

# Welcome to the Freeman Early Learning Center – Home of the Scottie Puppies!! Policies and Procedures



This handbook contains important information about our facilities and policies. Please read this guide and keep it for future reference. We welcome you and your family to our early childhood center where we strive to provide excellent educational care for all children.

## **Goal Statements:**

**We believe that the early years are crucial learning opportunities for children. Our mission is to provide a safe, positive, educational environment that prepares young children for a successful school experience. Planned developmentally-appropriate activities will nurture each child's social, emotional, cognitive, creative, and physical needs. Our trained staff will strive to establish a fun, caring and structured learning environment. Our goal is to provide an educational program where children with learning challenges learn together with typically developing children. Research cited from the Washington Association for the Education of Young Children shows that inclusive settings are beneficial for both children with special needs and typically developing young children. Children with disabilities benefit from being in classrooms with peer models. Typically-developing children benefit from an increased appreciation and acceptance for individual differences. Further, they will be taught in a classroom that is designed to meet individual needs and goals. The Freeman Early Learning childcare program is available on a limited basis for preschool and early elementary-aged children.**

## **Classes and Opportunities:**

Classes will be guided by state Early Learning Benchmarks, coordinate with the Kindergarten Common Core Standards, and use research-validated early literacy curriculum, to provide a smooth transition to Freeman Elementary. Preschool is fun! Four and five year olds have a wonderful joy and sense of curiosity about the world!

Childcare is offered as needed five days per week and rates include preschool. Classes will be held in the preschool classroom in the elementary school. In the morning, students may enter the classroom through the door nearest the classroom (behind the gym).

## **Hours and Rates:**

The Freeman Early Learning Center provides childcare as well as preschool programs.

Childcare hours of operation are M-F: 7:30 a.m. – 5:30 p.m.

Two preschool sessions will be offered for the 2017-18 school year.

Monday through Thursday a.m. class – 8:15 – 11:00

Monday through Thursday p.m. class – 12:15 – 2:45

There are a few spots available for full time childcare or after-school care but space is limited.

The program will be closed to observe state and national holidays and closes for the spring and winter vacations following the school calendar. The exception to this is for late-start Wednesdays. Typically, preschool operates as per regular schedule on planned district late-start days. However, there will be 4 scheduled late starts days for AM preschool throughout the year. Which means on those days' preschool will only be from 10:00am-11:00am on those 4 late start days.

In the case of emergency school closures for the Freeman District, the early learning center is also closed. In the case of a two-hour late start due to weather or other emergencies, there will not be AM preschool and childcare will also operate on the delayed schedule. It is very important to have updated contact information because the district uses an alerting system, in which parents receive phone calls or emails regarding closures, etc.

A \$25 non-refundable deposit is required at time of enrollment. Credit cannot be given for days missed due to illness, absences or late start days due to district or weather permitted late starts. Unpaid fees will result in termination of services. Payment must be received by the first day the child attends preschool/childcare for the month.

Checks may be made payable to: **Freeman Early Learning Center.**

Drop off is to be no earlier than scheduled. If you drop your child off earlier than the scheduled time you will be charged a 5.00 fee for every 10 minutes. If you pick up 10 or more minutes later than pick up time you will also be charged a 5.00 fee. A late pick-up charge of \$5.00 per child will be applied for every 10 minutes after closing time for childcare. The charge will be billed. Please plan accordingly for a back-up plan in case the need arises to be late.

### **Monthly Fees: (Proposed upon Freeman School Board Approval)**

<b>Full-time child care (includes preschool M-F)</b>	<b>\$600/month</b>
<b>Before/After School</b>	<b>\$200/month</b>
<b>Preschool AM or PM</b>	<b>\$200/month</b>
<b>Preschool + childcare until 2:45 M-TH</b>	<b>\$400/month</b>
<b>Daily rate (drop in care)</b>	<b>\$35/day</b>
<b>Half-day rate</b>	<b>\$20 or billed hourly</b>
<b>Hourly rate</b>	<b>\$8.00</b>

**Rates will be discounted in December.**

**\$25 registration fee will reserve your child's spot in preschool. Please return the fee along with your child's registration paperwork, policies and procedures, and updated immunization forms, birth certificate.**

### **Attendance:**

All children must be signed in and out daily. Only those people specified by parents on school forms will be allowed to pick up your child, unless advised by parents. For the safety of the children, identification may be requested. Please contact the early learning center if your child will be absent. Please contact the transportation office 291-5555 for bus questions.

### **Meals and Snacks:**

Snacks will be provided. Parents are asked to contribute healthy snacks occasionally. This year, we are planning to participate in the school lunch program for childcare children. Parents have the option of paying for a hot lunch or bringing a sack lunch for their child if your child is full time.

### **Supplies:**

Please dress children in weather-appropriate clothing. Please send in an extra full set of clothing, in a labeled large Ziploc bag with child's name that can remain at the center. If your child stays for rest time, they may bring a special blanket or pillow from home. It should be taken home at the end of each week for washing. No flip-flops!!

Please send your child with a backpack, we will send home art projects, monthly newsletters and calendars, along with any other notes concerning preschool activities. every month. Please check the preschool link on the [www.freemansd.org](http://www.freemansd.org) website for a current supply list.

## **Health Care Policies:**

We are prepared to care for well children. In the event a child has any of the following symptoms, the child will be isolated and parents will be contacted to have the child picked up.

- Fever of 100 degrees or higher
- Vomiting on two or more occasions within the past 24 hours
- Diarrhea – 3 or more watery stools within the past 24 hours
- Suspicious rash
- Communicable diseases including but not limited to chicken pox, pink eye, strep throat

Children must be symptom free of the above conditions for a 24 hour period before returning to the center.

## **Separation Anxiety**

It is very normal for your child to shed a few tears on the first day of school. We love having<sup>4</sup> classroom helpers but have found that for the first few weeks of school, it works better for parents to say good-bye without it being too long of a process. If you have uneasy feelings about leaving your child, let's talk so any questions and concerns can be answered because if you have positive feelings, it really helps your child. If the anxiety continues, we will problem-solve together. We are all on the same team and this is an exciting time but we understand it is a bittersweet time, too....its great that our children reach these milestone moments but can be tough on parents. Try not to worry – we promise to take very good care of your child and help them feel comfortable.

## **Medication Management:**

- Medication will be stored in a locked cabinet and will be administered by staff (school nurse, if available). Forms for the administration of medications will need to be signed by parents AND the physician before medications can be dispensed at school. Forms are available in the school office. The medication must be in its original container and properly labeled with the instructions clearly stated and must be brought to school by the parents.

## **Medical Emergencies:**

If a minor emergency occurs, a staff member will administer treatment. Parents will be notified as soon as possible. If the emergency is more serious, assistance will be requested and the child will be transported to the hospital if deemed necessary.

## **Diapering / Toilet Training:**

We request that children be toilet trained prior to starting preschool. If a child is not fully potty-trained, parents will need to provide pull-ups as well as wipes. When the child demonstrates a readiness for toilet training, in consultation with parents, staff will start a routine of taking the child to the restroom several times per day and using positive reinforcement.

## **Disciplinary Policy:**

The well being of your child is top priority. Rules are designed to develop self-control, acceptable behavior and respect for self and others. If a child is unable to demonstrate appropriate behavior, a "time out" occurs. Discipline will be fair and consistent and corporal punishment will not be used. If a child requires more individual attention than can be given within the child to staff rations, it may be necessary to contact a parent. Repeated uncontrolled behavior can lead to discontinuation of child care services.

To support positive behaviors we use the following guidance techniques:

- Cues as to what is upcoming, "You have 3 minutes to play before clean up time."

- We give choices. “You may play with playdough or read a book.”
- We have a regular, predictable routine.
- We are consistent so that the children know what to expect and learn to trust and feel safe in this setting.
- Affirmative words. “We walk inside” rather than “Don’t run.”
- Sometimes negative behavior is best ignored or gently re-focused with a distraction.
- We ask for the child’s attention, make eye contact and ask the child to repeat the directions to make sure they have heard and understood the expectation.

### **Field Trips and Transportation:**

When age appropriate opportunities arise for field trips, parents will be notified in advance and will be required to sign a field trip permission slip to allow their child to participate.

### **Child Abuse and Neglect Policy:**

Our program complies with Washington State laws that require child care providers to report suspected child abuse or neglect to Child Protective Services and/or local law enforcement agencies.

### **Choice Students:**

Freeman Early Learning Center welcomes you and your child! We do prioritize in-district kids first, and then we will try to accommodate families who plan to ‘choice’ into the district. Enrollment in the Freeman Early Learning Center as a ‘choice’ student does NOT mean that acceptance into the kindergarten and elementary is automatic. Families must inquire with the school district for the appropriate paperwork in order to be accepted as a choice student in the kindergarten year.

### **Non-Discrimination Policy:**

No person shall be subjected to discrimination based on race, color, national origin, gender, or religious beliefs.

### **Disaster Plan:**

The Freeman Early Learning Center will follow the established and practiced policies and procedures of the Freeman School District. The complete policy is available for review.

### **Typical Schedule:**

8:15-9:00- Entry task and Choice Time

9:00-9:30-Circle time

9:30-10:15- Centers

10:15-10:30- Snack

10:30-11:00- Outside/Gym

11:00-12:15-Childcare lunch and Quiet Time

12:15-1:00-Entry Task and Choice time

1:00-1:30-Circle time

1:30-2:15-Centers

2:15-2:30-Snack

2:30-2:45- Outside

Please sign and leave this page with the Freeman Early Learning Center staff.

I have read and agree to abide by the policies and procedures of the Freeman Early Learning Center and confirm my intent to enroll my child in the program.

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Parent Signature

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Name of Child \_\_\_\_\_

Contact us: 291-7304 Or 291-4791

Email is first initial plus last name @freemansd.org, such as:

csetter@freemansd.org Courtney Setter

Website: [www.freemansd.org](http://www.freemansd.org) and follow the link to "Preschool/Daycare" under "Programs" tab.