

Peace of Mind Playschool
Parent/Provider Handbook



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Table of Contents

PHILOSOPHY.....	2
PROVIDER EDUCATION, TRAINING AND STARS.....	2
CONFIDENTIALITY.....	2
THE ROLE OF FAMILIES.....	2
PARENT CONFERENCES.....	2
HOURS, VACATION, HOLIDAYS.....	3
TUITION POLICY.....	3
DAILY SCHEDULE.....	4
EVENING LATE FEES.....	4
SCHOOL CLOSINGS.....	4
TWO WEEK NOTICE.....	4
ART ACTIVITIES.....	5
OUTSIDE TIME.....	5
MEAL INFORMATION.....	5
SAFETY IDENTITY PROCEDURES.....	5
TOILET TRAINING.....	5
ITEMS FROM HOME.....	5
NAP TIME.....	6
IMMUNIZATIONS/WELL EXAM.....	6
PETS.....	6
PARKING.....	6
ABUSE/NEGLECT STATEMENT.....	6
NO SMOKING POLICY.....	6
EMERGENCY PROCEDURES.....	7
DRINKING WATER TEST.....	7
DISCIPLINE POLICY.....	7
PARENT RESPONSIBILITIES/SUGGESTIONS.....	7
OUR RESPONSIBILITIES.....	7
ILLNESS POLICY.....	8
ATTENDANCE.....	9
ACCESS TO FAMILY CHILD CARE HOME REGULATIONS..	9
CONFIDENTIALITY POLICY.....	9
NON-DISCRIMINATION POLICY.....	9
FIELD TRIPS.....	9
CONTRACT & STATEMENT OF UNDERSTANDING ..	10
PERMISSION TO SEND VIDEOS AND PICTURES...	10
DEVELOPMENT HISTORY.....	11 & 12

PHILOSOPHY: I opened Peace of Mind Playschool in 2018 to provide families with a high quality, structured childcare and preschool program. My goal is to provide a developmentally appropriate program that respects each child as an individual in a loving environment that is fun, educational and safe. I will provide curriculum and opportunities for growth that are developmentally appropriate, help children feel confident and self-reliant, and develop a sense of self-worth and foster good self-esteem. I will always take time to listen to their thoughts, feelings and ideas. My program reflects the understanding that play is essential to children's health and well-being and foundational to their learning. I promise to nurture your child, provide protection, encouragement, security and stimulation. Families are assured that non-discrimination and respect for each child and their family and culture is always maintained in a professional manner.

PROVIDER EDUCATION, TRAINING AND STARS: I keep all my professional documentation and training on file. I am always CPR and first aid certified. I am happy to share my professional documentation with you at any time and will update you on classes, training and improvements I make. I am willing to provide resources and support for any behaviors or challenges you want to modify with your children.

CONFIDENTIALITY: We shall not disclose or permit the use of any information regarding an individual child or family gained through our interaction with the child and family, or any records, files, video, photos, assessments or documentation unless parental permission is specifically granted, except to the Child Development Division.

THE ROLE OF FAMILIES: I encourage families to be involved with the program. You are welcome to visit and/or volunteer whenever your child is in care. Opportunities to volunteer include: Reading a story during drop-off or pick-up, helping set up or clean-up for events and parties, helping children during project/arts & crafts time, chaperoning field trips, and coming in to teach children a game, hobby or recipe. We will work together to arrange a convenient time for volunteering.

PARENT CONFERENCES: Conferences will be offered twice a year, generally in January and June. You may request a formal or informal meeting at any time and any request shall be accommodated within ten business days. Parents are not required to sign up for a conference and will be informed of their children's day, mood, schedule, development, and curriculum on a daily basis.

HOURS, VACATIONS, HOLIDAYS AND OTHER ABSENCES:

Peace of Mind Playschool is open Monday through Friday. Hours are currently variable depending on the needs of families, but no earlier than 7:00 a.m. and no later than 5:00 p.m. If care is ever needed after 5:00 p.m., it must be previously discussed and agreed upon.

Peace of Mind Playschool's paid holidays are as follows:

January: New Year's Day

May: Memorial Day

July: Independence Day

September: Labor Day

November: Thanksgiving Day (as well as the following Friday)

December: Christmas Day

In addition to the above paid holidays, I will also have two weeks paid vacation, up to five optional, **unpaid** personal days and I reserve the right to close for five additional paid sick days for my children or myself. I will notify you as soon as possible if this occurs. I will post my vacation schedule at least 4 weeks in advance. I intend to use one week of vacation time during Christmas/New Year's and another full week during a summer month.

I may have an assistant who will work from time-to-time to cover appointments for myself or if I have to leave for appointments for my children. I will notify you in advance if an assistant will be coming in. If I need to close due to illness or emergency I will make every effort to notify you as much in advance as possible. I will also make every effort to find an assistant to cover so I do not have to close. I would always leave your children in the care of someone with whom I would trust my own children. Should I have an assistant to cover my absence, that person will have experience caring for children and will be required to be first aid and CPR certified.

TUITION POLICY AND CHARGES

Full time: \$175.00 per week for each child over 2 yrs old (if extended hours are needed until 5:15, add \$25 per week per child.)

Full time infant: \$195.00 per week (children under 2 yrs old)

Part time: \$40.00 per day for each child

School age: Currently not accepting school age as I am not on the bus route and cannot provide transportation to the nearest bus stop. I can take school age children during school vacations as long as they are enrolled for all vacations, including summer. The rates are the same as above.

I reserve the right to an annual rate increase each January. You will be notified in advance if my rates will be increasing.

Tuition charges are due by the Friday morning preceding the week of care - tuition is prepaid for the following week. Payments are accepted in check, cash or electronically through Venmo.

The charge for late payments is \$25.00. NO CREDIT IS GIVEN FOR FAMILY VACATION DAYS, HOLIDAYS, SICK DAYS, EMERGENCY CLOSINGS OR DAYS WHEN YOUR CHILD IS NOT BROUGHT TO CHILDCARE.

EVENING LATE FEES: The late fee for children after your contracted time is \$5.00 for every five minutes. Please notify me as soon as possible if you are going to be late. Thank you for your consideration.

SCHOOL CLOSINGS: Peace of Mind Playschool will be open during school closings. If you decide to keep your child home when school is closed, credit is not given for these days.

TWO-WEEK NOTICE: In the event that you decide to discontinue your child's care with us, we must receive a two-week written notice. Parents are responsible for tuition payments during that two-week period.

If I can no longer care for your child for any reason, I will give you at least a two-week notice. Examples of why I would terminate your child's care: ** failure of parent to pay tuition on time or pick up child on time **, my inability to meet the child's needs without additional staff.

DAILY SCHEDULE

INFANTS' DAILY SCHEDULE: The schedule of the day is set up individually for each child and includes small and large motor skills, floor play and creative play with age appropriate toys and materials. Reading, cuddling, singing and interactive play with educational toys are a major part of the day. Meals, snacks, bottles and naps are open to change depending on each child's individual needs. Generally, within a few weeks we fall into a predictable schedule. The ideal goal is to include infants in as much of the curriculum as possible and have one nap fall within the same nap time as the other children (12:30 to 2:30/3:00).

TODDLERS' AND PRESCHOOLERS' DAILY SCHEDULE:

7:xx (open time may vary) open/free play

8:30 circle/meeting time; songs, ABC's, numbers, weather & special events

9:00 snack

9:30 project/activity time: arts & crafts, playdoh, science, baking, etc. (this may take place outside, as weather permits)

10:00 outdoor play/gross motor play

11:30 quiet play, reading (while lunch is prepared)

11:45 lunch

12:30 nap/rest time, quiet time (approximately 2 hours)

2:45 snack

3:15 outdoor play (weather permitting) or choice time; blocks, puzzles, books, games

Your ideas and suggestions about your child's day are always welcome. Birthdays are always a special event, and we will celebrate each child's birthday. Parents are welcome to provide a snack or special treat, or I can provide it. Parents are always welcome to attend the celebration.

ART ACTIVITIES: I believe in the process rather than the product, and that children should finish when they feel ready. I will always offer assistance, but will not finish their project for them. This fosters self-esteem and creativity. Some of the art activities offered are: coloring, stickers, playdoh, paint, collage making, cutting and gluing. We will also have several seasonal and/or holiday crafts.

OUTSIDE TIME: Outside time is weather permitting, however there will be a strong focus on outdoor play and our time will be spent outdoors as much as possible. Please send appropriate clothing for the weather and time of year, and a few changes of clothes. During summer months we may take walks in the woods or down the road. We will have water play. A bathing suit that can stay at daycare is highly recommended. In the winter we will go outside when the weather is not severe and it's not too windy. Generally, we go outside twice each day in warmer months, and once each day in the winter months.

MEAL INFORMATION: Lunch with milk and snacks will be provided for your child. A hearty morning snack will be provided. Children are offered food but not forced to eat it. I strive to provide healthy, high quality food. Snacks and meals will always be nutritious, clean food. **PLEASE INFORM ME OF ANY DISLIKES OR ALLERGIES.** Children may bring a lunch from home as long as it is in paper bag labeled with their name and does not require refrigeration. Any containers used will be returned to be washed at home. Lunches from home must contain nutritious food and may not contain sugary foods such as cookies, gummies, soda or juice.

INFANT FEEDING - FORMULA/BREAST MILK: Please provide formula and bottles, labeled with your child's name. All handling of breast milk will be done properly to ensure your infant is getting all of the nutrients gained by breast-feeding. If frozen breast milk is provided, it must be labeled with your child's name and the date.

SAFETY IDENTITY PROCEDURES: In the event that a parent or guardian is unable to pick a child up from Peace of Mind Playschool, they will be asked for permission stating who will pick up their child. We will not release a child without proper identification. We will have a safe word for each child to be determined once the child is enrolled.

TOILET TRAINING: As children become interested in using the toilet and show signs of readiness, we will make a plan for consistency in potty training. Several changes of clothing and an extra pair of shoes should be left at Peace of Mind Playschool during this process. It is

important that we communicate about starting potty training at a time that works for everyone and we are consistent with the plan.

ITEMS FROM HOME: Children can bring a special toy or blanket to sleep with during nap time, but it must stay at daycare and not go between home/daycare each day. Children may not bring toys from home. Infants may bring something that will provide comfort in the absence of their parent(s)/guardian(s), this must also stay at daycare. All comfort items will be washed at daycare at least once per week, or more frequently if needed.

NAP/REST TIME: Children are asked to rest following lunch. Nap/rest time lasts approximately two hours until most children begin waking on their own. Children who do not sleep may play quietly or read. If a pick-up is needed during nap/rest time, please inform me ahead of time so we can plan accordingly as it is disruptive to all the other children who are napping.

IMMUNIZATIONS AND WELL EXAM: Children who attend Peace of Mind Playschool will need a copy of their immunization record and a well exam, (both signed by a physician) on file prior to enrollment. If your child isn't fully immunized I need a signed form stating the reason. Contracts and health histories will be updated every year. Please make sure that with every new immunization we receive a copy of the updated record.

PETS: We have the joy of having two very lovable and well-behaved dogs. They are mixed-breed, well-trained, very tolerant and excellent with children. They are in the childcare space the entire day and love spending time with the children!

PARKING: Please park in a way to allow other parents access to come into and leave the driveway. Diagonal parking is suggested. PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED IN THE DRIVEWAY! The driveway is a busy place and children should be accounted for at all times. If you have any problems with the parking, please notify me as soon as possible.

MANDATED REPORTER: In accordance with Vermont State Law, Peace of Mind Playschool must report suspicion of any form of child abuse or neglect. This includes sexual abuse, physical abuse or neglect. Peace of Mind Playschool does not condone, help hide or tolerate any type of abuse towards children. A daily health check of each child will be completed upon arrival.

DISCIPLINE POLICY: Children at Peace of Mind Playschool are reinforced for being responsible for their own behavior. We stress independence in solving problems and offer guidance in finding solutions. We encourage self-control and cooperation through positive discipline such as redirection, distraction and praise. In cases of continual disruption, the child may be removed from the situation for a short period of time to learn that acceptable behavior is encouraged. I am free at any time, to discuss any concerns you may have in this area.

SMOKING POLICY: Peace of Mind Playschool is a no smoking environment for the safety and well-being of children and adults. We do not permit smoking on the property.

EMERGENCY PROCEDURES: We have posted a written emergency plan for most types of emergencies. Families are encouraged to read the plan and ask questions if they have any. We keep food and supplies in the event that parents are not able to pick up their children and in the event of an emergency we will care for your children as if they are our own. If we determine that we need to relocate the children, we will follow the outline in the plan.

DRINKING WATER TEST: Results from the test for lead in the drinking water were conducted in 2018 and are approved and deemed safe by the Dept of Health.

PARENT RESPONSIBILITIES/SUGGESTIONS: Please provide the following items for your child by the first day of enrollment:

- ___ one set of extra clothing for the season (shirt, pants, underwear, socks, sweatshirt)
- ___ winter gear (boots, snowsuit, hat, mittens that fit)
- ___ diapers, wipes, diaper cream
- ___ Infants: pacifier to keep at day care (if used); sleep sack, formula/breast milk, baby food
- ___ Toddlers/Preschoolers: crib sheet or thin sleeping bag and small travel pillow
- ___ nap items that you would leave here all the time
- ___ medicine: Tylenol, teething gel, etc.

PLEASE LABEL ALL OF YOUR CHILD'S ITEMS WITH HIS/HER NAME OR INITIALS.

Parents need to pay tuition fees on time. If a problem arises, please notify us immediately. We expect parents to be responsible for their children's medical bill due to illness or injury.

Please let us know of any lifestyle changes (parent going away, moving, death in the family, new pet or loss of pet) or any other changes in your child's routine so that we may be sensitive to their needs.

We cannot be in the middle of custody disputes, unless one parent has a court order, I have to release a child to either parent. I will need a copy of the custody order on file.

You are welcome to visit any time to spend time with your child. Please notify me if you plan to visit during the day or pick up early. If you plan to visit or pick up during nap time, please make sure I am notified well in advance so we can make a plan to not disturb sleeping or resting children. Parents with concerns are encouraged to call anytime so that we can set up a conference to discuss concerns.

OUR RESPONSIBILITIES: We will strive to follow the standards represented in this handbook. We welcome any suggestions or questions. We will be open to discussing any concerns you have about the care your child is receiving.

We will inform parents immediately in case of illness or accident.

We will work with your family to create a relationship that supports the growth and development of your child.

We provide: sunscreen, porta cribs, sleeping mats, sippy cups, breakfast with milk, lunch with milk, snacks, water, and a daily slip of your child's schedule/activities.

ILLNESS POLICY/AGREEMENT:

A child who has the following symptoms must be excluded from Peace of Mind Playschool until the symptoms disappear for 72 hours (without medication) or until instructed by a medical professional. All parents should realize that children get runny noses and common colds and will not get sent home. PLEASE NOTIFY US AS SOON AS POSSIBLE IF YOUR CHILD WILL NOT BE ATTENDING FOR THE DAY.

WHEN TO KEEP YOUR CHILD HOME: If your child needs constant one-on-one care or cannot participate in normal daily activities they should not attend for the day.

CHILDREN WITH ANY SYMPTOMS OF COVID-19 MUST STAY HOME

Over-tired/sleep deprived: a child who is extremely over tired and can't participate

Diarrhea: 2 or more above normal for that child in 12 hours or is not contained

Severe coughing: child turns red or blue in the face or produces whooping/croup noise

Vomiting: 2 or more episodes in 24 hours or once and your child seems ill

Fever: greater than 100.4 with infrared, contactless, or forehead scan or ear thermometer

Pink Eye: after cleared by doctor and/or doctor recommended treatment

Rashes: any unidentified or contagious rash

Mucus/runny nose that is not clear and requires constant attention and wiping

Any time a child seems very sick and would require constant one-on-one care

We ask that if your child becomes ill at Peace of Mind Playschool you should pick the child up as soon as possible and within 90 minutes of being notified. We ask that you keep your child home until all symptoms are gone for 72 hours. Please notify us of any illness your child has.

WE ASK THAT YOU DO NOT GIVE YOUR CHILD ANY MEDICATION (EXCEPT PRESCRIPTION) BEFORE DROPPING OFF. IN THE EVENT YOU GIVE YOUR CHILD FEVER REDUCING MEDICINE

BEFORE DROPPING OFF YOU WILL BE ASKED TO PICK YOUR CHILD UP IMMEDIATELY. THIS EXPOSES EVERYONE TO ILLNESSES THAT ARE BEING MASKED.

ATTENDANCE: Daily attendance will be taken and maintained by Peace of Mind Playschool. Children do not need to be signed in or out by their parent/guardian.

ACCESS TO FAMILY CHILD CARE HOME REGULATIONS: I keep a copy of the regulations on hand at all times. If you would like to review the regulations, please feel free to ask me for a copy.

The regulations can also be found at:

https://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/FCCH_Final.pdf

The Child Development Division can be reached at: 800-649-2642

CONFIDENTIALITY POLICY: Your personal information, and that of your child/children kept on file at Peace of Mind Playschool is strictly confidential. It will not be shared with anybody other than the Child Development Division, upon their request.

NON-DISCRIMINATION POLICY: Peace of Mind Playschool shall not discriminate against children or their parents on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Respect for each child and their family and culture will be maintained at all times.

FIELD TRIPS: From time to time, Peace of Mind Playschool may arrange for a field trip or special outing. Written parent/guardian permission for each child will be required prior to each field trip or outing. If your child does not have written permission, they will be asked to stay home during the fieldtrip or outing.

CONTRACT AND STATEMENT OF UNDERSTANDING Please be sure you have received all pages of this handbook. Keep all policy pages for your reference and return the signed pages. This certifies the undersigned agrees to the policies stated in the handbook and below. Peace of Mind Playschool reserves the right to terminate this contract with 24 hours notice should it be determined that commitments and responsibilities are not being met by the parent or if the owner deems that for any reason that the continuation of care is not in the best interest of Peace of Mind Playschool.

I have read this handbook carefully and understand the information and obligations contained herein. I accept the stated responsibilities, financial and otherwise, for the duration of this contract. Signed contracts are in force until a two-week prior written notice is given. Payment for care during this two-week period is expected.

This contract effective as of _____ (date) This contract is made between the parent/guardian and the provider for the care of:

(child's name)

All fees are prepaid in the preceding week (payment due on Friday morning, but no later than Friday at 5:00 pm). All vacation periods are to be paid for prior to the vacation week. Checks can be post-dated and left for the upcoming week.

Evening late fees: \$5 for every five minutes late after your contracted time. In the event of illness or vacation, parents shall pay the agreed upon rate to hold the child's space. The hours/days that we have agreed on have been set aside for your child. If additional time is needed beyond what is agreed, there will be an additional charge.

Parent A: _____ Date: _____

Parent B: _____ Date: _____

PERMISSION TO SEND VIDEOS AND PICTURES BY CELL PHONE I give permission for Peace of Mind Playschool to photograph/videotape my child and send it to me via text message. Occasionally my child will be in a photo or video with another child and I give permission for these pictures or videos to be sent to other parents who have a child in the photo or video and who is enrolled at Peace of Mind Playschool.

Parent A: _____ Date: _____

Parent B: _____ Date: _____

DEVELOPMENTAL HISTORY

Child's name: _____ Date of birth: _____

Briefly describe your child's physical appearance _____

INFANT/TODDLERS Any history of colic? YES NO

Does your child have sensitive skin? _____

Does your child get frequent diaper rashes? YES NO

How do you treat them? _____

Please describe your child's typical daily schedule _____

Does your child have any special feeding concerns? _____

Does your child eat unassisted? _____

Is your child bottle feeding? _____ breast feeding? _____

Does your child use a pacifier or suck thumb? _____

Does your child crawl? _____

Is your child "fussy" at any time throughout the day? _____

When? _____

INFANTS/TODDLERS/PRESCHOOLERS

Is your child attempting toilet training? _____

Do they use a potty-chair? _____ special toilet seat? _____ regular toilet seat? _____

SLEEPING HABITS

What time does your child go to bed? _____ Awaken? _____

How long before they fall asleep? _____

Do they co-sleep? _____

Do they sleep in their own crib/bed? _____

In own room? _____

Does your child walk, cry or talk at night? _____

Does your child sleep with a special item? _____

What is their mood upon awaking? _____

Does your child take naps? _____ from when _____ to when _____

SOCIAL RELATIONSHIPS

Has your child experienced playing with other children? _____

By nature, is your child friendly? _____ shy? _____ aggressive? _____

How does your child get along with siblings? _____

Other adults? _____

How does your child relate to strangers? _____

Does your child require a lot of adult attention? _____

How does your child show their feelings? _____

What methods do you use when your child behaves in a way that you do not approve of? _____

Who does most of the disciplining? _____

Please list anything that frightens your child _____

(vacuum, darkness, thunder)

Please list favorite activities: _____

Is there anything else that you would like us to know about your child/family to make the transition easier? _____
