



## ***Shining Stars Preschool Handbook and Handouts***

<b>HOURS OF OPERATION</b>	Hours of operation: 4 year old class- <ul style="list-style-type: none"><li>Monday, Wednesday, Friday from 9:30 am to 12:00 pm or</li><li>Monday, Wednesday, Friday from 12:30pm to 3:00 pm</li></ul> 3 year old class- <ul style="list-style-type: none"><li>Tuesday and Thursday from 9:30 am to 12:00pm.</li></ul>
<b>CHILDREN'S RECORDS</b>	All children's records will be kept current and filed in a filing cabinet. Each child will have a folder with their name on it. This will include all current immunization records
<b>ENROLLMENT</b>	Enrollment is based on a first come, first serve space availability. The following forms will need to be returned prior to the first day of school or brought with you on the first day the child starts if you start in the middle of the year. <ol style="list-style-type: none"><li>1. Registration Form</li><li>2. Immunization form</li><li>3. Field Trips</li><li>4. Picture Taking</li><li>5. Agreement Contract signed</li><li>6. Verification of policy handbook initialed and dated (pg 9)</li><li>7. Registration fee due with packet (\$65)</li></ol>
<b>DISENROLLMENT PROCESS</b>	Shining Stars Preschool requires a 2-week written notice prior to termination. At this time your last 2-weeks payment will be due whether your child attends or not. Terminations will not be accepted during a family or providers vacation time. We also reserve the right to terminate immediately or at any time for, but not limited to: <ol style="list-style-type: none"><li>1. Failure to pay fees on time</li><li>2. Failure to comply with policies</li><li>3. Failure to be on time for pick up and drop off</li><li>4. Lack of parental cooperation, communication, or respect for my business or my family.</li></ol> I will work with you and your child as much as possible, but ultimately I cannot put my business, the other children in my care, or my family in a compromising situation.
<b>OPEN DOOR POLICY</b>	We carry an open door policy – you may stop by at any time to observe your child, unless there is a court order in place, then access would be restricted. Just remember that visitors have an impact on the child's behavior and they may "act up" while you are here. Also if your child is having separation problems, it might make it difficult for them when you leave.
<b>MY PHILOSOPHY</b>	A teacher's job is to educate and provide a loving, safe, and



<b>AND MISSION STATEMENT</b>	comfortable learning environment. Every child/family that comes through my doors will be treated with love and respect. I am committed to providing your child with quality care in a structured, fun learning atmosphere. I am using a curriculum based on the Washington State Early Learning and Developmental Guidelines. I know how important it is for children to be prepared for Kindergarten. By using hands on developmentally appropriate practices my goal is to get your child ready for the next step in their education.																													
<b>TYPICAL DAILY SCHEDULE</b>	<p>Children need a simple routine to follow. This helps them learn and anticipate what comes next. This is subject to change depending on what we are learning about and of course the weather.</p> <table><tr><td>9:20-9:30</td><td>12:20-12:30</td><td>Free play</td></tr><tr><td>9:30-10:00</td><td>12:30-1:00</td><td>Circle time: calendar, music, oral language, story</td></tr><tr><td>10:00-10:30</td><td>1:00-1:30</td><td>Reading, Phonemic Awareness, Writing</td></tr><tr><td>10:30-10:45</td><td>1:30-1:45</td><td>Small Groups/Learning centers</td></tr><tr><td>10:45-11:15</td><td>1:45-2:15</td><td>Potty, snack, outdoor play and PE</td></tr><tr><td>11:15-11:35</td><td>2:15-2:35</td><td>Math</td></tr><tr><td>11:35-11:55</td><td>2:35-2:55</td><td>Science/ Heath/ Social Studies</td></tr><tr><td>11:55-12:00</td><td>2:55-3:00</td><td>Clean Up</td></tr><tr><td>12:00</td><td>3:00</td><td>Parent pick up</td></tr></table>			9:20-9:30	12:20-12:30	Free play	9:30-10:00	12:30-1:00	Circle time: calendar, music, oral language, story	10:00-10:30	1:00-1:30	Reading, Phonemic Awareness, Writing	10:30-10:45	1:30-1:45	Small Groups/Learning centers	10:45-11:15	1:45-2:15	Potty, snack, outdoor play and PE	11:15-11:35	2:15-2:35	Math	11:35-11:55	2:35-2:55	Science/ Heath/ Social Studies	11:55-12:00	2:55-3:00	Clean Up	12:00	3:00	Parent pick up
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<b>NAPPING/REST TIME</b>	We will not have time for napping because we will be learning and growing. Make sure your child gets a good night sleep the night before preschool so they are ready to learn each day.																													
<b>COMMUNICATION</b>	Each month you will be sent via email a newsletter and calendar. Please check your email often incase anything comes up and needs to be communicated. If you don't have access to a computer please let me know and I will print off what you need. If you need to call me, please keep in mind that the children are my top priority, so you will get my voicemail during preschool hours. I will return your call as soon as possible though. Conferences can be scheduled at any time if needed to discuss																													



	progress and/or concerns. Keeping the lines of communication open between us is in the best interest of your child. Letting each other know important information about your child and family is essential to us providing the best school environment for them.
<b>WRITTEN PLAN FOR ANY CHILDREN'S SPECIFIC NEEDS</b>	If applicable
<b>FEES AND PAYMENT PLANS</b>	<p>\$165 per month per child for the 3 day, am or pm, 4 year old preschool class. June will be \$100 since it's not a full month. \$125 per month per child for the 2 day class. June will be \$75 There is a \$65 one time registration fee. This will go towards supplies for the year. If you want a Shining Stars Preschool t-shirt they are \$10.</p> <p>Checks, cash or automatic deposits from your bank will be acceptable methods of payment. If a check is returned there will be a \$25 dollar fee. If return checks become a problem, I will require cash or automatic bank payments thereafter. Payments are all on a prepaid basis; and due by the 8<sup>th</sup> of every month. Anything past that time will be considered late, including weekends, and holidays. All payments are appreciated prior to going on vacation or a holiday. In that case, post dating a check is fine. There will be a \$5 late fee per day for any payment received past the 8<sup>th</sup>.</p>
<b>ARRIVAL AND DEPARTURE</b>	<p>Shining Stars Preschool assumes full responsibility for your child once they are dropped off and signed in until they are signed out. So please make sure that we are aware that your child is being dropped off or picked up. Do not just leave without someone acknowledging you. Please call or email us if your child will be later than 15 minutes or not attending for that day.</p> <p>Children should arrive at preschool with clean clothes, hair, face &amp; hands, and ready for the day. When dropping off or picking up children, remember to sign them in or out on the sign in sheet and help child put their belongings away.</p> <p>We cannot release your child to anyone NOT listed on the enrollment form without prior approval from you. You need to let me know if someone other than you will be picking them up, and they need to have a PICTURE ID with them.</p> <p><b><u>Please make sure your child is dropped off and picked up on-time. For every minute you are late after 12:05 or 3:05 it is \$5.00 a minute.</u></b></p>
<b>RELIGIOUS ACTIVITIES</b>	We will be having holiday parties so please let me know if you would prefer your child to not participate in a party because of your religious beliefs. We will have, but not limited to a



	Halloween Party, Thanksgiving Feast, Christmas Party book exchange, Valentines Card Party, and Easter Egg Party.
<b>HOLIDAYS &amp; VACATIONS</b>	Shining Star Preschool will follow the Mead school district calendar for holidays and vacations. A Shining Star Calendar is attached at the end of the handbook. The operating expenses of Shining Stars Preschool are the same whether you bring your child or not. Therefore no deductions in the monthly fee will be made if child is sick or on vacation. We reserve the right to consider a discount or rate adjustment made to your account for certain family emergencies or illnesses.
<b>CONFIDENTIALITY</b>	All information will be kept confidential and will only be released to authorized persons such as, but not limited to: State licenser, police department, Health and Social services, and my backup teacher.
<b>PARENTS NEED TO PROVIDE</b>	Backpack, reusable water bottle, and a healthy snack each day for child. Weather appropriate attire shall be brought each day: swim suit, light jacket, snow gear-hat, boots, mittens, snow pants and heavy jacket.
<b>DISCIPLINE &amp; GUIDANCE</b>	<p>I believe discipline should be used to teach a child. The children are explained the rules of the preschool frequently so that all know the guidelines. Once a child understands the rules and obeys them, the following techniques are used and as a last resort a conference will be called with the parents.</p> <p><b>POSITIVE GUIDANCE TECHNIQUES</b></p> <ol style="list-style-type: none"> <li>1. Ignoring: Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.</li> <li>2. Redirection: We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.</li> <li>3. Verbal Intervention: We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.</li> <li>4. Logical Consequences: We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.</li> <li>5. Take a Break: The child is separated from the group to allow him/her to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to limited activities and be closely monitored. The child may return to the group as soon as the negative behavior stops or is significantly reduced. If Take a Break occurs constantly or not working, child's parent will be asked to come and pick up the child.</li> </ol> <p>Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the children to act in such a way as to</p>



	<p>receive the praise. Asking a child to stop and think about their behavior enables the child to work at self-control.</p> <p>Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food, and other forms of physical punishment are <b>PROHIBITED</b>.</p>
<b>TOILET TRAINING</b>	Your child must be completely potty trained. A named zip lock bag with a complete change of clothes is required to be kept in the child's cubby in case of an accident.
<b>REPORTING SUSPECTED CHILD ABUSE</b>	If there is any suspicion of child abuse or neglect, the local child protective services office and or law enforcement agencies will be contacted.
<b>NUTRITION</b>	Children will bring their own healthy snack for snack time in a lunch box or bag. Child will bring a reusable water bottle which will be kept in their backpacks as well. Only water may be in the water bottles. Snack time is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. If your child has any food allergies <b>PLEASE</b> make sure to put this on their enrollment form.
<b>ALLERGIES</b>	An accurate account of any and all allergies must be disclosed. A doctor's note must be signed and kept on file.
<b>BIRTHDAY CELEBRATIONS</b>	When it's your child's birthday we are going to celebrate!! The day will be about them. Feel free to bring goodies for your child's birthday. Depending on allergies, there may be restrictions of what can be brought it.
<b>OFF-SITE FIELD TRIP REQUIREMENTS</b>	Field Trips will always be planned in advance, so there will be plenty of time to plan for them. There will be a permission slip each child will need to have filled out. All field trips will be parent participation and parents transporting their own child. In the event you are unable to come, I can drive your child in my car. All proper medical paperwork will be taken on each field trip as well as the first aid kit. Some field trips may have a minimal additional cost. Siblings are always welcome to join us on field trips.
<b>TRANSPORTATION REQUIREMENTS</b>	By signing the contract and enrollment form you are giving your child permission to be transported as needed in case of an emergency only.
<b>STAFFING PLAN</b>	As of now there will be no other staff members besides me, Shannon. I am working on a substitute if for some reason I am sick or unable to teach.
<b>ACCESS TO LICENSEE'S TRAINING AND PROFESSIONAL</b>	Anyone at anytime can have access to my training and professional development records



<b>DEVELOPMENT RECORDS</b>	
<b>PET POLICIES</b>	N/A
<b>HEALTH CARE AND EMERGENCY PREPAREDNESS POLICY</b>	There is a fire evacuation plan posted and we will have monthly fire drills to practice what to do in case of a real fire. There is a first aid kit available in case of an emergency. Any medical issue will be documented
<b>MEDICATIONS</b>	<p>Before we can administer any prescription or non-prescription medications to your child you will need to do the following:</p> <ol style="list-style-type: none"> <li>1. Keep them home for 24 hours after the first dose ~ for possible allergic reactions</li> <li>2. Sign a Medication Authorization Form</li> <li>3. All medications must be brought in the original container with the following information on the label: Child's name, Prescription name, Doctors name, dosage, Pharmacy name and phone number, Instructions for administering, &amp; dates the medication is to be used for.</li> </ol> <p>Non prescription medications may include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Antihistamines,</li> <li>2. NON-aspirin fever reducing/pain reliever</li> <li>3. Decongestants</li> <li>4. Anti-itching ointment or lotions</li> <li>5. Sun screen</li> <li>6. Cough syrup</li> <li>7. Insect repellant</li> </ol> <p>These must be sent in original containers. If any of them will be taken differently than indicated on the labels or for more than 5 days, we will need a note from the physician.</p> <p>If you fail to bring your child's prescription medication to preschool you will be asked to go home and get it, or take the child home and give them the required dosage.</p> <p>We have a medication log that you can review at any time to see when your child was given his/her medications. Plus a note giving the times and dosage administered at preschool will be on your daily reports. If a child will be on long terms meds, or as needed medications like asthma inhalers, a note from your doctor will be required to put in our files. Medications that are not being used must be sent back home. Only asthma type medications can be kept here to be used when needed.</p>
<b>ILLNESS GUIDELINES AND SYMPTOMS</b>	Promoting good health and safety is a goal at preschool. To prevent the spread of childhood diseases and illness, please do not bring your child that is ill to the preschool. Each child is required BY STATE to have on file a health statement signed by a doctor, and immunizations all updated. I require children have all immunizations to attend here.





	<p>If your child comes down with a communicable disease you need to notify me right away and in turn I must notify other parents and the Spokane County Health Department. Children with a contagious illness will not be allowed in preschool until they are properly medicated. A child must be on the antibiotic 24 hours before returning to the preschool.</p> <p>Shining Star Preschool will exclude any child who exhibits any of the following:</p> <ol style="list-style-type: none"> <li>1. Fever of 100 degrees or higher. (Needs to be fever free for 24 hours) <b>WITHOUT THE USE OF A FEVER REDUCING MEDICINE</b></li> <li>2. Diarrhea (2 or more stools while here that differ from normal bm) *</li> <li>3. Vomiting (2 or more times during the day) *</li> <li>4. Draining rash anywhere on the body – must be gone before returning</li> <li>5. Eye discharge – Pink eye or from a cold- must be gone before returning</li> <li>6. Lice or nits – can return only after being free of them for 24 hours*</li> <li>7. Communicable disease: chicken pox, measles, etc. must be gone before returning to preschool.</li> <li>8. Consistent complaints of ear, stomach or headaches, or other pain.</li> <li>9. Any color of nasal discharge, it must be clear before returning to preschool unless it is a severe clear runny nose, then they need to remain home until it becomes a mild runny nose – wiping it less than every 15 minutes or so.</li> <li>10. Severe coughing- congested, with phlegm, gets red in the face, gags, throws up, or high pitched whooping or croup sounds – must be mild before returning to preschool.</li> </ol> <p>Even a child that is too tired to participate in normal daily activities or requiring more attention than usual should be kept at home. Please call ahead if you are unsure on whether to bring your child here, let me be the one to decide.</p> <ul style="list-style-type: none"> <li>• Before returning your child to preschool they <b>MUST BE</b> free of all symptoms for 24 hours from the last onset of symptom.</li> </ul>
<b>HAND WASHING</b>	<p>We will spend time learning proper hand washing so we can try and be as germ free as possible. Children will learn a few fun songs that go along with the proper way to wash hands: wetting hands with warm water, apply soap, washing hands, rinsing hands, drying hands with single use cloth towel, and turn off water with towel.</p>
<b>CLEANING AND</b>	<p>Everyday bathrooms will be disinfected, floors will be vacuumed, trash will be taken out, and tables and chairs will be disinfected.</p>



<b>SANITIZING</b>	Any toys that were put in kids mouths will be sanitized.
<b>NO SMOKING POLICY</b>	There will be no smoking anywhere inside the preschool. There will be no smoking within 25 feet outside the preschool. There will be no smoking while transporting a child to a field trip.
<b>INFLUENCE OF DRUGS/ALCOHOL</b>	If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone else come and get you and your child. If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required.
<b>GUNS AND WEAPONS</b>	There are no guns or weapons on or allowed on the preschool premises.
<b>OVERNIGHT CARE</b>	There will be no overnight care.
<b>DISCLAIMER</b>	NO enrolled child or their family will be discriminated against on the basis of Age, Race, Color, Sex, Creed, Handicap, National Origin or Ancestry.
<b>ADDITIONAL COSTS</b>	Library books: if they become lost, torn, or destroyed, beyond repair while you have them checked out, you will be responsible for the replacement cost or a book similar to it. Anything broken as a direct result of child misbehaving the parents will pay full replacement costs of the item(s). Small claims court fees, my lawyer fees, and any other miscellaneous fees, will be charged to your account if we have to settle a payment dispute this way. This also includes all applicable late charges.





## Shining Stars Preschool Receipt of Handbook

I \_\_\_\_\_ have received  
the Shining Stars Preschool Parent Handbook and Handouts.

	Parent Initials	Page
Hours, Records, Enrollment, Open Door Policy, Philosophy		1
Philosophy, Schedule, Napping, Communication, Special Needs		2
Fees, Arrival and Departure, Religious Activities, Holidays and Vacations		3
Confidentiality, Parents need to Provide, Discipline and Guidance, Toilet Training		4
Reporting Suspected Abuse, Nutrition, Birthday Celebrations, Field Trips, Transportation, Staffing Plan, Licensee's Records, Pet Policies,		5
Health Care and Emergency Preparedness, Medications,		6
Illness Guidelines and Symptoms, Hand washing, Cleaning and Sanitizing, No smoking policy		7
No Smoking Policy, Influence of Drugs/Alcohol, Guns and Weapons, Disclaimer, Additional Costs		8

Handouts	Parent Initials
1. Registration form	
2. Immunization form	
3. Field Trip Permission Slip	
4. Picture Taking Consent Form	
5. Agreement Contract signed	
6. Receipt of policy handbook initialed and dated	
7. Registration fee due with packet	

This is to verify that I have read Shining Stars Preschool Parent Handbook and Handouts.  
I agree to comply with the policies outlined in the parent handbook.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

Thank you,

SHINING STARS PRESCHOOL PROVIDER: \_\_\_\_\_ DATED: \_\_\_\_\_