

# PARENT HANDBOOK



1238 Stocks Ave.  
Rexburg, ID 83440

(208) 650-PLAY

[StoneyCourtPlaycare.com](http://StoneyCourtPlaycare.com)

Revised August 6, 2020

Please note that you are required to read entire handbook before signing the contract. Thank you!

# OUR PHILOSOPHY & GOALS

Stoney Court Playcare is partially named after our daughter Courtlyn. Our philosophy comes from a conversation when she was four years old. It went like this... "Courtlyn, what do you want to be when you grow up?" Her answer? "MYSELF!"

Our goal is to create an environment where your child is encouraged to grow as an individual through play, creativity, learning, and social interaction. We are dedicated to supporting parents, promoting self-esteem and providing nurturing and loving care while you're away.

## OUR STAFF

Get to know us on our website!  
StoneyCourtPlaycare.com  
under "About Us - Our Team"

All Staff members are required to:

- Maintain a current child and infant CPR/First Aid Certification
- Pass a criminal background check. This covers:
  - The sex offender's registry
  - Criminal check
  - Abuse against children or adults
  - FBI crimes
- Attend 20 hours of training each year
- Understand and follow health and safety standards

## OUR FACILITY

We have just updated our 9,000 square foot Playcare center! Come tour our classrooms, the indoor gym, preschool, and playroom!

Some of the changes we've made are:

- Addition of 24 security cameras to help keep your child as safe and secure as possible
- Electronic, bluetooth front door lock so we know exactly when and who comes in and out
- New paint with colorful and fun accents
- New flooring throughout
- Addition of fun indoor dramatic playroom with playhouse
- Modern touches that will help make your child feel at home

## CLASS RATIOS

Our infant room has at least one teacher for every 6 children.  
All other classes have at least 1 teacher for every 12 children.

# ENROLLMENT REQUIREMENTS

Stoney Court Playcare is open to any child 4 weeks to 12 years old. We do not discriminate on the basis of sex, race, religion, national origin, or disability. All children are welcome!

Parents interested in enrolling their children, when limited space is available, will be placed on a waiting list arranged on a first-come, first-served basis according to the date interest was expressed.

Please notify us of any changes to the information on the enrollment form as soon as possible.

## **Before child care begins, parents must complete the following:**

- Enrollment Form (link on [StoneyCourtPlaycare.com](http://StoneyCourtPlaycare.com))
- Child Care Agreement
- Medication Form
- Authorization for Emergency Treatment Form
- Field Trip Permission Form
- USDA Food Program Enrollment Form
- Proof of child's immunization records
- Download the Procure Connect App

## **Items to BRING to Stoney Court:**

- One or more changes of clothing to put in the child's cubby
  - please label all things brought from home to the center. We cannot be responsible for lost or stolen items
- Blanket and pillow small enough to fit in cubby
  - please remember to take them home frequently and wash them
- Diapers
- Bottles/ Sippy cups (we will also provide these)
- Binkies (on a clip please)

## **Items to LEAVE at home:**

- Toys (unless there is one special toy that helps comfort your child)
  - please label all things brought from home to the center. We cannot be responsible for lost or stolen items
- Food (unless it is a packed lunch or snack for your child to eat at mealtime)

**Please remember to check the LOST and FOUND frequently. We clean it out often, and all items not claimed will be donated.**

We'll let you know each time we are planning to donate the items.

# HOURS / HOLIDAYS

## HOURS OF OPERATION

Daycare services are offered five days a week (Monday-Friday) from 6:00 am - 7:00 pm

## HOLIDAYS

The daycare will be closed on the following holidays:

- New Year's Eve and New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve and Christmas Day

If holiday falls on a weekend, either the following or the previous work day will be observed as the holiday and we will be closed.

We will always let you know if we will be adding closure dates.

## MEALS

As a member of the USDA Food Program, we provide five meals per day: breakfast, morning snack, lunch, afternoon snack, and dinner. Serving times are as follows:

Breakfast: 6:30 am - 8:00 AM  
Morning Snack: 9:00 am - 10:00 am  
Lunch: 11:00 am - 1:00 pm  
Afternoon Snack: 2:30 pm - 4:30 pm  
Dinner: 6:00 m - 7:00 pm:

If your child comes outside of the above times, please be sure they are fed. **Please do not arrive with breakfast in hand as it causes conflict among the other children.** If your child has special dietary needs, please inform us so we can make provisions or send the food in a bag for the day or week.

# WE GLADLY SUPPLY

- Baby wipes
- Formula
- All meals
- Sun-block
- Cups, bottles, bowls, plates, utensils, etc...

You are always welcome to bring your own items. Please be sure to label everything!

## SPECIAL GUESTS, VISITS, & COMMUNICATION

### **SPECIAL GUESTS**

We love having special guests! Often, parents come and talk with the children about sports, careers, or hobbies. We would love if you'd like to come share with us!

### **PARENT VISITS**

We have an open door policy. Parents are encouraged to take an active interest in their child's care and development. You are always welcome to access any area used by your child. Please feel free to come and visit.

#### First Day Visit

We encourage parents to visit classrooms with their child on the first day with us. This gives your child a chance to experience the class they'll be attending with a familiar face next to them. We want your child to feel as comfortable as possible when it's time for you to leave.

### **COMMUNICATION**

Our goal is to keep the channel of communication open through multiple channels. We always want you to know about your child's day. And we always want to know your thoughts and concerns! The Procure App will help us stay connected throughout the day.

A monthly newsletter will be available at the front desk and through the Procure App. It will provide information about classroom activities, holidays, special programs and other important news.

# FAMILY RESPONSIBILITIES

## FEES

We offer full-time, part-time, and anytime options for child care. To maintain full-time or part-time status, we require the child attends a minimum of two days per week or we'll charge the anytime rate.

Any child picked up after 7:00 pm will be charged **\$1.00 per minute**.

**Payment is late if not received by the 5th of each month.** A **\$50.00 late fee** will be applied the following billing month to the account if no payment was made before the 10th of the month. A **\$25.00 fee** will be assessed for any returned checks. You will be responsible for all charges on your account due to non-payment including but not limited to late fees, attorney fees, etc.

## PAYMENT OPTIONS

There is a **\$30.00 monthly discount** for having multiple children at our Playcare; however, you must be attending consistently at least three days per week and payment must be made by the **5th of the month** to receive the discount.

All accounts past due will not be allowed to continue service until paid. If the account goes two weeks past due, your child's spot will be filled with another child. All accounts 60 days past due will be turned over to collections. It is important that all accounts are kept current to ensure a quality program.

A **\$50.00 credit** will be given on your account for each **family** you refer to the Playcare. Ask that family to mention your name so we can give you proper credit! It will be given after the referred family attends for at least six weeks.

## ICCP PARTICIPANTS

Family **co-payments for ICCP participants are due on the 5th of each month.** The State program does not pay 100% of the fees so it is important that participants pay their portion to continue with Stoney Court Playcare. All fees are the participant's responsibility until the State sends us a statement; this process can take up to 30 days. Participants will not be allowed to by-pass their co-payment.

All families anticipating ICCP benefits must notify us prior to the beginning of service. Parents are responsible for payment of services until the case has been verified. This can take 60-90 days.

# PROCARE CONNECT APP

## **CHECK-IN / CHECK-OUT**

Check-in and out will be done on the Procure App or on a kiosk at the reception desk, or through GPS. Simply open the app, select sign-in (or out) at the bottom, choose your child, and that's it!

It is important that no child is allowed to come in or out of the building without being checked in or out. This is an attendance record as well as an emergency checklist.

## **ALSO THROUGH THE APP**

- See the calendar
- Receive messages, pictures, and videos of your child throughout the day
- Send messages to your child's teacher
- See what lessons your child will be learning that day
- See the monthly newsletter
- Make payments

## FIELD TRIPS

We will participate in a variety of field trips, such as rock climbing, trampoline park, bowling, parks, and special events in the community. These are for pre-K age and up. We will always let you know at least one week in advance so you may choose if your child will not be attending. Otherwise, we'll take all the children of this age with us. Children that have had behavior issues in the past may be asked to stay at the center. Trip fees are kept to a minimum. If fees are not paid before the trip, we will add the fee onto your account.

# OUR ROOMS

We are very flexible with the ages of our rooms.  
If you feel your child belongs in an older or younger room, please let us know!

## **THE ROCCO ROOM**

*Where babies get rocked*

4 weeks - 20 months

Our nursery program encourages each child to develop at their own pace. Each one is loved and cared for, cuddled, and played with. They are introduced to books, songs, fun activities, speech, exploration, and toys. All to help their growth and development.

- Please bring your own diapers. We provide wipes, baby powder, rash cream. There will be a \$1 charge for diapers or pull-ups if we supply them
- We check (and change if needed) diapers at least every hour
- Please supply breast milk if wanted (we provide bottles and formula)
- Please bring an extra change of clothes
- Please label all supplies!

## **THE TODDLER ROOM**

20 months - 3 Years

Our toddler program is for discovery and independence! We will do our very best to coordinate toilet training with the program started by you, the parents. We'll work on age-appropriate tasks like counting, ABCs, nursery rhymes, motor skills, listening & following instructions, music, arts, and crafts.

### Biting

Unfortunately, sometimes children express their frustration with biting. This is normal for children between the ages of 15 months and 3 years to go through an oral stage but each child expresses it differently. Some chew on toys, some suck their fingers, and some bite. Please understand that we will do our very best to protect all the children. If your child begins to bite, please let us know how you handle it at home so we can be consistent. We recommend "No, we do not bite our friend". The use of pacifiers and tethers may also help.

If your child is bit, we will wash the area with soap and apply ice immediately. We will comfort the child and let you know through the app what has happened.

## **THREE IS ME ROOM**

3 Years Old

After the children are potty trained (and some who are still working on it), they'll be excited to go to the Three is Me Room where we take developmentally appropriate fun and learning very seriously! We will be busy exploring, learning the alphabet, numbers, shapes, dramatic play, music, arts, and crafts, among other engaging activities.

## **THE PRE-SCHOOL / KINDERGARTEN ROOMS**

4 Years - Kindergarten

Phonics, letter recognition, computer skills, large & fine motor skills, music, kinesthetics, sports, science, math, dramatic play, and social development... Whew! These kids are going to be busy having fun while learning the skills to get them ready for school. There will be plenty of time for unstructured play as well.

## **AFTER-SCHOOL ROOMS**

1st - 6th Grades

Our After-School Program focuses on individuality! There is homework time for those who need it where a staff member will help them with any questions they might have. We have supervised computer time, games, books, crafts, and other activities and programs to help them keep busy.

# TRANSPORTATION

## **TRANSPORTATION BY STONEY COURT**

We provide transportation to and from school to the following elementary schools in Rexburg: **Southfork, Lincoln, Kennedy, Burton, and Hibbard**. There is an **\$80 per month fee** for the upkeep on our vehicles, gas, etc. Most often, children will be shuttled in the company van; other times they may be picked up in private vehicles. All drivers are required to have clean driving records and are 25 years or older.

## **TRANSPORTATION BY BUS**

Madison School District will provide busses to and from our center for two schools; **Adams Elementary** and **Madison Middle School**. In the past, some parents have decided to transfer their children to Adams Elementary School in order to use the bus option instead of paying the fee for transportation.

# DISCIPLINE

Once in a while a child may make a choice that is disruptive to the other children. In this case we'll take some fair, appropriate steps to help teach and provide a learning experience. Children will never be physically disciplined. Misbehaviors will be treated with the following steps:

1. Redirect - the teacher will redirect the child to a positive choice.
2. Verbal warning - The teacher will make sure the child knows how they have misbehaved.
3. Time out - They will be taken away from class activity, followed up with a positive discussion concerning acceptable behavior.
4. Loss of privilege to participate in programs or activities
5. A visit to the office to talk with the director.
6. Office time out or possible a nap.
7. Consultation with parents for assistance.

# FIRE DRILLS

Fire drills are held at least once per quarter. An evacuation plan and guideline are posted at each exit. All employees are familiar with each exit plan and their designated meeting places.

# WITHDRAWAL / DISCHARGE POLICY

Reasons for possible discharge are as follows, but not limited to:

- If the child is having an extremely difficult time adjusting to his/her parent leaving, exhibits severe emotional or social problems, or is making it difficult for us to properly care for the other children.
- If a child is prone to destructive behaviors which result in constant, severe, or recurrent damage to others, the facility, or its contents.
- The account becomes delinquent.
- Failure of the parent(s) to cooperate.
- We determine that we are unable to meet the needs of your child.

# DISTRICT 7 HEALTH & SAFETY POLICIES

District Seven Health Department: (208) 522-0310

## **IMMUNIZATIONS & CHECK-UPS**

**Each child must have current immunization records at the center.** This protects you as well as everyone else. The State requires these records no later than two weeks from start of service. A list of needed immunizations is available. In accordance with NAEYC's standards, we strongly recommend that children see their physician yearly. If problems are detected, please notify the Stoney Court Playcare immediately so that accommodations may be made and appropriate actions if any may be taken.

## **MEDICATIONS**

If your child will need any medicine during the day, a MEDICATION FORM will need to be filled out. This form will include the date, dosage, times to be given, and your signature. A medication fridge is available. Please give all medication and the medication form to a staff member. Management will supervise all medications. We will not give any medication without written instruction from the doctor. The children will not be allowed to administer any medication to themselves including cough drops or Tylenol, etc. All medications must be in the original container with all information on the label. The medications must not be expired. The child's name that is to take the prescribed medication must be on the label.

## **SAFETY ISSUES**

### Minor Emergencies

In situations not requiring medical personnel, teachers will provide appropriate First Aid, including Band-Aids, ice packs, antibiotic ointments, etc. All teachers are required to be trained in First Aid and CPR. An accident report is required for all incidents.

### Life Threatening Emergencies

Although the utmost care is taken to avoid injuries, accidents are inevitable. In case of a medical emergency, 911 must be contacted immediately followed by the Parent/Guardian. If we are unable to contact Parent/Guardian, we must contact all emergency contacts. In the event we are unable to contact any of them, we will send a teacher with the child to the hospital or other health care facility. An incident report must be filed with the Stoney Court Playcare Director for all emergency situations. All incident reports must be retained for future reference.

## Signs of Abuse or Neglect

As a child care provider, we are required to report any signs or symptoms of child abuse. If you have any questions, please contact our director.

## General Rules

Please always follow these general safety rules:

- Hold hands in the parking lot
- Feet on the ground (do not sit/stand on furniture/countertops)
- Children must leave with an approved adult
- Sign your child in/out daily
- Come in appropriate clothing for the weather. We will still go outside in the cold!

## **ILLNESS**

### Practices Regarding Illness

Health Department regulations prohibit the admittance of any child into a childcare center that exhibits any of the following symptoms:

- Fever (100 or higher)
- Diarrhea
- Vomiting
- Runny nose with colored discharge, check with doctor
- Rash, check with doctor
- discharge from eyes or ears, check with doctor
- Lice
- Communicable disease (i.e. chicken pox, measles, mumps, conjunctivitis - pink eye), etc.

Children will not be allowed to return until they have been symptom free for 24 hours without the aid of medication. Note: Children remain contagious for 24 hours after the first dose of antibiotic. Parents are required to fill out a MEDICATION FORM before we administer any medicine including, but not limited to Tylenol, Motrin, cough syrup, teething tablets, etc. This form has the name of patient, name of medicine, dosage, doctor's name, and expiration date. **The parent MUST sign this form before any medication will be dispensed.**

If a child exhibits any of these symptoms while in our care, the parent or guardian will be notified immediately and asked to pick up their child. In the case that the child exhibits any of these symptoms and we are unable to contact a parent or guardian, the child must be separated from the other children. They will be placed in a clean comfortable environment where they are unable to infect other teachers or children.