

# Weaver Day School Policies

2018-2019



# **Weaver Day School Policies**

## **Hours of Care**

Weaver Day School will be open between the hours of 6:30 am and 5:30 pm, Monday through Friday. We operate year-round except on major holidays and one week in the summer. These dates will be included in your yearly contract, which renews each September.

If someone other than a parent will be picking up your child, we need to be notified, otherwise we cannot release the child into that person's custody. Please note those who may pick up your child on your emergency form and child care agreement. We will be requesting identification from any person with whom the staff is not familiar. These rules are for the safety of your child.

## **Late Fees**

Our facility closes promptly at 5:30 pm. This does not mean arrive at 5:30. Your child should be ready to leave at that time. A fee of \$1 per minute will be added for each child picked up late and will be due at the end of the week. You must provide at least one local contact person on your emergency form. This can be a neighbor, relative, family friend, another day care parent, etc. If you will not be able to make it by closing, please contact your backup care and notify us who will be picking up your child.

## **Payment**

Tuition is always due in advance of the week of care to be received. Payment is due no later than Friday for the following week. Payments are due regardless of illness, vacations, snow days, etc. A late fee of \$20.00 per child will be added to the outstanding balance for all late payments. If tuition is not paid in full within 2 weeks, your child may be dismissed from care. A fee of \$30.00 will be charged for returned checks. If it becomes necessary to consistently assess your current balance, a \$25 fee will be billed each time to do so. No payment is due for our summer vacation week. Typically, our vacation week is the first full week in August and will be found on the contract. Payment by check or money order is preferred. No cash please!

## **Health Information**

Weaver Day School shall have on file an age appropriate health form for each child enrolled. A physician must complete a full physical and sign all health forms. Health forms are due every 6 months for children up to 24 months old. They are due at least every 12 months for an older toddler (2-3 years old), preschool child or kindergartener.

As you visit your physician for these check-ups, please ask for a health form to take along. As long as a physician signature is present, a computer printout from the doctor's office will suffice. We must also retain an updated copy of your child's immunization records.

## **Sick Child Policies**

A child who has symptoms of illness specified below will not be admitted or allowed to remain at the school unless written documentation from a physician states that the child had been diagnosed and poses

no serious health risk to the child or other children. The symptoms of illness for possible exclusion from school shall include, but not be limited to, any of the following:

- Severe pain or discomfort, particularly in joints, abdomen, or ears
- Acute diarrhea
- Temperature of 101° Fahrenheit
- Yellow eyes or skin
- Red eyes with discharge
- Infected, untreated skin patches or lesions
- Difficulty or rapid breathing
- Severe itching of body or scalp
- Skin rashes
- Swollen joints
- Visibly enlarged lymph nodes
- Unusual behavior for the child characterized by exclusion from playing, confusion, or persistent, uncontrollable crying
- Loss of appetite by refusal of all solids
- Symptoms which indicate the following diseases
  - Chicken pox
  - Impetigo
  - Lice
  - Scabies
  - Strep throat

The child may return to school when the symptoms are no longer present for at least 24 hours or a physician indicates the child poses no health risk. If your child leaves with a fever, he/she must be fever free *without the use of medication* for at least 24 hours before returning to day care.

If your child leaves during the day with a fever, please do not ask if they can attend the following day. Without a physician note indicating your child does not pose a health risk, there are no exceptions. Our goal is to keep everyone as healthy as possible, including staff!

If a child becomes ill while in care, parents will be called to pick up the child as soon as possible. We understand the inconvenience that this sometimes poses to your schedule. However, when a child is contagious the illness is likely to spread throughout the entire school.

#### *Administration of Medication*

All medication (prescription and non-prescription) shall be in its original container, properly labeled with directions for administration, and shall be labeled with your child's name. It is necessary a form be filled out prior to administering medication.

We never give medication without parental consent. If your child is in need of Tylenol/Motrin throughout the day, we will call you prior to administration.

### *Child Accident and Injury*

When an accident or injury occurs to a child during the hours of care, we will take necessary emergency actions to protect the child from further harm and shall notify the parents as soon as possible.

### *Child Care Information and Records*

We are required by the Department of Public Welfare and the Pennsylvania Department of Education to keep files on each child. These files include:

- Child's name, home address, and home telephone number
- Emergency telephone numbers for parents and other designated persons
- Name and telephone numbers of the child's physician
- Identifying information for all persons authorized to pick the child up
- Date of admission
- The hours the child is scheduled to attend
- A statement of any special problems or needs of the child including allergies, existing illnesses or injuries, and any medication prescribed for long term, continuous use
- Written authorization from parents for emergency medical care
- Transportation permission
- Health information
- Injury and illness records

We ask all parents to continuously update all emergency telephone numbers supplied to us. While it is required of us to keep these records updated, it is in your best interest to keep these records updated in case of an emergency.

A child service report will be issued every 6 months and kept on file.

### *Data Privacy*

Records regarding your child and emergency telephone numbers will be kept confidential. This information will be accessible to you, the caregivers, and the State Licensing Examiner.

### *Food and Nutrition*

Children should eat breakfast before arriving. If your child arrives before 8:00 am and needs to finish breakfast they may do so only at appropriate times in the designated eating areas.

Children should bring a packed lunch. We require you put an ice pack in your child's lunch box. While microwave meals are okay, we ask that you limit heat up meals to twice per week. Do not send items that have numerous steps to prepare. (Example: Macaroni and cheese cups that need cooked take 3+ minutes in the microwave. Following preparation, they need cooled in the refrigerator for at least 10-15 minutes. If your child enjoys these, please send them cooked and we will reheat.) We simply do not

have time to prepare meals for every child and it leads to impatient children. Any food that needs to be peeled or sliced should be done at home.

Too many food choices can be overwhelming. Please limit the number of items each day. Day care regulations state we must discard any food that has been opened/served. Children also tend to gravitate toward snack items, leaving their main item untouched. Limiting choices helps alleviate this problem. We also ask you do not send items that are sticky, messy or excessively crumbly (examples: Jell-O, cupcakes, cheese curls, Doritos, Oreos, rice, Lunchable pizzas...).

We will provide milk to drink for lunch and juice/water for snack and other break periods. A snack will be provided at 3:00 pm.

If your child is one or older we ask that a labeled cup be left at school that we will refill throughout the day. We encourage the use of our paper cups when your child is ready.

Older toddlers/Preschool/Kindergarten: Sippy cups and thermos type beverage holders are discouraged. We do not permit the children to carry them freely throughout the building as leaks often occur. Feel free to send drink pouches and securely tightened beverage containers that will remain in your child's lunch box for the day.

If your child has a food allergy, please be aware that we will not give them any food that is not parent provided. Feel free to leave snacks at the day care in which your child may consume. In our classrooms we occasionally make a theme related snack and those with food allergies may not be able to participate. We realize this may be disappointing to the child but safety comes first.

We ask that all clients (age one and older) please send an age appropriate snack and a gallon of juice on the first school day of each month. It should be enough to feed a dozen children. Some examples: pretzels, snack crackers, animal cookies, goldfish, fruit snacks, chewy granola bars, etc.

### ***Birthday Treats***

In lieu of sending birthday treats, we will hold an in class celebration. We will be glad to sing to your child and make it a special day. In alliance with local school policy, we find it necessary to eliminate treats given dietary restrictions, allergies and sensitivities. In the past, weeks with multiple birthdays were subject to endless amounts of sugar, artificial dyes, etc. We feel that we can have a fun time without the food! Please respect our wishes and do not ask for an exception. We will gladly pass along birthday invitations if you wish to hold a birthday party!

### ***Behavior Management Policy***

In an effort to provide the best possible training for your child, we will adhere to the following discipline policy:

- Talk to the child, explain the rules, making sure that the child understands what is acceptable
- Separation from the group
- If behavior continues, removal from the group

- If the problem persists, a parent conference will be requested
- If warranted, a parent may be called to come pick up their child if discipline problem persists
- If all of the above steps are taken with no resolve, we reserve the right to terminate the contract

Children are encouraged to talk out differences among one another. We help them understand what consequences their actions have.

### ***Biting***

Biting is one of the most controversial issues in all day cares. We try our best to work with families to resolve issues surrounding biting. Biting is difficult to prevent because it occurs swiftly and is often not out of anger or done with malicious intent. For young children, biting is done for the following reasons:

- Young children have not fully mastered the skill of communication. They are unable to tell you how they feel and often get frustrated. They lack the verbal skills they need to express themselves. (Most children stop biting around the age of 3, when they are better able to acquire their verbal skills.)
- Frustration results as toddlers develop new physical and social skills.
- A child may be hungry or tired. They lack good judgment when they are either of these.
- They know it gets a reaction and use it as a way to express leadership.
- They have never been corrected for doing this in the past.
- Sometimes children bite out of nowhere, for no apparent reason!

If your child has been bitten:

- We will immediately console your child and the bite is cleaned. We apply ice and administer first aid as necessary to decrease the likelihood of swelling or bruising.
- An “ouch report” will be completed to detail the incident. If the bite is severe, we will contact you so you can be given the choice to come examine your child.
- We will take special precautions and try our best to ensure your child will not be bitten again.

If your child is the biter:

- The biting child will be calmly removed and given alone time. Statements such as “You do not bite. It hurts.” or “Biting is not allowed. It hurts people.” are used.
- An “ouch report” will be completed to detail the incident.
- Generally children who bite go on “biting sprees.” We will intensely supervise your child for at least two weeks following a biting incident and possibly longer if we believe he/she poses a biting risk to other children. Safety is our priority. The biter will be closely “shadowed” to prevent further incidents. During this period your child will spend periods of time in a playpen

(near the other children) or may also be placed with a different play group away from the child he/she has bitten.

- If the biting does not stop, we will terminate care indefinitely.

We try to avoid biting situations by closely supervising children at all times and providing age appropriate toys to increase interest/decrease boredom. We always try to have enough toys to share so that frustration does not build amongst the children. If necessary, we can provide biting substitutes (such as teethers).

### ***Supplies***

Messes and accidents happen! Every child should have at least one change of clothes at the school. This should include a shirt, pants, socks and underwear (if your child is potty trained). A pair of shoes is optional.

Infants should have more than one change of clothes. Infants/toddlers may leave a package of diapers and wipes at the day care or pack these supplies daily in a diaper bag. We find it most convenient if left at the day care. We will mark supplies with your name and each child will be given their own space to keep these supplies. All bottles and baby food are to be labeled and provided by the parent. We do not fill bottles. Infants must provide us with a written daily schedule.

Each Friday we will check supplies to see if you will have enough to last through the next week. If you do not, we will write a note telling you this so that you have the weekend to buy your supplies. It is the parent's responsibility to keep supplies ample.

Required preschool and kindergarten supplies will be outlined in a memo you will receive in early August.

### ***Attire***

Children should be dressed comfortably and not in clothes that they will be worried about getting dirty. Some of the activities we do involve messy art supplies. Also, outdoor play and outdoor learning is a big part of your child's learning experience, so please make sure that your child is dressed appropriately for weather conditions. Shoes are an important part of comfort and ability to participate. We recommend that your child does not wear flip flops or dress shoes. Improper footwear may result in being denied the use of certain playground equipment to prevent injury. Shorts must be worn underneath skirts/dresses! We are very active throughout the day and this helps eliminate underwear discussion amongst children as well as allows us to take photos of our many activities without underwear exposure.

### ***Sunscreen***

Please apply sunscreen on your child before arriving to day care. Avoid greasy lotions and do not apply sunscreen in the building (please use grassy areas). You can leave a bottle in your child's cubby and we will reapply as needed. We recommend sending a sunscreen stick for your child's face and a labeled hat to be kept at school.

### ***Absences***

Please let us know if your child will not be attending school. Feel free to call or send an e-mail. Kindergarteners are required to send an absence note upon return to school.

### ***Belongings***

All belongings should be labeled with your child's name. This includes lunch boxes, coats, gloves, hats, sweaters, etc.

Please do not bring toys or other belongings from home. Too many conflicts arise among children as a result. They tend to fight over the ownership of these items or the toys get broken or lost. We have plenty of toys to occupy your child throughout the day.

If your child is in the 1 or 2 year old group you may bring a stuffed animal or small blanket to leave at the school for nap time. Bringing your child's security item to school has the potential to be forgotten or occupies the staff at dismissal to look for it. By leaving your child's nap items at school it eliminates stress for both staff and parents.

Preschool students may bring a security item to leave at school for nap time but cubbies upstairs need to be reserved for his/her school projects and papers, not filled with personal belongings. Please do not send pillows and sleeping bags, as storage is limited and these items house germs.

Under no circumstances should any child bring in candy, coins, toy weapons, loose jewelry, or anything deemed a choking hazard.

### ***Nap Procedures***

**Infant Nap Policy:** At the time of your child's enrollment we will discuss with you what schedule your child is on regarding feedings and nap times. Following the safe sleep practices outlined by the American Academy of Pediatrics, all infants will be placed on their backs to sleep.

**Toddler/Preschool Nap Policy:** With this age group it is important that the children have adequate rest after the busy morning schedule. Naptime will be between 1:00 pm and 3:00 pm. If a child has difficulty sleeping or awakes early he/she will be given a quiet age appropriate toy. Older preschoolers often have a shortened nap period. Please do not ask us to eliminate a rest period as it is a requirement.

Our little ones sleep on cots or rest mats. We provide and wash cot sheets weekly.

### ***Potty Training***



When your child has begun to show signs of being ready to start potty training we will discuss this with you. Potty training will be successful if we work together. As we must keep all equipment and toys sanitary for all the children, we do not allow underwear until training has been accomplished. A child must stay dry at school for at *least one week* before being permitted to wear underwear. Children are encouraged but not forced to use the potty.

As with most preschool programs, in order to join our preschool class your child must be fully potty trained. We do not have proper diaper changing areas on site, nor room to store diapers/pull ups. Teachers also cannot leave instructional time. At this age it is socially unacceptable to the other students in the classroom.

### ***Driveway/Parking Lot Policy***

Our driveway/parking lot must be treated as a road at pick up and drop off times!!!

- Please shut off your engine prior to entering the building.
- Under no circumstances should you allow your child to walk onto the driveway/parking lot without you. This includes running ahead! You must HOLD YOUR CHILD'S HAND. It is particularly dangerous when the children dart to the toy areas. They are also not allowed to roam in the adjacent grassy areas.
- Do not allow school age siblings to escort your child to the car. The school age children have rules of their own regarding driveway/parking lot safety!
- If you have a young toddler, we require that you secure your mobile child BEFORE putting your little one into the car. This eliminates the possibility of your child roaming free for several minutes. We have seen this disturbing situation on several occasions.
- If you need to speak with a staff member for a period of time, please pull off to a reasonable parking spot.
- Because there is only room for one car to pass on the entrance/exit, cars entering the day care need to check to see if anyone is leaving first. Cars leaving should have the right of way. Please do not pull off into the grass to manage getting by.
- At Little Elk Creek Rd., NEVER BACK UP to get out of line and leave. Please be patient and wait a few minutes for cars to pull around. There is a blind spot which does not allow you to see well enough to back up into potentially oncoming traffic.
- Parking lot rules apply to older siblings. Safety is a priority. If a child comes with you to pick up your child, it is necessary to follow our rules. Please hold the child's hand and escort him/her the same way you would your little one. Under no circumstance should an older sibling be running around without parental supervision.
- Parking lot rules also apply to those on your approved pick up list. Please share this information with anyone who may be picking up your child.
- If you arrive at a time the bus picks up or dismisses our school age children, we ask that you stop your vehicle completely until we safely navigate the children out of parking areas.
- Obviously, our facilities are SMOKE FREE environments. No smoking is permitted on the property.
- We always promote efficiency. We use our intercom system to have children ready in a timely manner to avoid parking lot congestion. Please be cautious, polite and aware of others.

### ***Drop-off and pickup***

Drop-off and pickup times need to be efficient. Staff members are busy taking care of multiple children and must attend to them. We also need to avoid parking lot congestion. If you would like to schedule an observation or meeting regarding your child, please e-mail/call Terry to discuss. Of course, brief questions regarding your child are always welcome but please limit lengthy discussions. It is better for both the child and the caregiver.

### ***Social Media***

Please respect our staff's privacy. Never use social media regarding day care matters.

### ***Inclement Weather Policies***

IF OXFORD AREA SCHOOLS ARE CLOSED, WEAVER DAY SCHOOL WILL EITHER OPEN AT 9 A.M. OR CLOSE. WE WILL MAKE A DECISION AND SEND AN E-MAIL BY 8:00 A.M.

You will need to watch or listen for this information on one of the following: the OASD cable channel-68, channel 8, channel 10, WCOJ-1420 AM, WDAC-94.5 FM. We no longer put a message on our machine.

### **Day Care**

- If Oxford Area Schools are operating on a one hour delay, day care will open at 8 a.m.
- If Oxford Area Schools are operating on a two hour delay, day care will open at 9 a.m.
- If Oxford Area Schools change to closed or dismiss early, day care will close at 3 p.m.

### **Preschool**

- If Oxford Area Schools are closed, Preschool class will be cancelled.
- If Oxford Area Schools are operating on a one or two hour delay, Preschool will be held from 10-11:30 a.m.

### **Kindergarten**

- If Oxford Area Schools are operating on a 1 or 2 hour delay, Kindergarten class will be held 10-2.

### **Before or After Care**

- Please refer to day care guidelines for Weaver Day School closings and delayed openings. If school is operating on a delay, you will need to *send a lunch* with your child in case the schools change to closed! Please refer to your contract for additional fees for extended care due to delayed school openings or full day care due to school closings.

We may choose to modify our policies based upon our assessment of the weather and proper snow removal of each of our locations. We will notify everyone via e-mail as soon as possible prior to opening. In some instances, we may choose to open one building (Oxford Rd.) to assist with ease of maintenance and staffing. Keep in mind, we always try to open if possible.

### ***Withdrawal***

Two weeks notice is required for all withdrawals.

### ***Holding Fee***

If your child withdraws for the summer and plans on returning in the fall, a one week holding fee is due with your last June payment. This does not apply to those enrolling in our kindergarten program.