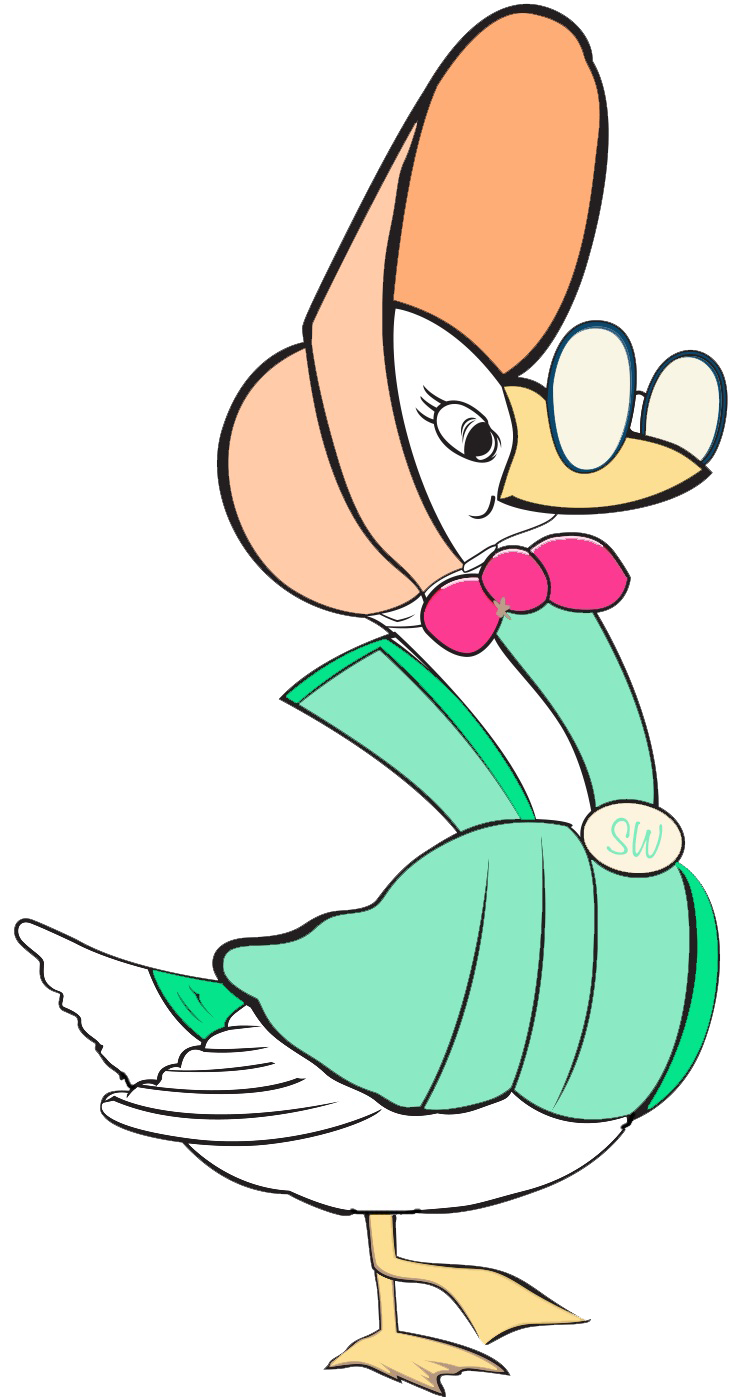
Shirley’s Mother Goose

Preschool & Daycare Center



**Parent Handbook**

www.mgoose.org

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**Ownership**

Shirley’s Mother Goose Preschool and Daycare Center is owned by Shirley and Charles Waire of Searcy, Arkansas. Ms. Shirley serves as president and owner. She has been involved in early childhood education since 1969. Ms. Shirley has served as the local director of Head Start in White County, helped set up the migrant/infant/toddler program in several locations across the state and has served as the President of the local Arkansas Association for Children Under Six (AACS) affiliate.

Ms. Shirley also currently serves as a representative for the Council of Early Childhood Professional Recognition in Washington, D.C. She was recognized by the state of the Arkansas as child care Director of the Year for 2005.

**Mission Statement**

Mother Goose Preschool and Daycare Center is operated with the philosophy that all children deserve a safe, healthy, trusting and loving learning environment where their social, emotional, physical, language and cognitive skills can grow.

**Program Goals**

1. Reinforce learning already in progress at home.

2. Provide activities that are age appropriate.

3. Prepare your child to be socially and intellectually ready for school.

4. Encourage your child to have fun learning through structured and unstructured activities.

5. Provide a print rich environment.

6. Provide special individual support for child as needed.

**Licensing**

The facility is licensed for 127 children with an additional 20 slots during the summer for extended school-age care. The program cares for infants, toddlers, preschool, before and after school and summer school-age children.

**Registration**

Parents must fill out an enrollment form, provide an immunization record that is up to date, read and agree to the facility’s parent handbook/additional policies and pay a non-refundable $25 registration fee.

**Payment**

Fees are to be paid on Monday morning or Friday afternoon unless other arrangements have been made with the director. Client(s) failure to make prompt payment(s) will require a late fee of $10 to be added to their weekly tuition.

If an account is more than 2 weeks past due, we reserve the right to suspend childcare services until full payment is received.

Returned checks will be subject to a $25 additional charge that is non-negotiable. After three (3) returned checks, client(s) will be required to pay using cash only.

**Hours of Operation**

The facility is open Monday through Friday from 6:00 a.m. to 6:00 p.m. to accommodate working parents and guardians in our area.

The facility is open 12 hours per day. However, the **maximum number of hours a child may be kept is 9 ½ hours per day** unless special arrangements have been made with the director.

**Closing/Late Pickup Fee**

The facility closes at 6 p.m. Staff work in 8 hours shifts. If an emergency does a rise, please contact the facility at (501) 268-7019 immediately.

From 6:01 p.m. to 6:15 p.m., a late pickup fee of $5 per child will be charged. After 6:15 p.m., an additional late pickup fee of $5 per child for each additional 15 minutes will be charged.

Repeated late pickups will be considered grounds for dismissal. Shirley’s Mother Goose is required to notify the respected authority (DHS or the Searcy Police Department) if a child has not been picked up after 30 minutes of the facility closing and the parent/guardian cannot be reached.

**Arrival and Departure**

We ask that you sign your child in and out each day. **A daily sign-in sheet is located near the front entrance.** Your child will be released only to parents and persons for whom the program has written authorization.

**If an unrecognizable person is picking up your child, notification is recommended and the person will be required to provide a driver’s license as proof of identification**.

Due to meal time count and rest/nap time disruption, **children are required to be signed into the facility no later than 10:00 a.m.** unless special arrangements have been made with the director.

**Custody Order**

Certified custody orders must be provided to the director during the enrollment process. Any changes in custody orders must be provided immediately. We will release children only to parents as shown on the enrollment form and to specifically designated surrogates as indicated on the form.

However, the enrollment form must be consistent with any custody orders regarding the child. Shirley’s Mother Goose Preschool and Daycare Center cannot deny a parent pick-up rights unless there is a court order on file prohibiting the child from going with the parent.

**Health/Accident Emergency**

Parents will be contacted immediately in the event of an emergency. Please keep the office updated of changes to your business and home phone numbers so you can easily be located. If other listed contact persons cannot be reached, the center will call the physician specified on the child’s data sheet. In the case of a serious emergency, White County Medical Center will be used.

**Absences/Vacation**

The program has a limited number of children. To keep those rates at a reasonable cost, the program does not allow for absences unless they are planned vacation days.

After being enrolled in the facility for one (1) year, a family is eligible for a one (1) week vacation annually. A two (2) week notice is requested. The center closes for major holidays (listed below). Despite the holiday, the fee for the week remains the same.

**Holidays**

Shirley’s Mother Goose closes for the following holidays:

New Year’s Day

Labor Day

Memorial Day

Independence Day (Fourth of July)

Thanksgiving Day

Christmas Day

The program will close at noon on Christmas Eve and New Year’s Eve.

If a holiday falls on a Saturday or Sunday, Shirley’s Mother Goose will close the day the holiday is locally observed.

Closing notices will be posted throughout the facility including the front area and your child’s classroom.

**Security & Front Door Passcode**

Shirley’s Mother Goose uses a keypad system for front door entry. Parents and guardians will be asked to select a passcode during enrollment. The passcode issued is for that family only and can only be used during childcare hours. Passcode records are logged with the date and time and may be kept on file.

Please do not share your passcode with outside individuals. Unauthorized sharing of passcodes may be considered grounds for dismissal.

**Food/Meals/Allergies**

The program shall plan, prepare and serve a well-balanced hot meal offering a variety of foods.

Menus shall be posted near the front entrance and on the kitchen door.

Meals will include 1/3 of the daily nutritional requirements from each of the basic food groups. Milk will be provided to each child at breakfast and lunch. A full-service kitchen operates on the premises.

Please inform your child’s teacher or the director if your child has food allergies. Allergies will be posted in your child’s classroom and the facility’s kitchen in order to inform other staff members about your child’s specific needs. See the Allergy and Medical Posting policy included with your enrollment documents for additional information.

Children must be served 100 percent juice.

A doctor’s statement is required for children that have an allergy to a certain type of food or drink. The statement will be kept in your child’s records.

Aside from breakfast, your child will receive morning snack, lunch and an afternoon snack. There is no additional cost for meals as the facility participates in the United States’ Department of Agriculture’s Child Nutrition Program. Each family will be asked to fill out a USDA application that will be kept on file.

**Breakfast/Dining Room/Outside Food Policy**

Shirley’s Mother Goose serves breakfast in the dining room from 6:00 a.m. until 8:00 a.m. only. We cannot accommodate late arrivals.

Due to licensing requirements, teachers are not allowed to serve breakfast foods in their classroom unless all children are eating together. Parents may bring and serve breakfast foods in the dining room after hours. However, children may not be left unattended.

During special events such as classroom parties, all food brought from outside sources shall come from a Health Department-approved kitchen and shall be transported as per Health Department requirements, or the food shall be in an individual, commercially pre-packaged container.

**Illness**

In order to maintain a safe environment, we ask that you not bring your child to the facility if he/she is showing signs of illness.

If your child becomes ill during center hours, he/she will be isolated from other children and you will be contacted immediately and required to pick up your child.

Your child will **NOT** be admitted and/or you will be contacted if your child shows any sign of the following:

1. Temperature of 101 degrees or more within the last 24 hours

2. Discharge from the eyes or ears

3. Vomiting/diarrhea within the last 24 hours

4. Any rash or skin lesions that blister (including impetigo and ringworm)

5. Excessive signs of a cold, tiredness, sore throat, running nose, sneezing or coughing.

After taking your child to the doctor, please notify the program as to the condition of your child so that other parents may be notified in case of a contagious illness.

Additional illness stipulations may be required due to Arkansas Child Care Center Minimum Licensing Requirements.

**Kindergarten Readiness Skills**

A list of kindergarten readiness skills including a calendar and guided activities is available at:

<http://humanservices.arkansas.gov/dccece/Pages/KindergartenReadiness.aspx>

**Medication**

State law requires a prescription for all medicines that are to be administered within a child care facility.

Over the counter pain relievers such as Tylenol require a **signed parental medication form** and must be **parent-provided**.

All prescription medication must be in the original container bearing the name of the medicine, date filled, pharmacy label and number, physician’s name, child’s name and directions for dosage.

Medication will only be given at lunchtime unless authorized by the director. Nutritional supplements cannot be given without a doctor’s note or prescription.

**Medical Action Plan**

The following procedures will be followed by the staff at Mother Goose in administering a medical care plan.

Shirley’s Mother Goose will work with parents to administer medications necessary to sustain life (i.e. heart, lung, and diabetic mediation). This requires **written permission** from parents and **written directions** **signed** by the physician ordering the medication.

Parents will be required to complete a medical plan questionnaire when life threatening health conditions are present.

**Toilet Training**

If your child is in the process of toilet training, two or three pairs of underwear and pants will need to be left in his/her cubby. The center’s approach toward toilet training is one of positive reinforcement and encouragement. Children are not pushed or shamed into using the toilet.

Parent cooperation is vital to toilet training. Shirley’s Mother Goose Preschool and Daycare Center will **NOT** start toilet training if the child is not being worked with at home. This prevents confusion for the child.

**Biting**

The center takes all biting incidents seriously and works closely with the parents of the biter to head off future occurrences.

Ear infections can be one of the causes of chronic biting. Parents of the child may be asked to take the child to the doctor to check for ear infections.

Biting is a common occurrence in programs that serve children under three years of age. The following procedures are followed at Mother Goose:

1. When the bite occurs, the victim receives the first response. Attention and any necessary first aid is immediately available.

2. The biting child is dealt with firmly but kindly and briefly. He/she is told that biting hurts and is not allowed at the facility.

3. Biting reports are filled out on all bites that leave marks. If a bite should break the skin, the parents will be notified immediately. Some doctors prescribe a small amount of oral antibiotic if the bite breaks the skin and is located on the hand, foot or head.

4. After a child has been bitten, both sets of parents will be notified. The name of the biter will remain anonymous. That child must be protected from any negative reactions from others. Biting is a normal behavior for toddlers, but some may view the biter in a negative light.

5. The program works closely with parents of a child who bites repeatedly. If a child bites three (3) times, a parent conference will be held with the teacher and director. We want to be sure that the child is dealt with in a consistent manner. Parents may be asked to come observe their child in a classroom situation. This may help to provide clues to why the child is biting.

**Head Lice**

Shirley’s Mother Goose Preschool and Daycare Center understands head lice are a common occurrence. The staff will be doing regular checks of children’s heads as prevention measure. The facility recommends immediate attention to be given to an infected child by shampooing his/her hair with RID (a medicated shampoo). Contact your doctor if the treatment is unsuccessful.

If lice or eggs are discovered in your child’s hair, the child will be isolated from the other children until a parent can pick up the child. Anything in contact with the child will be cleaned and sanitized.

**Rest/Nap Time**

All infant/toddlers and preschool children will have a rest period after lunch. All children are asked to rest quietly to allow children wanting to sleep the opportunity.

Your child will be provided a sleeping cot along with a sheet and cover. The sleeping items will be washed at the facility on a weekly basis. Your child may bring a nap-time favorite, such as a blanket or stuffed animal if necessary during their adjustment period.

**Diapers and Supplies**

Parents must supply their children with diapers. There should be at least two (2) days worth of diapers located in your child’s cubby at all times. Please pay close attention to the daily report sheet for notification to bring additional diapers. Additional supplies (such as wipes, tissue, etc) may be required at the facility’s request.

**Clothing**

A change of clothes marked for identification needs to be in your child’s cubby at all times.

Your child will be participating in activities such as painting, gluing and outside play. Please provide appropriate play clothing. For your child’s safety, no sandals, flip-flops or open-toed shoes should be worn.

**Toys**

We discourage bringing toys from home. Sharing personal toys is difficult for young children. The facility and teachers cannot be held responsible for lost or broken toys.

**Emergency Drills**

Your child may talk about fire, tornado, intruder or other emergency drills. The facility conducts emergency drills on a regular monthly basis.

**Reporting Child Abuse/Neglect**

The program’s Suspect Child Abuse or Neglect Policy is attached to the enrollment form. Client(s) are required to sign the form and it will be kept in your child’s file.

**Behavior Guidance**

For the safety and well-being of all facility children, teachers must maintain order. A Behavior Guidance Policy is attached to the enrollment form. A signed behavior guidance policy form will be kept in your child’s file.

**Dismissal**

The director reserves the right to dismiss any child if a non-workable situation arises with the child or parent(s).

The director also reserves the right to dismiss a child immediately if the welfare of other children, staff members, the facility or the program is in jeopardy as the result of a child or parent’s behavior.

A positive classroom atmosphere must be maintained at all times.

**Photography and Video**

Teachers use digital cameras and digital video to record children’s activities.

Documentation of children’s activities is used for families to see what their children are doing in the center, and also for children to recall what they have been doing. You will see photographs throughout the center. Video may be used occasionally during meetings or special events.

Photographs and video may also be submitted occasionally to local publications, our Web site or our Facebook page in order to inform the community about our program. Our staff may also share photographs and video with other teachers in professional meetings, classes, and workshops.

**Screening/Education Care Plan**

Shirley’s Mother Goose partners with the Wilbur D. Mill’s Educational Service Cooperative (Ages 3 to 5), Pediatric Therapy of North Central Arkansas (Ages 0 to 36 Months), Reaper Therapy and other third-party screening partners to provide early intervention education services to children if needed.

All children within the facility are required to be screened and the results will be discussed with each parent or guardian by the screening provider. Screenings are conducted solely by trained professionals.

Teachers are required to refer children to our respected third-party partners if a child exhibits symptoms such as vision, hearing, speech, social or language delay or impairment, emotional disturbance, a mental health issue, other learning disabilities and/or developmental delays.

Children may also be screened or re-screened at a parent’s request. Educational care plans will be kept on file and shared with your child’s classroom teacher.

**Parent Teacher Conference**

A formal conference will be held once per year during the fall to discuss your child’s needs. Notices will be posted throughout the center as to when conferences will take place. Additional conferences will be scheduled at the request of the parent and/or teacher or director.

**Withdrawal**

If your child will be withdrawing from our program, please give the program at least two (2) weeks’ notice if at all possible. This allows us to help your child prepare for a new experience. Also, we can notify another family who may be waiting for a place in our program.

**Curriculum**

Shirley’s Mother Goose uses multiple curriculums that provide developmentally appropriate learning activities and concepts specific to each age group.

0-18 Months Theme-based Creative Curriculum

Based on the Arkansas Framework for Infant/Toddler Care

18 Months-2 ½ Years Adventures in Toddlers Curriculum

Based on the Arkansas Framework for Infant/Toddler Care

3-5 Years Adventures in Learning Curriculum

Based on the Arkansas ECE Framework Handbook

School Age Monthly Project-based Curriculum

Curriculums are reviewed annually to conform to emerging developmental standards. Parent input is encouraged.

**Backpacks/Diaper Bags**

Due to safety concerns, backpacks and diaper bags may not be left at the facility.

**Weapons & Firearms**

Weapons and firearms are **not** allowed on Mother Goose property.

**Policy Changes**

Shirley’s Mother Goose Preschool and Daycare Center reserves the right to introduce or change existing policies at any time.