



Program Policies and Procedures

Updated 9/4/2018

WELCOME to Fairyland Preschool! Our goal is to always provide the highest quality of early childhood education and care for your child(ren) in a peaceful learning environment. These child care policies and procedures will give you an insight into your child's day at Fairyland, how it all works, and what we do to provide your child with the best set of tools to start kindergarten. Children's safety and well-being is our main concern. Your child will be loved and treated with respect as a uniquely special person while in our care.

Our facility is licensed by the Department of Health, Child Care Licensing to care for 15 children at one time, however the quality ratio we operate under is 14 children to 2 teachers.

During the initial tour of the center, an enrollment packet including these Policies and Procedures is handed to each family interested in bringing their children to Fairyland for preschool. A *two-week* trial period will begin after enrollment to ensure that Fairyland is the best fit for both your family and for us. Over time, I've come to learn that sometimes a group setting is not the best fit, because a child has different emotional or developmental needs, and that's okay. We all want what's best, after all.

We use an app called *Brightwheel* to sign children in/out of the classroom, billing of tuition invoice and parent communication, believe me you'll love the picture updates throughout the day. You will be required to download the app and install it on your smartphone.

Supervision and Protection of Children

We will provide a clean and well-supervised classroom, cameras will be available for parents to securely log in to observe the setting at any time during the day. The layout of the room provides the opportunity for us to know where each child is at all times. All toys and materials are sanitized weekly or as needed. We have safety plates on all outlets not being used, and all harmful chemicals or potentially dangerous items are kept way above 36 inches or behind the locked teacher storage closet.

Discipline

A copy of the behavioral expectations of preschool aged children and the discipline methods we use are handed out in the enclosed packet. We also apply Love & Logic™ choices with empathetic natural consequences, a generous dose of Conscious Discipline™ and speak the 5 love languages of children. I have plenty of resources on a variety of methods; but most importantly, I've learned, that a child who feels loved will accept teaching. *Discipline* comes from a Greek word meaning "to train." It involves the long and vigilant task of guiding a child. The goal is that a child will reach a level of maturity that will allow them one day to function as a responsible adult in society.

Absolutely no corporal punishment is used and is considered unacceptable.

Child Abuse or neglect

All staff employed by Fairyland Child Care, Inc. are morally and legally obligated to report any suspected child abuse or neglect to DCF!

Ages

Fairyland Preschool enrollment is for children ages 3-5, with the choice of either full day, half day morning or half day afternoon class. We follow Montessori philosophy by mixing ages, giving the children opportunities to help and learn from each other. The curriculum contains general class lessons and activities, as well as specific one-on-one lessons tailored to each child.

Rates

\$700 5 Full Days.

\$550 4 Full Days.

\$450 3 Full Days.

\$300 2 Full Days.

\$150 1 Full Day.

\$400 5 Half Days.

\$320 4 Half Days.

\$250 3 Half Days.

\$175 2 Half Day.

\$85 2 Half Day.

We do not offer any discounts, nor any hourly, or weekly rates. These rates are set for the month as an aggregate of days. Should a holiday fall on the days your child attends, the tuition is still the same. *Make-Up days are available if quality ratio can still be met.*

Pro-Rated days for mid-month start or Drop in extra days are \$35 per full day and \$20 per half day

Hours and Days of Operation and Tuition Free Days

Fairyland FULL DAY schedule starts at 8:30 a.m. until 5:30 p.m.

Fairyland Preschool AM class starts promptly at **9 a.m. until 12:30 p.m., Monday through Friday.**

Fairyland Preschool PM class starts promptly at **1 p.m. until 4:30 p.m., Monday Through Friday**

We will be closed on the following 9 federal and/or state holidays:

Labor Day, Thanksgiving Day and the Friday following, Christmas Day, New Year's Day, President's Day, Memorial Day, July 4th, July 24th --- or the observed day if any of the aforementioned days fall on a weekend.

Payment Arrangements

Upon enrollment we ask families to attach a check with their contract for the first month's tuition, either full month or pro-rated depending on the start date. After which an invoice plan is created monthly 5 days before the end of the month, for the upcoming month and can be conveniently set up as autopay; otherwise, payment **must be received by** the 1st.

There are no hidden fees, and tuition is due in advance.

I will supply you with a W-10 form of all payments received in January each year.

If paying by check, please make it payable to **Fairyland Preschool.**

Various additional charges

- \$5 charge for each day your payment is late.
- **\$2 per minute late pick up fee after 5:30pm!**
- \$30 charge for checks returned for any reason.

Early pick-up – Late drop-off

Please notify us via Brightwheel should you need to pick your child up early or need to drop them off late, so that teachers can prepare the environment for the late arrival or early departure.

Receiving and releasing children

Children will only be released to people who are listed in their childcare enrollment packet.

Notification from the parent is required if anybody else is picking up your child(ren). If we have not met the person, they will be required to bring a picture identification with them to compare to the enrollment contract and tell us the code word listed on the registration form. If your child is dropped off by someone other than the parents, notice is appreciated. We will sign them in on *Brightwheel* with the staff code.

When you pick up your child, please understand that the primary responsibility for his/her safety is now yours. Please ensure that they do *not* go outside without you by their side!

Wellness Policy

Fairyland Preschool is a well child program! This means if your child is not feeling well, for whatever reason, you must make other arrangements for their care until they are feeling well and are no longer contagious. **Do not bring your child(ren) to preschool if they have a fever over 101 F, diarrhea, vomiting or have a contagious illness.** The child(ren) will not be allowed back into care until they are **symptom free for 24 hours**. If they are too sick to go outside, they are too sick to be at preschool. If your child is sick enough to require prescription medication – pink-eye, strep throat, bronchitis, pneumonia, etc., we will require you to keep your child(ren) home until he/she **has been on medication for 48 hours** and is no longer contagious.

If your child has a common cold (slight cough, sneezing, or a runny nose), you can bring them to child care. However, when the cold reaches the point at which your child will not play, cries, or has a continuous cough, you will be required to keep your child at home. If a child is brought “too sick” you will be contacted by phone to pick your child up.

Medication

Please dispense all medications at home. Should your child need rescue medication i.e. epi-pen, inhaler, etc. a medication release form has to be signed and on file. I ask parents to please follow the guidelines for illness with respect. This is for the protection of everyone. If you are not sure if your child should be attending preschool, feel free to call us ahead of time.

Meals & Snacks

Children attending full days need to bring a packed lunch with them with an icepack inside a well-sealed container. Please encourage healthy eating habits and choices 😊 We have a fridge and microwave if any food needs to be chilled or warmed up.

We provide a healthy, daily snack for students, which consists of fresh/dried fruit, and a grain consisting of organic crackers, animal cookies, or goldfish. We encourage children to get their own snack when they are hungry and teach them how to clean fruit properly. This is an important step in building their self-sufficiency and confidence!

Open Door, Communication and Confidentiality

Parents are always welcome at Fairyland to visit, to observe, or to stay and play, unless restricted by a court order. If there is a court order restriction, we will need a copy of the order. Feel free to request a private meeting at any time to discuss your child's development, concerns, or goals. We will also request a parent-teacher conference if the need arises to discuss a matter.

Messaging through Brightwheel is best, because all staff members see the messages and we can typically respond faster. Information about your child's experiences will be shared verbally with you on a daily basis and also on the Brightwheel App.

All parents are given a unique username and password to securely log in to the live camera feed. Due to confidentiality you will not be allowed to share, save, or in any way retain images that may compromise the confidentiality of any other child enrolled in the preschool.

Preschool Program

We use the Utah Core Standards as a guide to kindergarten readiness and discuss these during parent/teacher conferences.

The main focus in early childhood is for children to begin to value learning, gain knowledge, and understand their world. Our goal for children is the opportunity for them to learn how to interact with people in cooperative, respectful ways, to teach them skills on how to resolve conflicts in a healthy manner. To respect themselves and to behave in ways that honor who they are and who others are, in ways that allow people to feel safe. We want children to feel safe, to follow the rules of society that keep people from getting hurt. We want children to think for themselves, rather than merely following others. We want them to face challenges, not hide from them through misbehavior and self-destruction. We want children to stand up for themselves and their belief without stepping on others. We want them to help build a community and to be a vital member in it, and to learn many ways of acting, of thinking, and of behaving that promote fairness for all. Learn – that’s what we want them to do. *In order for them to learn we will guide them with example, direction, information, dialogue, relationship building, assistance, practice and support during their trials and errors.* With our help, they will learn the complex set of skills that it takes to be a contributing citizen of the world.

Business Liability Insurance

As with all professional businesses, we carry business liability insurance. Liability is based on each occurrence or a general aggregate. Medical expenses carry a \$5,000 per person insurance and additionally we have Fire Legal Liability. Workman’s Compensation insurance is also carried for all employees.

Entrance Area – Parent communication Essentials

The entrance area holds important information for all families. The bulletin boards display the monthly calendar, snack offered, as well as the schedule. Disease/illness notices and other information will be posted here. Articles and training opportunities are also here. Please take a moment to look

things over at drop off or pick up. It is our goal to be a resource for you on current child development news, brain development and the best ways children learn in the early years. Feel free to grab a hot beverage or fill your water bottle.

At the time of enrollment and signing up with Brightwheel, you will be able to sign your child in/out on the tablet located here.

Photo Portraits

We take portrait pictures of all the children twice a year in the spring and fall. These are done professionally with a beautiful backdrop and lighting. Families will receive a disc with all pictures taken of their child free of charge.

Special Occasions

Every year on the Friday before Memorial Day we hold our annual BBQ and preschool graduation party, with a bounce house and delicious food. Parents can mingle with other families and meet each other. Present and past families from all locations are invited to this event.

Yearly Assessments and Portfolios

Portfolios are a means by which to collect samples of children's work. Much of the work in preschool is hands on and concrete, and this type of work can be difficult to put in a portfolio. For example, how do you report what a child has learned from a floating/sinking session with water play if they can't write their own findings and understandings? In the yearly portfolios, you will find the following:

Work samples: Worksheet type activities that reflect progress in fine motor skills.

Photos: Things children have made or activities they are involved in with a written description to accompany it.

Progress report: Developmental milestones for various skill areas.

Two parent-teacher conferences will be held during a year. The first is in September to discuss goals for the school year, and the second is in May to see how far your child has come. A developmental assessment is done both times and will be discussed. The conferences are scheduled to be in the

morning or evening. Meetings are typically only 15-20 minutes long. Quality early childhood professionals like us screen children's development regularly to ensure success in development. Please do not be offended if the teacher recommends that you have your child checked by a professional for any concerns regarding developmental milestones. It is always up to you and the professional to determine if an issue actually exists and the proper time to treat it. Regardless, early detection and intervention is always best for a child. We tend to err on the side of caution, so please consider this a valuable service to your family and not criticism of your child, their development, or your parenting.

Employees

All employees have gone through an orientation training process. They are qualified in First-aid; adult, child and infant CPR; and *must* have passed a Federal and state background check before working with the children. Employees are paid a comparatively higher hourly wage to encourage that they work at Fairyland longer. This is important for deeper relationship and consistency for the children.

Social Media

Fairyland Preschool has a Facebook and Instagram business page. We post pictures of activities we do, fun crafts, and the environment. This is a public page. While we do not post picture of the children's faces on the page, their backs, hands, and clothing may be visible in photos. If you do not wish your child to be in any posted photos, please indicate it on the enrollment form.

We do not allow employees to be Facebook "friends" with clients while enrolled at the preschool.

All pictures posted to your Brightwheel account are private and accessible only by you.

Termination of Contract

This contract shall be terminated if any one or more of the following occur:

1. Serious illness of a child preventing attendance.
2. The account becomes delinquent.
3. If we determine that we are unable to meet the needs of the child.

4. Failure of the parent to cooperate with us, which we determine is serious enough to warrant termination.
5. Parental termination – a Parent is required to give us a written one week’s notice for which you will be charged your normal child care rates. Advanced payment is required for the entire week. Should a concern arise, please contact Ilse Wilson at 801-702-7004 directly for mediation.

WHAT WE ASK OF THE PARENTS

- Download the *Brightwheel* app. A unique code will be given for check in/out for all parents or guardians that regularly come.
- Abide by the prearranged hours. If you will be running late or early, please message us via *Brightwheel* and let us know.
- A current copy of immunizations or the signed immunization exemption form from the Department of Health
- Financial arrangements must be kept according to the contract. Should there be any questions regarding your invoice, I will be glad to discuss it and go over it with you. **PROMPT PAYMENT IS REQUIRED** as I have a budget to follow and scheduled payments to make, too.
- **Please bring a small backpack with a change of clothing for your child – underwear, pants/skirt and a shirt.**
- A re-usable **Water Bottle**, preferable with a lid or closable top.
- We emphasize the importance and practice of good manners. Every young child is capable of learning some of the most important phrases: “Thank You,” “No thank you,” “May I / please,” and “You are welcome.” We thank you for reinforcing the practice of using good manners in the home environment also.

The information in this booklet is written from experience and situations I have faced in child care. It has certainly been a learning experience for me. With that said, I am always open to suggestions. I truly want everyone to be happy and comfortable with our preschool program!

***** I do have the discretion to make changes in rates and policies when I deem necessary. You will be notified in writing of any changes and when they go into effect.**

Updated and effective as of: September 4, 2018