



North Lawrence Learning Center's Playful Pathways Community Preschool is dedicated to providing an environment rich with choices, opportunities, and experiences that inspire curiosity and a love of learning. Below are the guiding beliefs of our program.

### **Our center will**

- create caring and safe environments.
- embrace the joy of discovery.
- facilitate a love of learning.
- take time each day to create, move, sing, discuss, observe, read and play.

### **Our children will**

- learn through open-ended play.
- explore nature.
- develop problem solving skills, creative thinking and self-expression.
- grow cognitively and intellectually as they face tasks, fail, succeed, master and repeat.

### **Our teachers will**

- serve as facilitators for children learning.
- realize the importance of controlling the environment, not the little children in it.
- give children the freedom to laugh and play while being engaged in child-centered activities.
- ensure uninterrupted free time for exploration with open-ended, child-selected materials.
- provide outdoor play time with both energetic activity and quiet contemplation.



## Dress

Children should wear comfortable and washable clothes to school. Preschool is an active learning environment where dressy clothes are often not appropriate. Staff and children attempt to be clean and careful, but food and craft accidents do occur among young children. All students should have an extra full set of clothes at school. Tennis shoes or closed toe shoes are required because of the movement and gross motor activities that occur daily. Please do not send your child in flip flops. If temperatures are 32° or above and the ground is dry, students will go outside. Please dress your child in weather appropriate outerwear for each season.

## Illness Guidelines

When a child is sick, they must be isolated to prevent the possible spread of illness. We want to keep all of our children happy and healthy! We don't have an isolation room, so you must make other arrangements for your children if they are sick. Please keep your child home if he/ she has:

1. Severe Cold: excessive coughing, nose, or eye drainage
2. Temperature: fever above 100 degrees within the last 24 hours. (If your child is not acting as he/she normally does or has other signs of illness such as hot/dry skin, headache, loss of appetite, etc.)

We consider sick to be:

- A mouth temp of 100
- Underarm temp of 100
- Rectal temp of 100
- Ear temp of 100

**Your child may return when the fever has been gone for 24 hours without aid of medication (Tylenol, Motrin, etc.)**

\*\*Even if your child is teething, they may not attend the child care facility if they are running a fever. Fever and congestion are not considered to be signs of teething.

3. Vomiting: If your child has vomited more than one time within the past 24 hours he/she is not permitted at school. Children can dehydrate quickly.
4. Diarrhea: If your child has had two or more loose or watery stools in the past 24 hours, he/she is not permitted at school. Children can dehydrate as quickly as 12 to 24 hours after the diarrhea starts. \*\*Your child may return to school 24 hours after the last loose bowel movement without the aid of medication.\*\*
5. Red eyes with drainage: Crusty eyelashes; itchy, sore eyes that can be sensitive to light (Ex: pink eye). Your child may not return to school until they have been on medication for 24 hours.



6. Rash: Skin rashes or unusual spots that spread quickly, ooze or are of uncertain cause \*\*Doctor's statement may need to be required for re-admittance.\*\*
7. Head Lice: If lice and/or nits are found, the parent or another contact person will be called to pick up the child. Head lice spreads from one person to another and requires treatment.
  - The child should be treated at home with a lice shampoo or other safe treatments. **Nits must be picked out of the child's hair as they can hatch and re-infest the child.** This is a very important part of the treatment process.
  - Please remember that lice shampoo can be harmful if the directions aren't followed carefully. DO NOT re-treat your child before the time period that's indicated in the instructions.
  - Students sent home with head lice must be brought to school and cleared by staff before they can return to the classroom.
8. Bed Bugs – In the case that bedbugs are found on a student's clothing or belonging, the parents will immediately be informed and a bed bug inspection form, along with informational material, will be sent home. All parents will be notified that bed bugs have been found in daycare. Students will not be forced to stay home, but they will need to change into a fresh set of clothes upon arriving at school and their belongings that travel to and from school will be sealed in plastic containers while/until the situation has been resolved. Repeat offenders will warrant further investigation.

*If your child becomes ill during the school day, we will notify you immediately and will expect you or another designated person to take your child home.*

### **Student Health**

Any medical needs should be noted on on-line enrollment forms. All medications must be sent to school in original containers. Any over-the-counter medications must be in original containers and accompanied by a physician's statement specifying dosages. Parent permission is required for medication to be provided at school. (Sunscreen, toothpaste and diaper rash ointments are considered medicines and that form is attached to your enrollment packet.) Medication must be provided directly to the school. **NO medication can be transported to school on the bus.**

### **Drills**

In order to keep students and staff safe, we participate in fire, tornado, earthquake, and lock down drills. Specific information is shared with the children in each class to prepare for these drills. Order, safety, and speed are essential skills taught during these drills.



## Required Enrollment Documentation

Immunization Records—Please bring documentation (Dr. Note) after each additional vaccination.

Copy of the student's last well check

Birth Certificate

Sign Handbook Agreement

Tuition Contract (If Applicable)

## Food

The State Board of Health does not permit sack lunches from home, so food will be provided through our center (This is built into your daily fee.) Please notify us of ANY FOOD AS WELL AS LATEX ALLERGIES!

Food from the outside – For health and safety purposes, all food brought into the daycare must be store-bought food with a listing of ingredients in its original packaging.

## Discipline/Guidance Policy

*NAEYC Code of Ethics: "Above all, we shall not harm children. We shall not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children. This principle has precedence over all others in this Code. "*

It is very important that a child's development is nurtured through caring, patience and understanding. Staff and students are trained to use Conscious Discipline in combination with additional behavior management techniques to guide and regulate the behavior of children.

In response to misbehaviors we will not use:

- Threats or bribes
- Physical punishment, even if requested by parent.
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, we will

- Respect your child
- Establish clear rules and boundaries



- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to child's eye level
- Give clear choices when appropriate
- Redirect a child to a new activity
- Move your child, if necessary, to a time-out chair for no longer than one minute per year of your child's age.
- Encourage and model appropriate behaviors

We will gladly work with you to create plans to address tough behaviors. Parents often have additional suggestions or concerns, and your input is valuable to us. Please contact us as needed for further discussions.

Our staff follows the discipline policy and will communicate concerning unsafe or disruptive behaviors. As a team, we work with you to address your child's needs. This includes networking to help identify community resources that can support your child and family's needs. Upon an occasion where classroom supports and interventions prove unsuccessful, there may be a need for temporary removal from the program until the behavior is corrected.

In this event, the child's parent/guardian will be advised verbally and in writing about the child's behavior warranting temporary removal from the program. Parent/guardian will be notified of the length of time and the expected behavioral changes required in order for the child to return. If the remedial actions prove not to be successful, the parent/guardian will be notified and requested to find other child care options.

Examples of behaviors that could lead to removal from program

- Consistent uncontrollable tantrums, angry outbursts
- Ongoing physical abuse to staff or other children, including frequent biting.

\*\*\*Removal from the program is a last resort and would only occur after all efforts have been exhausted. \*\*\*

### **Hours of Operation**

The Playful Pathways Early Childhood Center is open from 6:30 am to 6:00 p.m. School year and year round option available based on need.



## **Late Policy**

Parents arriving after their designated pick-up time will be charged \$5.00 per child for every five minutes that they are late. (1-5 minutes would be considered the same five minute segment, so whether it is 3:51 or 3:55, the fee is still \$5.)

If a family has 3 late pick-ups, a meeting will be held with the child care director to discuss either an increase in penalty fees and/or a change in further placement in daycare.

## **Severe Weather / Early Dismissals**

If NLCS schools are closed, the Playful Pathways will remain open for our students registered year round. (NLCS Playful Pathways may close if only essential travel is permitted)

If NLCS schools are delayed, the Playful Pathways Learning Center will be open at normal time.

If NLCS schools have an early dismissal, the Playful Pathways Learning Center will maintain normal hours, but will call families to encourage early pick up.

## **Pick-Up/Drop-Off**

Permission to take your child home will be limited to you, the parent, and to any other persons authorized by you on the Pickup Authorization Form for my Child. We go by this completely. As well, if you have an injunction against certain persons being around or picking up your child, we need to know this and have a copy of the injunction on file along with a picture of this person. You, or whoever is picking up your child, must present a photo ID at pick-up time.

## **Programs and Fees**

| <b>Schedule Type</b> | <b>Times</b>             | <b>Price</b>    |
|----------------------|--------------------------|-----------------|
| <b>Full Day</b>      | <b>6:30 am - 6:00 pm</b> | <b>\$30/day</b> |



## **Nap/Rest Time Policy**

Naptime is approximately an hour and a half each day. We provide a safe, quiet rest time for your child/children at the full-day childcare at Playful Pathways Early Childhood Center. The children will be given sufficient time to unwind and soft music will be played. We will rub or pat the back of any child who wants or needs it.

Most children will sleep at least for a little while, as soon as they readjust to the daily routine. Children of preschool age **NEED** a rest time. It is an Indiana Daycare Licensing requirement and it is also a good early childhood education practice to provide rest time for children up to five years old. We will explain to the children that it is a time in which we want them to relax and rest.

At the end of rest time, children who are still awake or just awakened will be allowed to get up and use the restroom and wash hands for afternoon snack. The sleeping children will be gently awakened individually. The shades will be opened, lights turned on, music turned off, and snack served.

Please let us know if there is something that we need to do to help your child adjust to the rest time routine. Be sure to discuss “rest time” with your child/children at home and mention that everyone needs to rest. They do not have to go to sleep, but we do require that they rest for the full amount of time and that they are quiet, so as not to disturb the other children.

### **Parents must provide to keep in the classroom**

One change of clothes (in case of spills or accidents). We go outside as much as possible, so a sweater, hat, gloves, and a warm coat are needed to store in your child’s cubby for this upcoming fall and winter.

Diapers (If Needed) –Bring **two bags** of unopened diapers for your child on the first day. When we open the second bag of diapers we will inform you so that you may purchase a new bag. (This is so your child will always have fresh diapers.) All diapers unused at the end of the school year will be bagged up and sent home with your child.