

Parent Handbook



The Avenues Preschool

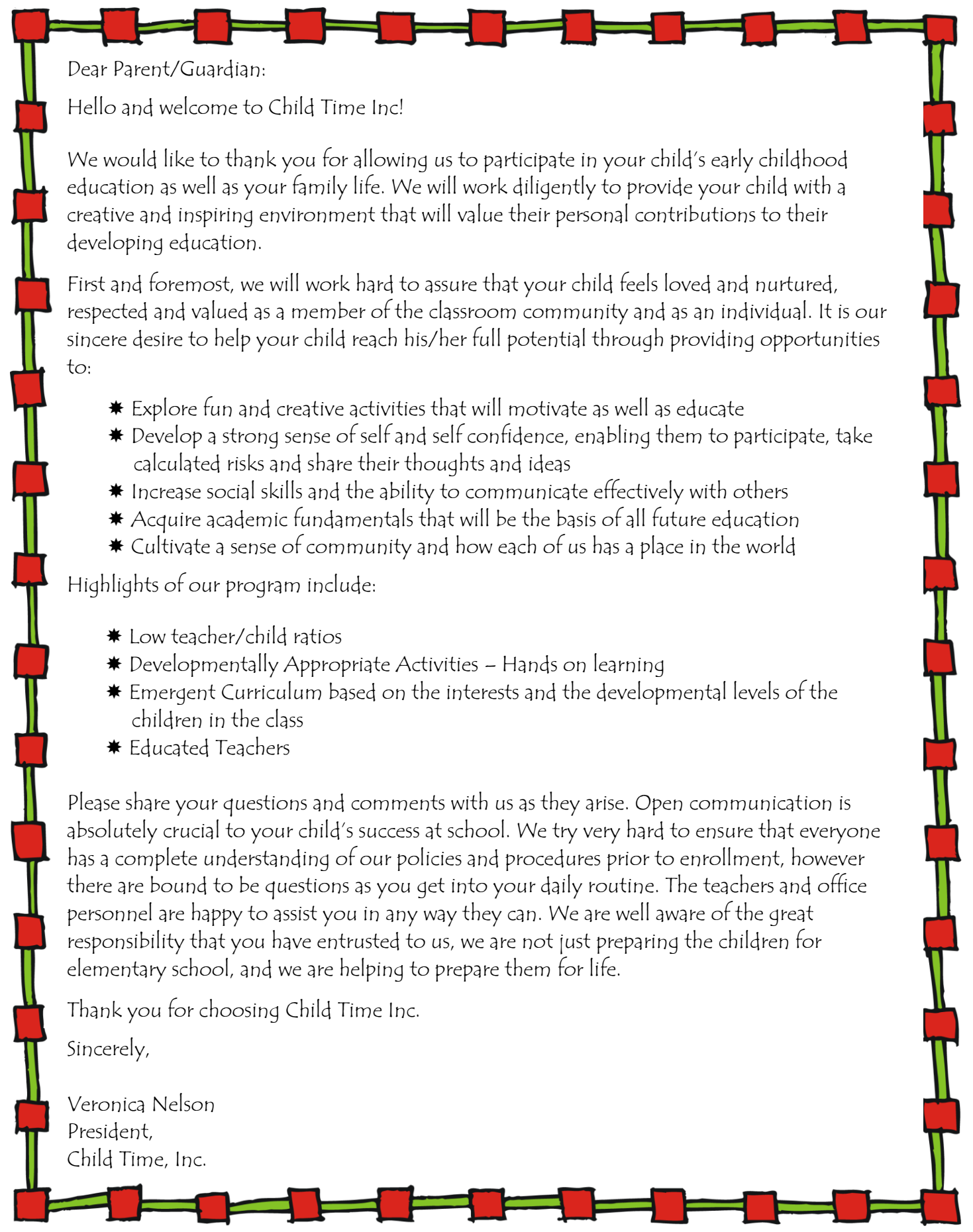
410 Third Ave
SLC UT, 84103
(801)328-0328
avenues@childtimeinc.com

The Second Avenues Preschool

91 North "R" Street
SLC UT, 84103
(801)328-4660
secondavenues@childtimeinc.com

The Eastside Preschool

1650 East 3300 South
SLC UT, 84109
(801)467-2888
eastside@childtimeinc.com



Dear Parent/Guardian:

Hello and welcome to Child Time Inc!

We would like to thank you for allowing us to participate in your child's early childhood education as well as your family life. We will work diligently to provide your child with a creative and inspiring environment that will value their personal contributions to their developing education.

First and foremost, we will work hard to assure that your child feels loved and nurtured, respected and valued as a member of the classroom community and as an individual. It is our sincere desire to help your child reach his/her full potential through providing opportunities to:

- ★ Explore fun and creative activities that will motivate as well as educate
- ★ Develop a strong sense of self and self confidence, enabling them to participate, take calculated risks and share their thoughts and ideas
- ★ Increase social skills and the ability to communicate effectively with others
- ★ Acquire academic fundamentals that will be the basis of all future education
- ★ Cultivate a sense of community and how each of us has a place in the world

Highlights of our program include:

- ★ Low teacher/child ratios
- ★ Developmentally Appropriate Activities – Hands on learning
- ★ Emergent Curriculum based on the interests and the developmental levels of the children in the class
- ★ Educated Teachers

Please share your questions and comments with us as they arise. Open communication is absolutely crucial to your child's success at school. We try very hard to ensure that everyone has a complete understanding of our policies and procedures prior to enrollment, however there are bound to be questions as you get into your daily routine. The teachers and office personnel are happy to assist you in any way they can. We are well aware of the great responsibility that you have entrusted to us, we are not just preparing the children for elementary school, and we are helping to prepare them for life.

Thank you for choosing Child Time Inc.

Sincerely,

Veronica Nelson
President,
Child Time, Inc.

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ALL PARENTS ARE EXPECTED TO BE FAMILIAR WITH PROGRAM POLICIES AND ABIDE BY THEM.

PLEASE TAKE THE TIME TO READ THIS HANDBOOK THOROUGHLY. CHILD TIME INC, RESERVES THE RIGHT TO EDIT ANY OF THE INFORMATION CONTAINED IN THIS MANUAL AT ANY TIME, AND THE MATERIAL CONTAINED HEREIN SHOULD NOT BE CONSIDERED AS SOLE DETERMINATION OF POLICY.



ADMINISTRATIVE INFORMATION

Administrative Structure

President, CEO of Child Time, Inc.: Veronica Nelson

Vice President, CFO of Child Time, Inc.: Chris Nelson

In addition, each school has an individual school Director and Assistant Director.

Federal Tax I.D. Number

Our Federal Tax I.D. number is 01-0700407. The Internal Revenue Service requires this number for childcare tax credits.

State Licensing

The Avenues Preschool, The Second Avenues Preschool and The Eastside Preschool are licensed by the State of Utah. Our standards exceed the state requirements in many areas. Licensing requires that we maintain current records on all personnel and children, one of the reasons for so much paperwork. We must have complete and up to date files on each child. No child may attend preschool without a complete file. These records are necessary and quite helpful for all concerned. A copy of the Child Care Center regulations is available in the director's office. You may request to see a copy at any time. You can also access the regulations online at <http://health.utah.gov/licensing/childcareforms.htm>.



All of the dedicated, caring staff at Child Time, Inc. wants to be certain that your child has the very best early childhood experience possible. We want to thank you for entrusting us with that privilege and responsibility.



ADMISSION & ENROLLMENT

Admissions

The enrollment process begins with a tour of our facility and an explanation of our philosophy as well as policies and procedures. We desire to inform all potential clients about every aspect of our program so that they can determine whether it is a good fit for their family. We do not wish for any child to go through unnecessary transitions. The reason for the Parent Interview is to determine whether the family and program philosophies support one another and are compatible, not to measure the academic development of the child. Our program does not discriminate based on family type, orientation, race, culture or religion. Upon admission to our program all that we expect of the children is that they be themselves, have respect for others which includes having manageable behavior and an ability to follow directions that is developmentally appropriate for the age of the child. What we expect of parents and families is that you read the parent handbook and supplemental notes and newsletters that we will send you weekly; and that you feel free to be a part of the center, offering suggestions, comments and constructive criticisms as well as financial and moral support. Placement is dependent upon space available. Children may be enrolled at any time during the school year.

Enrollment Priorities are as follows:

- Currently enrolled children graduating to the next class or increasing their schedules
- Full Time enrollments
- Siblings of currently enrolled children
- Previously enrolled children returning for Summer Session
- General waiting list

Class Schedules

Our hours of operation are 7:30 AM – 6:00 PM, Monday through Friday. You may drop off any time after 7:30 but the preschool program does not start until 9:00 AM. All children must arrive by 9:00 AM. Full time children may use up to 10 hours per day. Part time, morning children must be picked up at 12:00 noon. Please make every effort to have children checked in and ready to start by 8:45 AM. ALL CHILDREN MUST BE IN CLASS BY 9:00 AM. As we develop our classroom community we are trying to get the group of children acclimated to one schedule. Having a routine with consistent drop off and pick up times provides comfort to the children and enables them to self soothe. The primary reason for the 9:00 AM rule is to insure that all children are present for the Morning Meeting where we discuss what activities are available in the classroom for the day and welcome all of the children to school. The 9:00 AM rule also facilitates a peaceful naptime for all of the children, we have found that children that arrive after 9:00AM have slept later and are not ready for nap at the scheduled time. We do not allow children to be dropped off at naptime and pick-ups during this time are discouraged; it is very disrupting to the other students that really need the rest. However, parents and families are always welcome during morning or afternoon sessions.

Class Structure

<u>Age</u>	<u>Class Name</u>	<u>Comment</u>
Toddlers, as they turn 18 months	Guppies	No potty training requirement
2 & 3 year olds (2 by 9/1)	Panda Bears	No potty training requirement
3 & 4 year olds (3 by 9/1)	Dinosaurs	Must be potty trained
4 & 5 year olds (4 by 9/1)	Kangaroos	Must be potty trained
5 & 6 year olds (5 by 9/1)	Private Kindergarten Program	Full day Kindergarten
5 – 10 year olds (5 by 9/1)	Sunshine Club	Afternoon Extended Care & Summer Program

Deposit

The tuition prepayment serves as a deposit in your account and is to be deducted from the final month's tuition. In order to use the prepayment YOU MUST GIVE 30 DAYS NOTICE. We will do our very best to remind you about the prepayment but, it is your responsibility to deduct the prepayment from your last payment. For the amount, please see your Fee Assessment or the director. The prepayment is not refundable under any circumstances and can be used in child care services only. Please pay close attention to this procedure so that you may use the deposit.

Description of Standards

Child Time, Inc. Preschools have been structured according to the standards nationally accepted as high quality through various accreditation groups such as The National Early Childhood Program Accreditation (NECPA) and The National Association for the Education of Young Children (NAEYC), and The National Accreditation Commission (NAC). These high standards include but are not limited to:

- ★ Low staff – to – child ratios
- ★ Extremely low staff turnover
- ★ Trained, professional teachers and caregivers
- ★ *Developmentally Appropriate* curriculum which provides for independent, hands – on learning
- ★ *Appropriate Guidance* – “discipline” which gently guides children toward self-governing behavior, rather than using punishment. Children are taught positive negotiation skills – to use words to resolve conflict
- ★ Commitment to the “whole child”. Attention to individual development in all areas: self-esteem, socialization, creativity, responsibility, independence, fine motor skills and gross motor skills.

We have taken years to carefully develop our philosophy. We believe strongly in the methods and ideas that you will read about in this handbook. Learning through hands-on experiences has been proven to be the best way to help young children develop. We are committed to providing an enriching Early Childhood Education to each and every child in our care.

While we are sure that our schools provide the best program for the majority of children, we understand that individual parenting styles and attitudes may vary. We encourage each family to make their decision based on the program that best suits the needs of their child.

Discharge

Parental Withdrawal

If a family chooses to withdrawal from our program, a 30 day notice must be provided. It is the family's responsibility to deduct the Tuition Prepayment from the last month's tuition. If 30 days notice is not given, the Tuition Prepayment will be kept to cover some of the costs incurred from lack of proper notification.

Termination by Provider

In rare instances it becomes necessary to ask a family to find alternate child care arrangements. We will attempt to provide 2 weeks' notice if we choose to end an enrollment. In cases of severe problems, we may be forced to terminate an enrollment without prior notice. Care may be terminated without notice for the following, but not limited to:

- Child is increasingly unhappy and unable to be comforted by teachers
- Child consistently physically or verbally abuses other children or staff
- Parent/guardian routinely abuses drop off and pick up times
- Parent/guardian does not pay tuition on time
- Parent/guardian does not work with the staff to remedy concerns addressed with them

Enrollment Forms

State licensing requires that all forms are completed and returned to the office prior to a child being left in our care. THERE ARE NO EXCEPTIONS TO THIS POLICY. We will not allow a child to attend without a complete file. In addition, there are several forms that have to be renewed annually. If we do not receive those forms attendance will be interrupted until the file is current.

Immunizations

All children must be fully immunized for their age level before entering any program in order to comply with State Licensing requirements. As your child receives more immunizations please notify the director so that we may document the updated information. If you have reason that your child is not immunized, then you must provide us with a waiver from the State Health Department. If there is an outbreak of an illness (that immunizations cover) all unimmunized children will be excluded from attendance until the outbreak is over as per Health Department regulations.

Kindergarten and After-School Programs

The Sunshine Club offers extended care that supplements the child's Elementary School Education. In order to be enrolled in the Sunshine Club each child must be enrolled in an AM kindergarten at one of the public schools on our pick-up list or attend one of our Private Kindergartens. We do not take the children to school and we do not provide care during class time that the elementary school is open. We do offer full time care for the days that the children are dismissed from their regular Elementary School programs. This includes days such as: Career Ladder Days, UEA and some holidays (refer to the school calendar). It is also the parent's responsibility to notify our school if there is an early dismissal, Snow Day or closure of the elementary school for any reason. We receive school calendars from each school on our pick-up list; however the elementary schools do not update us when changes are made.

Non-Discrimination Policy

Child Time Inc. honors the rights of all individuals. All individuals are respected and treated fairly. We do not discriminate based on gender, national origin, age, marital status, disability, sexual orientation, family type, race, culture or religion.

Parent / School Communication

Understanding our parent's feelings, attitudes, questions and concerns is *vital* to the effectiveness of our program. Staff members complete a written Daily Report for the Guppy and Panda Bear classes and weekly reports for the Dinosaur and Kangaroo classes; this sheet is given to the parents at pick up time. In addition, staff members converse with parents daily at drop off and pick up times to exchange information about the child and their day. In order to provide the best experience for your children, we must have feedback from you as parents. We encourage each parent to share comments, inquiries and concerns with the director of the facility. Parents are always invited to call the director to discuss anything that is taking place at the facility. Remember - your input is very important and it is always welcome.

Parental Anxiety

It is not easy to leave your child in childcare, however we know that a good, safe, developmentally appropriate program can enhance the early childhood years.

Try to avoid feeling guilty. Your child is in a happy, stimulating environment with the opportunity to make friends. Although nothing can replace the love and attention of a parent, we want to assure you that the teachers that work with your child are here because they are committed to working with young children. They devote their time and energy to developing a trusting, nurturing relationship with each and every child.

We support you, parents. And we promise to enrich your child's life with a caring, meaningful program.

Ratios

Age	Our Program	State Ratio
18 months	1: 4/5 The Guppy class will maintain a ratio of 1:4 until 6 of the 8 children are 2, and then they will go to a 1:5 ratio for the rest of the year.	1:4/7
2 years old	1:6	1:7
2 & 3 year olds	1:7	1:10
3 & 4 year olds	1:8	1:14
4 & 5 year olds	1:10	1:18
5 & older	1:12	1:20

Our program sets ratios based on the youngest ages of the children in the class when they are entering in the Fall. The children then remain in the class at the lower ratio, throughout the school year and the summer, if applicable. We do not support moving children on their birthday, this practice insures that there will be a constant turnover of children within the group and it prohibits the children from making lasting friendships and building a classroom community.

The practice of moving children on their birthday also impedes the teacher's ability to assess a child's individual needs and development and create a curriculum that will foster growth of both the group and children as individuals.

The teachers often separate the classes into smaller groups for rotating activities in the gym and/or outside. This facilitates more interaction. During toileting and hand washing a teacher always escorts the child(ren) to the bathroom.

During nap time, our school may double ratios for children 2 years and older. Ratios will be doubled for no more than 2 hours daily, from 1:00 PM to 3:00 PM. This allows for one teacher to have a lunch break while the other supervises the sleeping children.

Separation

The process of separating from a parent with a positive note is one of the most important accomplishments of the preschool years. At each age level, a child will react differently. As children mature, they begin to identify themselves as independent personalities. In separating from you your child is learning to develop interests in the activities at school, to feel comfortable with others in the class, to understand that you will always come back, to understand that parents have duties and responsibilities that are different from a child, and to develop an acceptance and a willingness to allow parents an open door policy.

After you have introduced your child to the classroom and spent a few moments getting him settled don't hang around. As harsh as it sounds, lingering over good-byes imparts anxiety to your child and can cause severe problems for some children transitioning into preschool. Most often, we see a direct link between the length of time a parent lingers and the level of difficulty a child has transitioning into the classroom. Develop a daily routine that you can stick to. Read a story together, do a puzzle, build 1 (and only 1) block tower, etc, then a quick, cheerful good-bye. This gives your child the message that everything is okay and that you are confident that they will have a good time and will be well cared for. And we will call you if we are unable to console them. We want them to have a positive experience so that the next day will be easier.

It is not uncommon for separation anxiety to arise even several weeks after they begin school. But be assured that we will call you if your child is unable to transition into the group, or if he continues to cry. It is better to try again the next day than to give them a horrible experience to relate to preschool. Parents can have a huge impact on how long this stage will last. If your child says that they do not want to go to school, focus on the activities that you know your child enjoys at school rather than what you will be doing. If you have any concerns in this area please talk to the teacher or director; we have many ideas on easing the children into the classroom.

After your child is settled in to a routine, and it does not bother him to see you go, you are invited to come to class and participate as much as you like.

Special Activities

Gymnastics, Dance, or Computer classes may be available during the school year. The array of classes can vary due to whether or not we can find quality instructors. The lessons are always held in the afternoon so as not to interfere with the preschool program. If you are interested in a class please see the director for a brochure. The prices vary per activity, but are very reasonable.



Waiting List

If a class or program is full we are happy to place your child on our waiting list. Waiting list priorities are given as follows:

- Currently enrolled children graduating to the next class or increasing their schedules
- Full Time enrollments
- Siblings of currently enrolled children
- Previously enrolled children returning for Summer Session
- General waiting list

Once you are contacted for an opening you will be given 5 days to decide whether you are able to take the opening at that time. If you do not respond during that 5 days we will move on to the next person on the list. If you refuse a spot twice then your application will be removed from the waiting list.





OUR PHILOSOPHY

Our primary mission at Child Time, Inc. is to offer a Reggio Emilia Learning Environment that will provide an exceptional early childhood experience for community children. The program atmosphere supports children as strong, confident, intelligent beings, capable of constructing their own learning. We encourage independent thought, hands on exploration and social and emotional development through emergent curriculum and developmentally appropriate practice.

Anti-Violence Philosophy

In an effort to cut down on violent or aggressive play, toys, clothing and paraphernalia that instigate aggressive play may not come to school. We do not allow toy guns or weapon play of any kind at our school. We caution parents to carefully choose their child's television and movie experiences. Role Play is a large part of each child's development and when children see "heroes" use violence to work out conflicts they reenact that behavior. It is never appropriate to pretend to hurt or kill anyone, even the "bad guys". Superheroes may cause aggressive play. Please use your best judgment when dressing children and purchasing lunchboxes and backpacks. We appreciate your cooperation

Biting and Scratching

Very young children (18 – 30 months) have a natural tendency to bite and scratch. Almost every child seems to give it a try before moving on to more appropriate outlets of anger and frustration. At this young age the children do not have the verbal skills to express their feelings so it is developmentally appropriate behavior. While we maintain a watchful eye, the children are quick! If your child is either the biter or the recipient, try to stay calm and understand that we will do everything that we can to prevent the behavior from happening. It is a normal, intrinsic behavior and usually subsides as their verbal skills develop. In the meantime, we will keep all families informed, whether your child is the one biting or the one that occasionally gets bitten. If there is an extreme circumstance such as an older child resorting to biting or a child that bites frequently and very hard, a parent meeting will be scheduled. We want all children to feel safe at school every day.

Discipline/Appropriate Guidance

Children are always encouraged to resolve conflicts using words. Logical consequences and negotiating are used as a teaching tool. It is our policy to use a variety of techniques to discourage biting or aggressive behavior depending on the age and developmental stage of the child. Only as a last resort a child will be asked to find a place to be alone to "cool down". Teachers and care givers can apply, but are not limited to, the following techniques:

- Redirection
- Giving more opportunities for oral stimulation (for biting)
- Teaching the child how to calm him or herself
- Separation from the group, helping the child communicate their needs/wants
- Shadowing the child
- Logging each aggressive or biting incident.

Teachers and caregivers will often attempt to redirect a child to another activity in the hopes that they will interact in a more appropriate manner. Most children respond to these methods, and with parental support the problem

behaviors usually stop there. If the child persists in the aggressive behavior (one or more times a week) the following are steps that may be taken:

- Parents will be notified through a Parent Communication Form.
- Parents may be required to make arrangements for the child to be picked up within 45 minutes from the call.
- A parent/teacher/Director meeting to discuss the problem and possible solutions
- The parent may be required to shadow his or her child
- The parent may be required to remove his or her child from the facility for a pre-determined amount of time (i.e. the remainder of the day, week, etc.)
- The parent may be required to find permanent and alternative care for his or her child.

Occasionally, a child will exhibit a behavior that is aggressive, violent or otherwise unacceptable; Staff members will intervene immediately should this type of situation occur. Children will be shown positive alternatives (redirection, separation from the group, loss of privileges, negotiating or logical consequences), rather than just being told "no." If a child does not respond to the usual methods available to the teachers for controlling such behavior it can cause the following challenges:

- The child may require "one -to-one" supervision in order to safeguard the other children.
- The child may be so disruptive to the classroom activities that the teachers are unable to provide the desired environment in the classroom.
- The feeling of safety and security of the other children may be compromised

The removal of a child from the classroom may be necessary in order to:

- Assure the safety of the other children
- Assure the quality of the environment

It is imperative for every child to feel safe at school, there are acceptable or even tolerable ways for children to show frustration and anger based on their level of development.

If at the discretion of Child Time Inc. staff, a child's behavior is determined to be uncontrollable, extremely disruptive, and/or harmful to him or others, the parent will be called to come and remove the child from school for the day. Parents will be required to make arrangements for the child to be picked up within 45 minutes from the call. Failure to do so may result in termination of services. Child Time, Inc. reserves the right to terminate enrollment of children who exhibit behavioral patterns, which are deemed to be harmful to themselves or others. The determination of what is harmful and/or inappropriate is at the sole discretion of Child Time, Inc. staff. If a child intentionally harms another person the parents will be notified through a Parent Communication Form. If there is another incident within 3 months (depending on severity) the parent will be called to pick up the child and a parent meeting will be scheduled. If there is a third incident within 3 months it may result in the loss of enrollment.

Please note that every effort is made to help the child and the family work through behavioral difficulties. However, we must have the support of the parents and be able to work as a team in order to provide consistent consequences to eliminate the aggressive or violent behavior. We will maintain enrollment as long as the safety and environment of the classroom is not threatened. The enrollment can be terminated upon notice.

Discipline measures will not include any of the following:

Corporal punishment – including hitting, shaking, biting or spanking
Binding or tying to restrain a child's movement
Use of abusive, demeaning or profane language
Forcing or withholding of food, rest or toileting
Confining a child in a locked closet, room or similar area

Child Time Inc. reserves the right to deny, cancel, sever, suspend or terminate the services of any child, without notice, for any reason, so long as the determination is not based in whole or part on the race, color, creed, religion, sexual preference, age, gender, national origin, or disability of the child or child's parents. Any unused tuition will be refunded minus any outstanding charges for late fees.

Diversity

We welcome every opportunity to enrich the children's view of our world as a place rich in cultures, races, religions and customs. We encourage enrollment of children of all races and religions. We teach the children about accepting the differences of every human being. The children learn that we are all different and we all have the right to make decisions for ourselves. Different does not mean bad. Children learn to respect the individuality of each child, and celebrate who they are. We are committed to providing an environment of peaceful acceptance for all children. We apply this philosophy to national origin, age, marital status, disability, sexual orientation, family type, race culture and religion.

Goals

The goal of our program is to guide each child in the development of their total personality, or "the whole child". Areas related to physical, mental, social and emotional development are all addressed when preparing the curriculum. A child's self expression, creativity, analytical thinking and social development are all worked out through play. Through observation, the teachers can provide challenges and scaffold learning that will foster the development of each individual child. This observation allows the curriculum to be developed based on the actual needs with the classroom as opposed to a pre fabricated curriculum that may or may not address the specific needs of the particular children within the group. The teachers strive to aid each child in developing self confidence and a positive self image. The way a child feels about himself is crucial to how he progresses academically. An insecure child rarely shares thoughts and ideas, is hesitant to try new things and is afraid of failure. These are the situations that teach us the most so we will focus a great deal of attention to develop confidence within every child.

Curriculum Goals

- ★ To provide a positive sense of identity and emotional well-being
- ★ To develop age-appropriate social, physical, language and literacy skills
- ★ To encourage independent thought, reasoning, questioning and experimentation
- ★ To provide exposure to the arts and encourage creative expression
- ★ To demonstrate proper health, safety and self help practices
- ★ To respect gender, age and cultural diversity



Program Philosophy

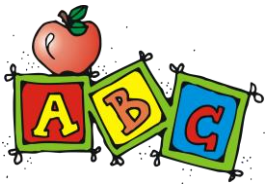
Our program employs developmentally appropriate practice to provide a safe, supportive and nurturing environment where children can develop physically, socially, emotionally and cognitively. All learning activities are presented through play. The activities engage the children so they can explore, experiment, create, imitate, ask questions and be questioned to further their thinking and problem solving skills. Child Time preschools provide an innovative curriculum with materials, experiences and teaching methods that are grounded in the criteria nationally accepted as best practice.

The philosophy of our program is based on collaboration between families, teachers and children, all have input in the development of the curriculum. The curriculum is based on the interests and ideas of the children; the curriculum is then developed to provide activities to further the study of the theme through each and every learning center, immersing the classroom in the theme. There is an emphasis on project work, revisiting prior knowledge and collaboration among the children. The teacher's role is that of a researcher, to provide information to scaffold the children's learning and ideas. The Reggio approach utilizes documentation to understand the children's knowledge and interests as well as to track their progress. The classroom itself becomes a teacher because it is designed and arranged to provoke thought and questions with creative materials that allow the children to express themselves, to experiment, to play, to learn and to live.

Respect for Children

At all times we maintain a policy of treating each child with respect. We do this by speaking in pleasant tones, responding quickly, communicating at eye level, paying attention to individual needs and intently listening when a child speaks.





DEVELOPMENTAL PROGRAM

Assessments

Our program incorporates assessments as ongoing component of our curriculum. The assessments are a combination of classroom observations, teacher documentation, checklists, work samples, photographs and input from families. These documents are combined to form a portfolio of each child's development. The continual assessment of the children's developmental levels enables us to adapt the curriculum to fit the needs of the specific group other than tailoring curriculum to the needs of the average group.

The children will be assessed while participating in the normal daily schedule, when it is necessary to give individualized testing to gather information about a child's development it will be done as naturally as possible within the classroom routine. While the assessments are ongoing we will have a formal review of each child's progress with individual families twice a year, in October and May. The information will be provided to each family in writing as well as in person. We encourage every family to participate in this process by attending parent teacher conferences, sharing milestones as they occur, participating in the classroom and engaging in communication with the teachers daily. We are always interested in hearing about your child's interests and needs.

In keeping with state and federal confidentiality laws, all assessments are kept strictly confidential. The information will only be shared with family members and those that the family has provided written approval for shared information. All assessments are stored by the class teachers in areas that are not accessible to non-faculty members. Assessments may be shared with administration, faculty and families only. Occasionally our assessments will indicate a need for further developmental or diagnostic screenings, when this happens families are informed of the recommendations and no action is taken without the family's written consent. If referrals are made the staff will work with the specialists to develop an IEP that will enable us to support the specialist's recommendations in the classroom.

* As long as the recommendations do not conflict with our program goals and the best interests of the group of children. Staff and families may decide to alter assessment methods to best meet the child's needs.

Our assessments are individualized to gather information on and set goals for each child. The teachers are trained through an orientation and individual instruction on how the assessment process is to be conducted. Rather than "testing" we gather information while each child engages in classroom activities. The results are documented and used in planning. Families can access the information upon request. Our assessments are not score driven.

Assessment results will be incorporated into improving curriculum, adapting teaching practices, changing the environment, planning program improvement and communicating with families.

Classroom Protocol

The following rules help to assure a calm environment and maximum involvement for the children in our school:

- ★ Arrive on time. The disruption of late arrivals is difficult for everyone, especially the child who is late. Children tend to feel very embarrassed when late. If you do arrive late, drop off your child quickly and quietly if Circle Time is in progress.
- ★ Have your child wash his/ her hands before entering the classroom.

- ★ Sign in and out every day. We use the computer for check in so please make sure that you are properly clocked in. (If someone else is picking up your child make sure that they bring a photo I.D. and make sure to let the teachers know)
- ★ Take home your child's art – it is important to them.
- ★ Please help out when the teachers request an item or an extra pair of hands.
- ★ Always have a complete medication form with all medications. Never put medicine of any kind in your child's lunch or backpack, always give it to the teacher.
- ★ Turn in your child's Identity Page. It can be a great source of comfort on an emotional day.
- ★ Communicate all concerns or questions to the director so that he/she can assist in a solution.

When it comes to the supervision of the children there are a few crucial policies that every family must uphold; every child must be dropped off directly to their teacher! If the class is on the playground – take the child to the playground. It is imperative that you take the child directly to the teacher, do not leave a child on the playground or in an empty classroom for a teacher to find. You must sign the children in and out daily – this is a licensing requirement and it helps us know exactly who is in the building. Please make sure that a teacher sees that you are taking your child when you pick him/her up, we have many parents visit during the day and we want to be sure that we know if the child is under your care or ours. Children must be supervised at all times this includes the lobby, playground and parking lot. Parents are responsible for their child when parents are in the building. Many times children will be allowed to wander while parents talk with other parents; it is a serious safety concern when no one is supervising a child. If you need to speak with the staff please do so prior to removing your child from the classroom. It is also important that parents do not allow the children to unlock the gate or disable the magnetic lock on the door, when they are allowed to do this it gives them the impression that they are permitted to open these areas at any time during the day, which is not the case.

Conferences

Parent/Teacher Conferences are held every Fall and Spring. They involve discussion of the child's strengths and goals, with input from both the parents and the teachers. Conferences provide opportunities for parents to share their assessment of the facilities' performance in meeting the needs of their child and themselves.

In addition to the scheduled conferences, you are welcome to arrange a meeting any time that you have issues to discuss; we have an open door policy and we value your input.

Curriculum

Our *learning program* is full of hands-on discovery, creativity and themes that extend to nothing less than the entire world..... even the universe, for subject matter. The classrooms are arranged in "learning centers", which represent math, language, art, music, science, woodworking, dramatic play, social interaction and more. We incorporate the theories of Montessori and Piaget and Project work. In addition, we assure an environment that is nurturing and supportive. The program gives each individual child the opportunity to move through the specially designed learning centers of his own level of interest and ability. Some centers are designed to develop large or small motor skills while others are more academically oriented.

Our school embraces the "Reggio Emilia" philosophy of Early Childhood Education. This exciting concept is taking us to a new, higher level of quality. Reggio Emilia is a method that goes far beyond Montessori; the children learn through hands- on experiences, about a topic that they are interested in. The children and teachers brainstorm to choose the theme and then, together they plan the learning activities that they will explore to fully discover the topic. The theme will last for as long as the children are interested and excited about what they are learning. Once they

choose a theme the entire classroom and all of its activities will be immersed in the study topic. Because every skill that they are learning is tied to a topic that they chose the children are naturally more excited about each individual area of learning. More often than not one theme will spill over into another. They may have chosen to learn about tigers and while exploring the topic they decide that they would like to learn about other creatures that live in the jungle. We are proud to incorporate the Reggio Emilia philosophy into our program.

Curriculum sheets are emailed to families by Thursday at 6:00PM of each week. Please read the curriculum so that you can discuss it with your child and take advantage of opportunities to participate in the classroom.

The Daily Program

When the children enter the center in the morning they are greeted by a teacher and invited into the room to explore various learning centers. As more children and staff arrive the children are taken into their assigned classrooms with their assigned teachers to officially begin the preschool day. In the classrooms there are enough learning centers and activities occurring that the children are motivated to participate in a variety of activities focusing on a wide array of developmental concepts. This encourages the development of the whole child. New elements are continually introduced to the classroom in order to keep the children interested and engaged. But there are always enough familiar items to give the children a sense of security and comfort. We support the use of the classroom as a "third teacher", understanding that the room itself can provide inspiration, reassurance, challenge and motivation.

A teacher is always nearby to lend support, to challenge, to nurture and to answer questions. According to the Reggio Approach the teacher is responsible for documenting the children's learning, for making a record of the studies of the group. The teacher is a friend and a co-worker, encouraging experimentation and creativity, drawing out the children's interest and incorporating them in the classroom so that the children are free to discover and create. Other than being a dictator, developing the curriculum to please herself, the teacher is an observer, filling needs as they arise, scaffolding the children's learning and building a classroom and a curriculum that reflect the children's interests and accomplishments, not her own.

The First Day

Prior to the first day of attendance, parents should bring the child in for a visit so that he/she is not left in a totally unfamiliar place.

On the first day you will need to bring:

- o A complete change of clothes, including socks, in a labeled bag
- o Diapers and wipes, if needed
- o A nutritious lunch (Panda Bears and All Day children)
- o Crib sheet and a blanket for nap (All Day children only)
- o Complete cold weather gear - in winter
- o Complete paperwork - NO CHILD CAN BE ADMITTED WITHOUT A COMPLETE FILE -
AS PER STATE LICENSING STANDARDS

Lunch Box Program

Our lunch box program has been a resounding success with parents and children. It is an extremely important element of our program that brings a "touch of home" to the children while they are at school. It is a lovely pick me up in the middle of the day for the children to have their favorite foods and a little reminder from home, it's like a hug in a lunch box. They can also see what their friends enjoy eating and it gives them a chance to expand their world

and build their Reggio Community. It also benefits the children to have wholesome foods, which appeal to them individually. The lunch box program helps us avoid many concerns with allergies and dietary restrictions.

In packing lunches we have found that it is best to keep it simple, foods that need little preparation are best. Many families send leftovers that are reheated in the microwave. Because refrigeration space is limited to snack foods we ask that you use an insulated lunch box or an ice pack if you are concerned with items being kept cool. Milk is served to the children with lunch. Please label all containers as well as your child's lunchbox. Many Tupperware items look alike and we all tend to use similar containers due to size.

In the case of allergies, please make sure that all of the proper documentation is provided to the office so that we can provide a safe environment for each child. If your child is allergic to something on the snack menu please notify the director and teacher and you may provide an alternate snack. We can make certain accommodations for the children such as placing children at separate tables but we are unable to accommodate airborne allergy restrictions. We have recently encountered competing allergies and we have had to revisit our allergy protocol. Due to the fact that we have home lunches we do not have ingredient lists on all food items that enter the school for individual consumption. We simply cannot enforce restrictions on what individual children are given for lunch. We are happy to provide separate tables, and ensure that a child is not served something that they are allergic to. We have done so successfully for 20 years. However, with the case of airborne allergies we cannot guarantee that another family will not send in an item that could cause problems. This policy is continually changing due to children having conflicting allergies and dietary concerns, there is no way that we can accommodate every allergy restriction and continue our sack lunch program. We will make whatever accommodations are within our control and diligently watch over known allergy restrictions but we are at a loss as to what we can do to prevent airborne reactions. We have given this matter serious consideration and we hope that you will understand our position.

Nap Time

All children enrolled in the all day preschool program have a rest period every day. Our program provides children with the opportunity for rest and sleep in an environment that includes subdued lighting, low noise level, and freedom from distractions, as per State Licensing Regulations. Sheets and blankets are brought from home and stored in individual cubbies. They must be taken home and laundered weekly. Mats are cleaned and sanitized on a weekly basis and remain at school. Nap is also the time that the teachers take lunch breaks; after most of the children are asleep one teacher will take a break and one will remain with the children. The teachers then switch and are back to full staff by the time the children awaken.

Class	Nap Time
Guppies & Panda Bears	12:30 - 2:30
Dinosaurs	1:00 - 2:30
Kangaroos	1:30 - 2:30

Snack Program

Morning and afternoon snacks are served every day. The snack menu is posted in the lunchroom. Snacks include fresh fruits and vegetables, crackers (many varieties), breads, muffins or tortillas, fruit juices and milk. Snacks are served in a "family style" setting where the teachers and children sit together and the children serve themselves from the platters. Snacks are served using the principal of satiety (children determine the quantities that they consume).

A variety of styles of music are played during meal times for the children's enjoyment and enrichment. Meals are served at the following times:

Class	AM Snack	Lunch	PM Snack
Guppies& Panda Bears	9:00	11:30	2:45
Dinosaurs	9:20	12:00	3:00
Kangaroos	9:40	12:30	3:20
Sunshine Club	10:00	12:30	3:40

Outside Time

Our playgrounds are designed with your child in mind. We have playgrounds that are stimulating to the young mind and offer a wide range of physical challenges. During the hot summer months, our teachers are happy to put sunscreen on your child. The school provides sunscreen during the summer, if your child has any allergies please make sure and read the label that we use. We will refrain from going outside in bad weather, including high temperatures and ozone watch days. If your child is too sick to go outside then he/she is too sick to come to school. The only exception is when the air quality is extremely low, or there is an inversion, children with asthma may stay inside with another class. This is done by parent request only; the teachers are not qualified to determine the medical treatment of a child.

Year round we go outside everyday that the temperature is above 32 degrees. Boots, hats, mittens, and warm coats are a must! Snow pants are also a good idea. Again, label, label, label.





OPERATIONS

Advocacy/Media Presence

Our staff is involved to varying degrees in child advocacy issues. Our programs are highly regarded and occasionally used by the media as examples of private sector quality care. Therefore, a media release form (optional) is included in each enrollment packet. Media visits are kept low key and unobtrusive and you will always be notified when an event will occur.

Alcohol & Firearms

All use of tobacco, alcohol, any illegal substances and any sexually explicit materials are strictly prohibited in and around all Child Time facilities. Firearms and other weapons are not permitted in the building or any place on the premises. If you carry any type of weapon for work or any other reason, you may not bring it in the school or on the grounds.

Authorization to Pick Up Child

No child will be released to a person not authorized by a parent or caregiver to pick up the child. We must have written or verifiable authorization for changes in this respect. All individuals picking up must have a current form of ID for verification purposes.

Birthdays

Birthdays may be celebrated at school during snack time. If you would like to have something special for your child's birthday you are invited to bring a simple treat that will be served at snack, cookies or miniature cupcakes work best. All treats must be commercially prepared. Your child's teacher will add special songs, stories, etc. to make this a special time for your child. Please, no elaborate birthday parties at school. They tend to be overwhelming and take away from the preschool program. Some families do not celebrate birthdays to the same extent as others, if at all. It is out of respect for the individuality of our families that we keep all birthday celebrations fairly restrained.

Child Abuse/Neglect

Staff members are LEGALLY OBLIGATED by Utah Statute to report any suspected child abuse or neglect cases. Our procedures for reporting are as follows:

- The teacher documents the information and brings it to the attention of the Director.

- If there is evidence of physical injury, she makes out an accident report, noting that the child ARRIVED at school with the injuries.

- As quickly as possible, the Director will call a meeting with all staff members who deal directly with the child if they feel there is "reason to believe" abuse/neglect has occurred.

- If there is reason to believe, the Director will notify the parents. The parents are informed that we have a legal obligation to report suspected cases of abuse/neglect.

- The Director will make the report to the Department of Children & Families. A copy of the report will be placed in the child's file.

In all cases, the facts, discussions, and meetings will be kept confidential between the family in question and the involved staff members. Once a report has been called in The Department of Children & Family Services will make a

determination of abuse or neglect.

If a parent suspects child abuse/neglect at school, s/he should IMMEDIATELY notify the Director.

Clothing

Children must be fully dressed when they arrive at school. Please label clothing, lunch boxes, backpacks and every item that your child brings to school. We are not responsible for unlabeled items.

Send children to school in play clothes (or ones that you don't mind getting dirty). Clothing should not be an obstacle to their enjoyment of activities at school. Clothing should allow them to run, climb and play freely. Please make sure that the clothes are appropriate for the weather, we go outside every day. Children should wear clothing that allows them to dress and undress themselves. Avoid difficult snaps, belts, shoulder straps or anything that your child cannot undo nor do himself. Do not bring the children to school in costumes or dress up items. Jewelry, sunglasses, purses, toys and money are not permitted due to strangulation and choking hazards. In our program children have access to everything in the classroom and on the playground, this includes paint, markers, glue, etc.. We do everything that we can to keep the children tidy, but sometimes enthusiasm prevails. We buy all washable art materials, so if your child does get something on his/her clothes, launder them as you normally would. DO NOT USE PREWASH SPRAY! There is a chemical reaction that sets the stain. One sign of a quality program is lots of messy projects.

We strongly recommend soft soled shoes are worn at school to enable children to participate in all activities. If sandals are worn, they must be closed-toed sandals. Please do not send them in thongs, flip-flops, "jelly" shoes or cowboy boots. This footwear can be hazardous.

Every child needs to have a complete change of clothing stored in their cubby.

Communications

It is our desire to have open communication with each of you. The staff at Child Time Inc. feel that it is important that we have a close relationship regarding the needs of your child. We welcome you to call during the day to talk to your child's teacher, although we may ask if a return call can be made if it is not an emergency and learning activities are going on in the classroom. Additionally, we are available through email; however, if there is a time or date importance, it is always best to call the school. We hope you will feel free to openly discuss any issues that you might have concerning your child. As an ongoing effort to improve communication, we strive to provide information in many different ways:

- School-Wide Monthly Newsletter
- Posted Notices on the Front Door, Classroom Doors, and at the Time Clock
- Classroom Bulletin Boards
- Parent Bulletin Board
- Email Updates, Special Items of Interest

Confidentiality

Children's records will be confidential. Access to records will be limited to director, teachers and state licensing personnel. Conference forms and notes regarding parent conversations will be kept in the teacher's cabinet. Parents will have access to all records and information will not be shared outside of the facility without written permission from the legal guardian. Children's records will be used to screen and assess growth and development.

Custody Issues

Family conflicts can have a substantial impact on the children involved and school personnel. We cannot allow personal family disputes to negatively impact the children or the operation of the school. We will strive to remain impartial in all family disputes. We will not provide data to either side of custody issues without a court order. Parents must agree on who is listed on the Emergency Page. If the parents cannot agree, we have no choice but to require that the child be removed from the school. We will honor all court orders. Please do not ask us to intercept a parent's court ordered visitation rights; we cannot prevent a parent from picking up if there is a court document that awards them the time. The school will not be allowed to be used in "supervised visitation" we are not staffed to monitor parental interactions within the context of the classroom

The school cannot be the messenger between parents. Please do not ask the teachers and staff to send messages from one parent to the other. Please insure that all confidential conversations take place in the office behind closed doors. We do not want any child to overhear custodial conversations.

In providing a social service, we take our responsibility to help families in crisis seriously. We want to help our children and their families. We believe that we can accomplish this best by remaining impartial and following policies that allow us to serve all of our children.

Emergency Preparedness

Monthly fire drills and earthquake drills are conducted at all facilities in all classrooms. Evacuation and emergency plans are posted in each room. Staff is trained in emergency preparedness and is constantly updated. In an emergency evacuation, parent's emergency information is taken along and the parents are immediately notified. The "Emergency Page" is our only means of locating parents if we evacuate, so please keep this information updated.

Field Trips

Children age three and up attend age appropriate field trips when it adds to the curriculum and in our Summer Program. Because of new restrictions from State Licensing, we cannot use Parent Drivers. We will use the school vehicle or UTA busses for transporting to and from field trips, BUT WE STILL NEED PARENT VOLUNTEERS! Notice is given on the curriculum sheet and by a signup sheet by the classroom door when an outing is scheduled. If you are able to help it is a great opportunity for you to get to know your child's classmates and the teachers. Younger siblings should not be taken on field trips, as the class needs the parents' full attention.

Fund Raisers

We hold a variety of fund-raisers each year to benefit the Teaching Staff or a specified goal. We have dedicated an account to pay for the teachers to continue to take training classes and attend conferences; this account is called the Teacher Training Fund. This fund enables the teachers to keep current with teaching strategies and techniques without any personal expense. Some ongoing activities to watch for are:

Kid's Night Out: Parents get a little break while kids do special activities, munch on snacks and watch "G" rated family fare videos. See the school calendar for dates and watch for the sign- up sheet for prices, space is limited.

Kid's Fun Saturday: One Saturday in December we provide games and activities for the children so that parents can do some shopping or whatever else you may need time for.

Thank you for all of your support!

Grievance Procedures

Customer service is very important to every staff member at Child Time Inc. You are entrusting us with the most important aspects of your life, your children. This is an emotional relationship that we value. If you are having any kind of questions or concerns please do not hesitate to call and speak to your center director or any member of the administrative staff below.

The Avenues Preschool Center Director: 801 328-0328

The Second Avenues Preschool Center Director: 801 328 4660

The Eastside Preschool Center Director: 801 467 2888

Executive Program Director – Tasha Santistevan: – 801 467 2888

Executive Director-Veronica Nelson- 801 328 0328

If you have spoken with your classroom teacher and do not feel fully satisfied with the solution, the next step would be to contact the Center Director. If you still are dissatisfied please contact the Executive Program Director or the Executive Director. With a cool head and mutual respect we believe that all issues can be resolved in a mutually acceptable result

Holidays

We are a non-denominational program; therefore we do not celebrate any religious holidays at school. This is absolutely necessary in order to provide a neutral environment for the children to develop as individuals, supporting the diversity of each family. We are closed for all state and federal holidays as well as Winter and Spring Break. Please see the current school year calendar for these dates.

Illness

We do not provide care for sick children. For the well being of children and teachers, a child may not attend our school if:

S/he has had a fever within the last 24 hours (unless it is directly related to teething)

S/he has had diarrhea or vomited within the last 24 hours

S/he has been on prescribed medication for less than 24 hours (for contagious condition)

S/he has any unexplained rash or pink eye.

S/he has head lice or remaining eggs.

S/he has evidence of pain from ears or throat

S/he has a contagious illness

S/he has any condition which requires one - on - one care.

If a child arrives ill, it is the teacher's responsibility to remind the parent of our sick policy and regretfully decide that a child must go home. This is awkward for the teacher and confusing and disappointing for the child, so please adhere to our sick policy because WE ARE CONSISTENT ABOUT IT.

If a child becomes ill during the school day, the teacher will notify the parent to pick up their child. As soon as possible, but no later than 45 minutes from the time of notification. The child needs to be free of the condition that caused him/her to be sent home for 24 hours before returning.

If a child has symptoms that have gone untreated and our experience tells us may be contagious the director may require a doctor's note before a child can return to preschool. If the school is not able to contact a parent or person

on the emergency list when a child is ill it will jeopardize enrollment. The child will be separated from the rest of the class until parents arrive.

Staff is required to report all Communicable Diseases to the Health Department. You will be notified in writing the day of discovery, and all confidentiality of the ill child will be upheld at all times.

Infection Control

Please have your child wash his/her hands before entering the classroom. In addition hand washing is done frequently throughout the day by both teachers and children. It is an important habit to get into, not only for health reasons but it provides an independent opportunity to participate in the cleanliness of their environment. Along the same lines we encourage the children to participate in the overall cleanliness of their environment by picking up one activity before moving on to another, cleaning up after snacks and lunch and taking part in washing the toys and equipment. We recommend that all children wash their hands before leaving to eliminate the spread of germs.

Injuries

Children love active play. Every day they invent new and amazing ways to climb, jump, swing, roll, hop, etc... They seldom use a piece of equipment in the same manner. Our staff maintains a watchful eye at all times, but injuries do occur. When they do, an Incident Report is written to document what happened and what was done to care for the child. If necessary, the parent is notified, if not they are asked to review the Incident Report and sign it when they arrive. Depending on the nature of the injury, we will take the following measures:

Minor Injury: First Aid is administered and documented and parents are notified with the incident report.

Injury of Medium Severity: First Aid is administered and documented and parents are notified to decide the course of action.

Severe Injury: 911 is called, directions are followed and parents are notified.

Late Pick- up Fees

Pick up time for AM enrollment is 12:00 PM. There is a 10 minute grace period. Families that do not pick up by 12:10 will be charged a late fee of \$1 per minute. This fee is paid to the office to compensate for additional payroll of the AM teacher staying with the children and the interference with the teacher's lunch break schedule.

Evening late fees are paid directly to the staff that waited with your child. This is to compensate them for staying after their regular shift and for any inconvenience that it caused them. PARENTS NEED TO HAVE COME AND GONE BY 6:00 PM. The closing teachers should be able to lock the doors right at 6:00. Over the years we have had many parents arrive at 6:00 then take time to gather all of their child's belongings and by the time we are able to lock the doors it is 6:15 or later. You will be charged a late fee if you have not exited the building by 6:05. The late fees are \$5 per child, per minute starting at 6:05 on the clock in the school lobby. (It is synchronized with Time & Temperature). Continued late pick-ups will jeopardize enrollment.

Lost & Found

Each school has a lost and found. Items collected without names will be stored in the Lost and Found until the next session. All items not claimed at the end of session will be donated to charity.

Medications

On the occasion that a child will need to have medication administered during school hours the parent must fill out a Medication Authorization Form and put it on the Medicine Board. Medication must remain in the original container and should be placed in the designated area on top of the refrigerator or inside the refrigerator in the designated bin. Then notify the child's teacher that they will need the dose. If there are any adverse reactions to the medication you will be notified as well as any and all medical agencies, in the proper order. All unused or outdated medication will be discarded.

Parking

Please use caution when driving through the parking lot. We have limited parking and we ask that you do not leave your car in the lot when you are not inside our building. This includes parking and walking children to the neighborhood elementary schools. Please use street parking if you are going to take longer than the standard 10 – 15 minutes to drop off or pick up. Please be courteous if you see that others are waiting for a spot. Please do not leave small children unattended in your car. Do not leave purses or other valuables visible in your automobile. We are not responsible for any loss or damage that may occur in the parking lot.

Photographs & Video:

We encourage all families to document this important stage of your child's life with photographs and video. However, many of the classroom pictures and video will undoubtedly contain images of children that are not your own. Please respect the rights of other families and DO NOT POST ANY IMAGES OR VIDEO THAT INCLUDE OTHER CHILDREN ONLINE. To you it may be a simple YouTube or Facebook post for your family of the Winter Program, but it is a gross violation to the privacy of others that can result in custody issues and other legal consequences.

Severe Weather

In the event of severe weather, we will follow the closing decisions of the Salt Lake City School District. If Salt Lake City Schools are cancelled, so are we. In the event that severe weather develops while the children are with us, the teachers will remove the children from areas where there are windows and into the interiors of the building. If the SLC School District closes schools mid day, we will also be closing and children need to be picked up as soon as possible.

Specialist Referrals

When staff and/or families determine that there may be a need for the services of a specialist the director will make a referral recommendation to the family; no further action will be taken to initiate a referral without the written consent of the family. If the family would like to move forward then the director will assist with the appropriate referral. There are many different agencies with expertise in specific areas, in addition to the services available through the local school districts. Program administration will arrange for contact with the appropriate agency. There may be some agencies that prefer to work with the families directly therefore those referrals will be recommended and then left to the families for follow through. We are fortunate to have several resources for services for young children within our community, the most recognized would be The Children's Center, and it is a local, non-profit organization, which provides services on a sliding scale fee. The program provides play group therapy for preschool children with emotional and/or behavioral difficulties. Children are accepted into the program only if the initial evaluation determines a true need for therapy. Should a teacher have concerns regarding extreme emotional or behavioral issues in a child we may ask you to contact The Children's Center. We will work with specialists from all

agencies to meet the needs of all children enrolled, provided that there is family support for the school and the recommendations of the specialist and that they do not conflict with our program policies and philosophy. There may be situations that are not conducive to group care or may require a lower ratio than we can provide, in those circumstances the director will provide suggestions for other child care services. That decision will be based on input from the teacher, director, specialist and the parents.

Staff Evaluation and Training

Our staff is carefully chosen from a wide range of applicants. Some are chosen for their educational backgrounds and experience, some for their experience and wonderful talents working with young children. Backgrounds are thoroughly screened, references are checked and teachers are required to "audition" in the classroom before being hired on a six-week probationary basis.

During the six-week probationary period, but before being left alone with the children teachers are given orientation training by the director that includes the following,

- A job description
- Orientation to the children, including special needs or instructions for individual children
- Procedures for releasing children to parents or guardians
- School policies, procedures and philosophies
- Reporting requirements for witnessing or suspecting abuse, neglect and exploitation of children and how to make a report
- State Licensing Information Guide to Parents

Once permanently hired, a full benefits package is available to all full time personnel (including Health Insurance). A partial benefits package is available to part time employees. All staff receives paid holidays.

All staff are required to have at least 35 hours of in-service training each year, 20 hours must be in person and the rest may be obtained by reading materials or watching videos on child development that are provided by Child Time, NECPA, NAEYC or an approved outside source. All staff receives ongoing training through conferences, seminars, workshops and in-service training's.

Training schedules are posted for the teachers regularly. This training covers all areas of child development, developmentally appropriate practice and appropriate guidance.

Each staff member is observed and evaluated frequently.

Our administration and staff are committed to maintaining an open door, open forum approach to problem solving and conflict resolution.

All staff receives food handler's permits, CPR and first aid certification. In addition to the child development training requirements, the teachers also receive training in the following areas:

- Principals of good nutrition
- Proper hand washing, OSHA requirements, and sanitation techniques
- Procedures for administering medication
- Recognizing early signs of illness and determining when there is a need for exclusion from school
- Accident prevention and safety principles
- Reporting requirements for communicable diseases

Reporting requirements for abuse, neglect and exploitation
Positive guidance for management of children

In order to keep a healthy environment, the teachers are subject to the same illness policy that we enforce for the children, we will also post a notice of exposure to a communicable if a teacher brings an illness to the school. In addition to this policy each staff member is required to submit a Personal Health Evaluation annually.

It is important to understand that our staff are constantly observed and evaluated regarding their performance in three areas.

Teaching skills and interactions with children
Professional interactions with other staff and administration
Appropriate, professional, responsible interactions with parents

Every effort is made to give every staff member adequate opportunities to improve their performance in any area in which they are found to be deficient. Before being terminated, employees receive at least three written notices. (There are certain exceptions, such as any mistreatment of a child or co-worker, theft, failure to show up for a shift, etc. where the individual will be immediately terminated.) However, if the employee fails to meet stated standards in any of the three areas listed above, they will be asked to leave. While we do everything possible to eliminate staff turnover, some situations dictate that changes be made in order to maintain the integrity of our program.

Transportation Policy

Child Time facilities transport children to and from off-site activities with the school vehicle or the UTA Buses. Our program uses the school vehicle to transport children to our facilities from elementary school. We do not do drop-offs. Center policies apply during transportation.

All vehicles used for transportation will be currently registered and maintained in a clean safe condition. No child will be left unattended in a vehicle. Children will remain seated while the vehicle is in motion. Keys will be removed from the vehicle at all times that the driver is not in the driver's seat. Smoking is prohibited in the vehicle. Teachers will not talk on the cell while the vehicle is in motion. Each school vehicle will:

- ★ Be driven by an adult with a current state driver's license
- ★ Contain a first aid and bodily fluid clean up kit
- ★ Be able to maintain temperatures between 60 and 90 degrees
- ★ Be equipped with individual, size appropriate safety restraints that are appropriate for the vehicle and installed and used correctly
- ★ Be enclosed
- ★ Be locked during transport
- ★ Have at least one person with current CPR and first aid certificates
- ★ Carry release forms for transportation of all children

After school pick-ups are done by the teachers in the Dodge Ram Van. If either is unavailable a staff vehicle meeting the above stipulations will be used. The rules for this transportation are:

- ★ All loading and unloading are done curbside only
- ★ Children are always in individual seatbelts

- ★ The children must go directly to the “pick-up spot” the driver cannot leave other children unattended to search for a child
- ★ The maximum amount that children will have to wait for the driver is 15 minutes
- ★ If the child is not at the designated location and misses the transportation vehicle, you will be responsible for transporting the child back to the preschool. The driver will notify the school by cellular phone and we will contact you, within 30 minutes, if this should happen
- ★ If your child’s school schedule is different on any given day or if they are going to be out of school, please let us know
- ★ You must notify us prior to 15 minutes before school lets out, if your child will not need to be picked up

Please keep in mind that your child is only one of several children who will be picked up, we will do all we can to be as efficient as possible but we must have the support of parents instructing the children to come immediately to the “pick up spot”. You may also need to speak to your child’s elementary school teacher and inform them that your child cannot be detained after school.

The above policies are upheld for all off-site activities.





PARENT EXPECTATIONS

Babysitting

On the advice of our legal counsel, our staff members are not available for babysitting. Please respect this policy. Babysitting also interferes with providing a nonbiased environment in the school and it places the teachers in an awkward position. If this policy is violated it will result in loss of enrollment. This policy also applies to children's birthday parties, sporting events and so forth, it is simply not possible for the teachers to attend outside events for every child and if they cannot do it for every child then they **SHOULD NOT DO IT FOR ONE**. Along these same lines we ask that all families keep a professional relationship with every staff member, asking teachers to date is not in the best interests of the children and places the teachers in an uncomfortable position.

Courtesy and Respect

We strive to teach the children to be courteous and respectful to all people. Children learn from example. All members of the center community are expected to abide by the following guidelines, so that we can serve as proper role models for the children:

- Speak in a respectful manner to all staff, families and children.
- Please follow the grievance procedure located on page 22, should you have a comment or concern.
- When discussing sensitive topics, speak privately with the individual concerned. Refrain from discussing matters in front of any children.
- Please turn your cell phone to vibrate while you are in the school. If you must use the phone please step outside.
- It is inappropriate for parents to discipline children other than their own at school. Please share your concerns with a staff member.
- While parents are welcome to visit the program at any time, please:
 - Enter quietly if the class is in the middle of an activity
 - Follow the teacher's advice on how long you should remain in the room
 - Be aware of how your visit impacts your child. Some children have a very difficult time being "left" at school more than once a day. As they adjust to the routine and become more comfortable, transitions tend to be easier. But every child is different, so be flexible.
 - Please do not allow your child to leave the group or play in another classroom because you are visiting. The children must learn that they have to be with their class and teacher at all times.
- Ensure that your child follows the same rules as the other children in the group.
- Do not give treats or toys when you visit.
- Keep child issues confidential. In the course of participating in the class you may be privy to information regarding individual children's levels of development. All information gained in the classroom must be kept confidential.

Parent Enrichment Evenings

We provide several opportunities throughout the year for parents to get together with the teachers and explore different early childhood topics. These evenings take the form of Parent/Teacher Exchange, Parent F.Y.I. Night as well as other parenting classes that may come up.

Parent Participation

Participation in your child's school experience will enrich both your life and the life of your child! Teachers send home curriculum weekly where they list parent participation opportunities. The opportunities are designed to get the entire family involved in the child's classroom experience! Parents are encouraged to participate in at least 1 Parent Committee during the school year and in the classroom as is possible. We request parent input in evaluating our programs each year.

Parent Responsibility

Parents are encouraged to visit as often as possible. We welcome all opportunities to enhance our school/parent partnerships. We especially encourage input regarding:

- Areas of individual concern, regarding your child's needs
- Goals and expectations regarding the schools performance
- Observations of curriculum, teacher/child interactions, teacher/teacher interactions, etc.

Parents are encouraged to:

- Support Teachers & staff
- Maintain confidentiality
- Wholeheartedly assist in the transition into preschool and graduating classes
- Support school policies and procedures

Parents are also encouraged to be involved in staff development fund-raisers and classroom activities such as field trips and special projects. Parents are asked to commit to attending at least two field trips a year as well as participating physically or financially to a fund-raiser.

All parents are also invited to visit and read a story, join in an art project, or just "play".

Handing over the care and education of your most precious possessions is an emotional experience to say the least. Sometimes a situation will tempt you to respond emotionally. You must address questions and concerns appropriately, by discussing them with the director. It is unacceptable to raise your voice, threaten or otherwise intimidate staff members or children in our program. This behavior will result in loss of enrollment immediately.

Playground Supervision

Playground supervision is required at all times. If you would like to play with your child on the playground you must be able to see and hear the child at all times. Please follow all posted playground rules, make sure that. Children are not allowed to climb on fences or gates, it is dangerous and destructive. Playgrounds are not to be used during nap time or when the center is closed.

Security At The School

To ensure that all of our children and families are in the safest environment possible we need everyone to adhere to the following guidelines:

In the car:

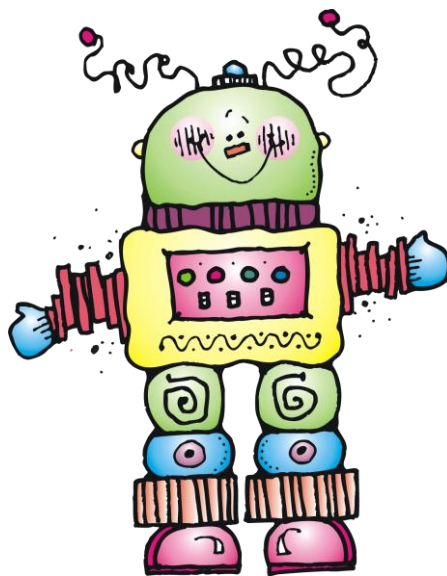
- Drive with caution in the parking lot – observe the 5mph speed limit
- Park in designated parking spaces, please do not block entrances or exits, or block other drivers in. If you take more than 10 minutes to drop off or pick up your child please use street parking.
- Be aware of parents that are waiting for parking spaces, if you are having a conversation with another parent in the parking lot please be courteous and move your vehicle to the street so that others can utilize the parking for pick-ups & drop offs.
- Do a thorough scan of the parking lot, checking all around you for children, prior to pulling out of a spot.
- Please follow all state and federal child restraint laws. In Utah all children under the age of 8 or under 80 pounds must be placed in a car seat. If we see families breaking this law we are obligated to notify authorities.
- DO NOT leave children in the car alone for any length of time.
- DO NOT leave valuables in plain sight. Unfortunately, individuals prey on parents being in a hurry and leaving belongings in vehicles while they run in to pick up & drop off children.

In the center:

- Ensure that all individuals authorized for picking up children carry a photo ID whenever entering the facility.
- Keep emergency information and contacts current. We must have a number to contact in case of emergency.
- Be sure to clock in and out using the key pad by the entry.
- DO NOT allow people that you do not know to enter the facility with you. Please let each person use their code to gain entry to the building so that we can monitor who comes into the center.

Toys from Home

Toys brought from home, unlike school toys, are not “neutrally owned”, therefore they can cause intense “territorial disputes”. Please do not bring any toys to school unless it is by the teacher’s request. Toys may not be left in a child’s cubby instead of going home; this causes problems and puts the teacher in the position of taking a toy away instead of having the children voluntarily leave it in the car or at home. That is not a good way to start the day. No guns, swords, war toys, super heroes or other fighting toys at any time. Your child may bring a small, soft toy to snuggle with at nap time, if they stay for nap. The toy will stay in the cubby (so it needs to be small enough to fit inside) until naptime.





TUITION POLICIES

Late Pick-up Fees

Child Time Inc programs operate from 7:30 AM to 6:00 PM. Evening late fees are paid directly to the staff that waited with your child. This is to compensate them for staying after their regular shift and for any inconvenience that it caused them. PARENTS NEED TO HAVE COME AND GONE BY 6:00 PM. The closing teachers should be able to lock the doors right at 6:00. The late fees are \$5 per child, per minute starting at 6:05 on the clock in the school lobby. (It is synchronized with Time & Temperature). Continued late pick-ups will jeopardize enrollment.

Tuition Policy

All fees are due regardless of attendance. All fees are prepaid. All monthly payments are due on the first of every month. Returned checks are subject to a \$35 fee. A late fee of \$25 will be charged if tuition is not received by the close of business of the third. Semi-monthly payments are due the first and the fifteenth of each month and late fees are charged on the third and eighteenth. If fees are not paid by the 5th, an additional \$35 will be charged and services will be discontinued until full payment is received. If an account is still past due on the 7th the enrollment may be terminated and subject to a new enrollment fee of \$50. To reenroll the total late fees will be \$110 plus the past due tuition. If tuition is unpaid by the 8th the enrollment spot can be filled by another family. The school depends on monthly tuition to pay its current expenses. If you are having problems, please speak to the director as soon as possible. We do not have any leeway once you have used up your prepayment, which is done by the 10th. As stated in the contract, late fees must be paid and will accrue on the account with interest until paid. Failure to pay late fees may result in loss of enrollment. Tuition payments can be made online at childtimeinc.com or deposited in the fee box near the entry. Please do not leave checks on the desk.

The expense of providing our program continues daily, whether a particular child is here or not. Our number of enrollments is strictly limited, thereby assuring the low ratio so crucial to a quality program. To disregard this policy would undermine our level of quality; therefore the terms of the enrollment contract are strictly enforced. Tuition rates are reviewed on an annual basis to determine the projected costs of doing business for the next year; tuition rates are adjusted in the fall to meet the budget requirements for that year. Typically tuition rates increase from 3 -5 percent each fall, it is extremely rare for an increase to be higher than 5 percent. Rate increases are only done in the fall.

We care about academic success and the enthusiasm for knowledge and learning. We care about manners, courtesy, human kindness and service to others. We support respect for elders, parent, teachers, friends and self. We promise to do our best in contributing to your child's success and happiness in life.

Thank you for taking the time to read through our Parent Handbook. If you have any questions on this information, please ask director as soon as possible, so that we may avoid any confusion.

We look forward to sharing in the development of your child and the growth of your family.

*Sincerely,
Child Time, Inc*

Emergency and Disaster Plan

Administrative, Authority and Staff Assignments:

- 1st in charge: Executive Program Director
- 2nd in charge: School Director
- 3rd in charge: Assistant Director
- 4th in charge: Lead Teacher with seniority

Staff in charge has the authority to make decisions on behalf of the children. Each adult is charged with the responsibility to assure the safety and care of each child until assistance or parents arrive. The person in charge will see that the building is evacuated and that the utilities are turned off. The second in charge will retrieve the Emergency book and cell phone.

Staff Assignments for Specific Tasks During an Emergency:

All teachers will take their roll call sheets and backpacks.
Dinosaur Teacher will get the Emergency Book and the cell phone on the way out.
Director (or person in charge) will do the final check of evacuation, get medications and turn off any necessary utilities.

Priority of Notification:

In an emergency without injury notify the Executive Program Director first, then parents and state agencies. Parents will be notified by phone or by email. If phone lines are down and we have the capabilities to do so, we will post updates on our website childtimeinc.com.

In an emergency with injury follow the steps listed under "Response to Illness, Injury, Ingestion of Poison or Death".

Response to Illness, Injuries and ingestion of poison or death:

Illness: Child is isolated, made comfortable, parents notified. Staff is sent home.

Injury: First aid is administered, CPR is administered. Emergency assistance is called for, if necessary. Parents are notified. If parents or an emergency contact cannot be reached after a reasonable amount of time, the child is transported to medical assistance. The same procedure is followed for the injury of staff members or adults in the center.

Poison: Poison Control is called and their instructions are followed.

Death: In the event of the death of a child or staff member, 911 will be called immediately. The parent or emergency contact will be notified. Administrators will do everything possible to reduce the children's exposure to any trauma. All parents will be notified. The school will be closed for the day. Counseling will be made available to all concerned. Licensing will be notified.

Response to a missing child:

In the event that a child is missing from the center, the police will be notified immediately. The parents will then be notified and staff will continue to search.

Fire, Earthquake and General Safety Plan:

Fire: Teachers assist the children in evacuating the building as is done in monthly fire drills. Evacuation Plans are posted in each room.

Earthquake: No evacuation. Staff assists the children in getting to a safe location (i.e. doorway, under a table and away from glass and falling objects) Each lead teacher will be responsible for turning off utilities, if needed. Staff will attempt to locate parents and emergency contacts. Staff will remain with the children for the duration of the crisis.

Flood: The children will be taken to the highest room in the building. All utilities will be turned off and parents will be notified. The flood will be reported to local authorities. If necessary, the building will be evacuated and we will move to the designated relocation spot. We will walk the children to said location making sure that they are holding on to an adult, several trips will be made, if necessary.

Blizzard: The children will be kept indoors. If we have all utilities and can properly care for the children we will remain open, but we will not transport from elementary schools. If the school is to be closed all parents or emergency contacts will be notified as well as the local news and radio stations.

Power Failure: All appliances will be unplugged and the children will continue their routine. If we are unable to maintain a suitable temperature for the building, parents will be notified and the school closed. If the power is out for more than 2 hours the school will close.

General Safety Plan: In the event of any other emergency, such as toxic spills, water line breaks, gas leaks or anything that may cause structural damage or pose a safety hazard, the staff will relocate to the off-site meeting place and notify the parents. We will not provide care if there is evidence of a health or safety hazard. All closures will be reported to broadcasting agencies.

Means of Relocation:

Child Time, Inc. will provide or arrange transportation on a priority basis to medical assistance as needed. Children will walk with staff to the following off site meeting places:

The Avenues Preschool: Lowell Elementary Route: Cross E street and enter the building from Third Avenue.

The Second Avenues Preschool: Wasatch Elementary, Route: Cross R street and head south to 1st Avenue, cross 1st Avenue and enter the building from the west.

The Eastside Preschool: The School for the Deaf and the Blind, Route: head west down 3300 South to Highland Drive, turn right on Highland and cross the street to the north, then head east to the College.

Children will be accounted for using Roll Call Sheets and Head Counts during transportation to the site. There will be a group count as well as class counts to ensure that each child is transported to the relocation facility. As children are picked up parents or guardians will sign the Roll Call Sheet to accept responsibility for the children.

Supervision after Evacuation and Relocation:

Staff will work together to adequately supervise and care for children until they are reunited with their parents or guardians.

Emergency Telephone Numbers:

Emergency Medical Personnel:	911
Fire Department: Emergency:	911 Non Emergency: 799-4231
Paramedics:	911
Ambulance:	911
Police:	799-3000
Poison Control	1-800-222-1222

Firearms and Weapons:

Firearms are not allowed on school premises, anyone entering the school with a firearm or weapon will be asked to leave and secure the item away from the school before they are permitted to return. Police officers may enter with firearms, that is the only exception.

Procedure To Turn off Utilities:

Avenues:

Gas: Next to the front door on the outside of the building - valve is located on the meter under the table.

Electricity: Breaker box is in the office on the south wall behind the doors - flip all circuits off. There is also a circuit breaker on the outside of the building on the south wall near the air conditioner, flip the cover open and switch both toggles to "OFF"

Water: In storage room in the basement, on the north wall in a hole about 4 feet from the ground - turn the knob counter clockwise.

Second Avenues:

Gas: Outside on the north side, west end of building

Electricity: Breaker Box in closet in south room of basement on west wall of the closet. There is also a circuit breaker on the outside of the building , on the southwest corner of the building (on the playground) flip the cover open and switch both toggles to "OFF"

Water: South basement room, in the closet there is a Red lever on the wall, turn it counter clockwise.

Eastside:

Gas: On the west end of the building, outside, - valve is on the meter.

Electricity: Breaker box is in the furnace room on the south side of the building near the center, the box is on the west wall - flip breakers off.

Water: Turn off is located in the basement, in the furnace room, behind the furnace on the south wall, Turn valve to off.