the verbal there will be 1 written warning, after the 1 written warning their is termination. In effort to keep all

the children and staff safe. There is no negotiation after termination. Your child's belongings will be given to you along with your termination papers.

Dencency

No baggy, no sagging pants shall be worn on Sproutlets grounds by parents nor children. Wearing pants below the waistline, exposing underwear or bare buttocks, is indecent exposure. No skulls, profane, nor vulgar wording shall be on any clothing.

All children must have on socks if they are wearing tennis shoes, sneakers, boots, or casual shoes. Children wearing sandals are not required to wear socks, but should have some available in their cubby.

Potty Training Policy

Potty Training:

Dressing in practical clothing is a must. Please take into consideration that a child in a bodysuit, overalls, belts, or tight waist pants is incorrectly clothed for potty training. Dress your child in hassle free clothing that can be quickly and easily pulled down by the child independently in time to avoid an accident. And, parents, don't forget! During this training time, please provide at least one sets of extra clothing.

Please provided the pull-ups that have the velcro. If your child has an accident and needs to be changed. It is more practical to put on velco pull-ups instead of the none velco pull-up. With the non-velco pull-ups the provider will have to take the bottom portion of the clothes off, which is time consuming. The only time non-velco pull-up are practical for childcare is if your child is a female and is wearing a dress with no tights.

Either an emails will be sent or an update under the parent login will reflect the supplies a child needs. If a child is out of pull-ups or wipes, at cost Sproutlets First Preschool will supply pull-ups and wipes. Individual pull-ups cost \$3.00. Wipes are a \$1.00 each.

Your child is not expected to sit on the potty longer than 5 min. If your child is on the potty longer, there may be a bowel problems present. Bowel problems will be noted in the file and signed by the parents.

Your child is always verbally praised by the provider for using the potty.

If you are not assisting your child at home with potty training then you can expect for it to take your child longer to become potty trained. Don't wait for your child to ask or tell you they have to potty take him/her anyway.

Toy Policy

Toys

Please do not let your child bring toys to preschool EXCEPT for show and tell. If children bring toys for show and tell, the toy(s) must stay in his/her cubby until it's time for show and tell. Afterwards toys will then be returned to their cubby. This will keep

their possessions from being accidentally broken or misplaced. This will also eliminate issues with germs and sharing that may arise.

Cell Phone Policy

As a courtesy to your children and the provider, please refrain from the use of cell phones while picking up and dropping off your child. We ask that you kindly turn off your phone or set it to vibrate. Take time to tell your child good-bye while dropping him/her off. Take time out to greet your child while picking him/her up.

No Smoking Gold Sneaker Policy

Policy 1.9 Child care facility campus shall be tobacco free. This shall be stated in the individual child care facility's policies.

Withdrawal and Termination Policy

Voluntary Withdrawal:

Parents may withdraw their child from the program at anytime. Please provide a two week written notice. If a child is withdrawn without notice, parents will be expected to pay the equivalent of two week's tuition.

Involuntary Withdrawal:

There may be a need to meet with parents to discuss an inappropriate or unmanageable behavior problem. The first step would be a meeting between the provider and parents. The results and plan of action will be noted in the child's file. If needed, a second meeting will take place. At this time we will establish a time frame in which improvement should be achieved. If no progress has been achieved, the parents will then be asked to withdraw their child from the program immediately.

Termination:

Children tuition accounts more than 300.00 past due will be terminated until payment has been received. In effort to keep unpaid accounts away from a 3rd party collections service, your child's last payment will be due the day of termination, Voluntary or Involuntary Withdrawal. All payments are expected no later than the next business day. Preschool records will not be mailed if a balance is owed.

Other Cause for Termination:

Any parent who is the cause of disharmony between other parents or the preschool teacher/provider(s) services will be terminated. Absolutely no bullying will be tolerate

from children. After 3 warnings your child will be terminated. Know that your child can be terminated at anytime.

Email Policy

Email

Unprofessional sounding email address are unacceptable. Unknown incoming email addresses will go directly to spam. Parents if you change your email address please inform the teacher/director in person or by sending an email from your familiar email address first.

Forwarded chain email is not to be sent to SFP.

Childcare Receipts

Payment Receipts

Payment receipts can be printed directly from parents Tuition Express online account.

Parties/Holiday Parties Policy

Holiday Parties:

Sproutlets first preschool celebrates the following holidays with a party.

- Birthday parties (please make sure your child's invitations are given out at least 2 weeks early, last minute invitations will not be given out on preschool property, no excuses)
- Christmas (recognizing the birth of Jesus Christ) we do not teach Santa Clause
- Valentines (expressing sharing and love) we do not teach about Saint Valentine
- Easter (celebrating the resurrection of Jesus) we do not teach that bunnies lay eggs

All parties will be celebrated sometime after lunch. If you do not approve of any of the parties or the creative activities that go on during the day in recognition of that particular holiday, you are welcome to come pick your child up before the celebration begins or your child will be redirected in another area. We don't want to offend anyone due to their beliefs.

Childcare Tax Credit Policy

Childcare Year-end Statement:

Most families qualify for a tax credit under provision of the Federal Tax Reform Bill of 1976. You will receive a statement before the end of January to use for tax reporting purposes or you may print a copy off through your child(ren) Tuition Express Account.

Parents who participate in a pre-tax plan are able to get a receipt as required by their employer.