



Parent Handbook of Policies

The New School Day School & Studio
At Jacque's House

Welcome to The New School Day School at Jacque's House!

The New School Day School at Jacque's House is a nationally recognized, group-licensed home in Overland Park, Kansas serving families and children ages 24 months to 5 years of age.

Our purpose is to offer children and their families:

- ☀️ A safe, educational and rich environment to stay while their families work
- ☀️ Friendships and social ties that hopefully will continue after the families move on from The New School Preschool @ Jacque's House
- ☀️ Education and community support.
- ☀️ A place to "just be."

General Information

- ☀️ Hours of operation are 7:30 a.m. – 5:30 p.m. Monday – Friday
- ☀️ Our address is: 10016 Juniper Lane, Overland Park, Kansas 66207
- ☀️ Cell number is: 913-909-5951
- ☀️ Email address is: jacque.crocker@gmail.com
- ☀️ Kansas License number is: 001986
- ☀️ Federal Tax ID number is: 26-1870522
- ☀️ Website is www.thenewschoolpreschool.com

The purpose of this handbook is to outline the policies and procedures under which I operate as a licensed child care provider. Each parent and/or guardian will be required to initial this handbook as part of our contractual agreement so please read it carefully.

Non-compliance of the policies and procedures outlined in this handbook may result in termination of care of your child and all deposits forfeited.

Miss Jacque

I have 30 plus years of early childhood experience through preschool settings, professional development and currently:

- ☀ Bachelor of Science degree in General Studies with a concentration in Child Development.
- ☀ Associate of Science degree in Early Childhood Education
- ☀ I have been accredited through the National Association of Family Child Care
- ☀ Certified in Pediatric CPR and Health Assessment
- ☀ I currently hold association memberships in the
 - National Association of Family Care (NAFCC)
 - Child Care Providers Coalition of Kansas (CCPCK) Board Member
 - National Association for the Education of Young Children (NAEYC).
- ☀ I am also a Peer/Mentor for childcare providers in the State of Kansas.

My husband, Mr. Mike, and I have been married over 30+ years and have four grown children all on their own adventures in life. We have also started a wonderful new adventure with grandchildren.

Teachers & Staff

We are proud that the teachers at The New School Day School at Jacque's House are committed to quality early childhood education and understand the growth and development of children. All teachers on staff have at least their CDA (Child Development Associate), an Associate degree in Early Childhood Education or Bachelor degree with an emphasis in Early Childhood Education.

All teachers and employees have been CPR and First Aid Certified and all teachers have had background checks through the Kansas Bureau of Investigation.

Confidentiality

Due to confidentiality and respect for other children and their families, we require that information obtained and discussed at The New School Day School not be discussed with other families and those outside The New School Day School. This includes and is not limited to social media such as Facebook, Instagram and other social media outlets.

No children's photos may be tagged or shared with those outside the School without the prior written permission of Miss Jacque and the families of those photographed.

Non-compliance of this policy may result in immediate termination of care.

Our Philosophy

A child must be accepted for who they are and at what stage of development they are.

Each child has their own history. They come from diverse environments and are all at different stages of development. At The New School Day School at Jacque's House we meet the child at the door where they are in their lives and are committed to move them forward, acknowledging and valuing their differences.

A child's family is their most important learning environment.

We believe a child's family is their most important learning environment. We will offer education and involvement opportunities and support for the entire family. We will offer families opportunities to share in their child's learning experience by maintaining an open-door policy and encouraging family members to join us at any time.



Learning is a lifelong activity.

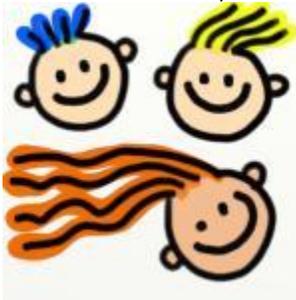
We will continually give each child the opportunity to explore their world in a safe and rich environment by constantly changing and adapting the physical surroundings and introducing them to the world outside The New School Day School at Jacque's House. We will do this by scheduling field trips to points of interest in our community. We will continue contact with each child and their families by way of social media, print and the family website.

Each child deserves an educated, qualified and loving teacher

All support staff and teachers at The New School Day School at Jacque's House will have had *at least* two years of early childhood experience, their Bachelor, Associates, CDA, or comparable and will obtain at least 10 hours of continued education credit each year they are on staff. Each staff member will be certified in First Aid, CPR and will have attended a class on child neglect and abuse. All substitutes will be CPR and First Aid certified and have state-required courses complete. Background checks have been done for all staff and have been cleared by the Kansas Bureau of Investigation.

A child needs structure and consistency in order to learn.

We believe a child needs to know what to expect in order to feel comfortable about their surroundings and learning environment. A daily schedule of activities addressing personal needs, learning time, clean up time, quiet time and outdoor activity time is used and posted for parents to share.

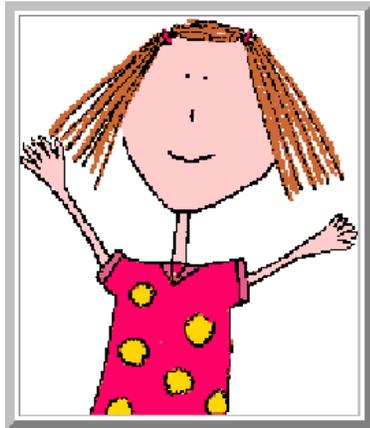


A child needs a sense of order in their lives to learn. At The New School Day School at Jacque's House we maintain our learning centers for the child with clearly labeled storage and shelves. Clean up time is fun, necessary and a part of their learning as they sort and put away the materials and equipment they have used.

Sometimes a child needs to understand that their actions are not appropriate and they have shown a lack of respect for either themselves, their friends or for their teacher. Discipline at The New School Day School is developmentally-based. A toddler will be redirected to a different activity or area, a preschooler will be given the opportunity to discuss their act of disrespect, make a plan for correcting it and then will implement their plan. The teacher will help the preschooler with their plan.

A child must be able to communicate.

A child must be able to express themselves through verbal communication, art, music, the written word and through play. At The New School Day School at Jacque's House these forms of communication are met through an abundance of available art mediums, the availability of musical instruments and recorded music, a literature-rich environment of age-appropriate books and reading material and lots of time for creative play and social interaction.



A child needs a rich environment to develop physically, intellectually, emotionally and socially.

A child will grow socially and emotionally as they learn through group play, role modeling and adult facilitation. Through group activities a child learns how to live, work and play together. They become more independent learners and begin to problem-solve. At The New School Day School at Jacque's House we encourage group play by offering learning centers for dramatic play, block play, community art, outdoor learning centers and discovery centers. We offer independent play by offering a library, quiet personal areas and personal art areas where a child can be alone and create on their own.

A child learns through discovery.

A child must be given the opportunity to observe and discover. At The New School Day School at Jacque's House we encourage discovery by giving the child the opportunity to explore. As long as it is safe, it is okay to touch, smell, look at, listen to, and taste. Anything is possible.

Each child's culture is to be respected

Each child's culture shall be respected and embraced. Activities and curriculum will be designed to incorporate each child's culture through the learning centers, family visits, and special events such as holidays and observances.



Enrollment Procedures and Forms Required

The following are required by the state of Kansas and The New School Day School at Jacque's House and must be completed and submitted prior to placement:

- Application form signed by parent(s) or guardian(s)
- Complete record of immunizations
- Proof of current physical examination (within six months of enrollment form signed by qualified physician)
- Emergency Medical Release Form, signed and notarized
- CACCFP Enrollment form for Food Program
- Permission to allow/not allow Photo/Video form
- Signed and dated Policy Handbook/contract
- Field Trip Permission Form
- Two weeks tuition deposit plus first week's tuition

Termination of Care:

1. Childcare may be terminated with two (2) weeks written notice.
2. Payment for two (2) weeks will be accepted in lieu of notice. All final payments are to be paid at the time of notice. In case of non-payment, legal actions may be taken and the parents will pay all legal fees incurred.
3. Any abuse or violation of the policies of this contract/handbook may be just cause for termination.
4. Immediate termination can occur for behavior problems, non-payment of tuition or fees, dangerous and/or threatening parental situations or other reasons. If immediate termination is given for the fore-mentioned, any and all deposits will be forfeited.

Tuition & Fees:

1. Individual weekly tuition is outlined in your signed contract. Tuition is prepaid and due when the child arrives on the first day of the week. All tuition rates and/or fees may be reviewed and increased on an annual basis beginning January 1 or when deemed necessary.
2. Tuition is not based on child's attendance. No refunds are given for late arrivals/early departures, parental vacations or exclusion due to illness.
3. If the family is receiving state subsidy assistance through Kansas DCF or other agencies, we will be happy to work with you to set up a payment schedule.
4. Registration Fee: A registration fee is based on two weeks full tuition and payment is required at registration. The registration fee will be reimbursed in the form of childcare upon termination of care at The New School Day School at Jacque's House as long as two (2) week notice is given.
5. If after amicable termination of care you choose to return to The New School Day School at Jacque's House, a new registration fee will incur as outlined above.
6. Holding Fee: Two weeks tuition is required to hold a future registered spot at The New School Day School at Jacque's House which will be applied to the first two weeks of care. If for any reason childcare is not needed and the spot must be relinquished, tuition will be reimbursed only if the reserved spot can be filled by the contracted time.
7. In the case of your child's potential temporary absence due to maternity leave, summer, or extended leave from parents' job, we require one-half fees for the entire time of absence to hold your child's position. We must receive at least a one month written notice and the leave must be for no longer than a one month period during the months September through June and no longer than two months from June through August.
8. Late Payment Fee: Tuition is due the first day child is in care. A late payment fee of \$10.00 per day that payment is not received will be expected. If tuition is not paid within five days of it being due, your child will not be admitted until the outstanding balance is paid, including late fees. Continued late payments will result in termination of the contract.
9. Overtime fee: \$10.00 per 5 minutes or any increment of 5 minutes. (Make sure your watches are synchronized with clock at Jacque's House.)
10. Returned Check Fee: \$30.00 plus any additional costs incurred for a returned check. If more than two checks are returned to me due to insufficient funds, future tuition payments must be made by cash or money order.

Holidays/Vacations/Sick Days

☀ The New School Day School at Jacque's House will be closed for the following days with pay (unless noted):

- New Year's Day
- President's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day & the day after
- Christmas Eve
- Christmas

Please note: if the above-mentioned holiday falls on Saturday, The New School Day School will close the Friday before; if the holiday falls on Sunday, The New School Day School at Jacque's House will close the Monday after. (The Easter holiday is not included in this schedule.)

- ☀ The New School Day School will be closed 10 days for vacation per year. Notification of at least four (4) weeks will be given prior to any closed days, with the exception of emergencies or illness. Full tuition payment is required during vacations and three (3) paid personal days if needed to cover illness, professional improvement or as deemed necessary. Payment for personal days will be expected only if they are used.
- ☀ Parents/Guardians are responsible for finding back-up care during provider absences.
- ☀ During inclement weather, i.e., snow, ice, etc., The New School will remain open unless conditions are such that travel is treacherous. We retain the right to close when we deem travel is dangerous and will call all parents to announce closure by 7:00 a.m. or during the day. Children must be picked up within one hour of announced closings. We do not adhere to the local school district closings, but we do heed their warnings.
- ☀ If Miss Jacque should become ill, the teacher and/or assistant will be present to care for your child. If this is not possible, we will notify parents by 6:30 a.m. or the night before. Parents are responsible for finding their own back up care.

Arrival/Departure Procedures

- ☀ Please send your child dressed for the day. Please make your goodbye brief (no more than a couple minutes); the longer you prolong departure the harder it gets.
- ☀ Due to schedules and safety issues, we need to know by 9:00 a.m. if your child will not be in attendance. If we do not hear from you, telephone calls and/or text will be made.
- ☀ For the safety of not only the child but also for those adults who are walking them in and out, we observe a “no carry” policy at TNSDS. All children who are able are to walk from their car to the door and visa-versa.
- ☀ For the safety of the child, no one other than the parents/guardians or designated person will be allowed to pick up your child without prior arrangement. Those designated persons must be at least 16 years old. We must be notified in advance and have a written note with the person’s name and relationship to the child. A picture ID will be required of all non-custodial persons picking up your child.
- ☀ If there is a court order keeping one parent away from the child, we must have legal, notarized written notice from the custodial parent in our file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.
- ☀ For the safety of the child, If a parent, guardian or designated person should arrive to pick up the child and we deem them under the influence of alcohol or other impairment, we will
 1. Call the next person on the child’s emergency pick up form;
 2. Call a cab at the parent’s expense, or
 3. Release the child after we call 911 and report suspected child endangerment and the local police have arrived on the premises.
- ☀ *Children should not be dropped off or picked up during rest time as it has proven to be very disruptive to the other children. If you have to make an appointment for your child, please try and make it before 1:00 p.m. or after 3:30 p.m. if at all possible.*
- ☀ Car seats are required for all children in the state of Kansas. If you or the person picking up your child do not have a car seat, please let us know and we will happily loan one. If we suspect a child is travelling in a car without the appropriate car seat, we will contact the appropriate authorities.
- ☀ Closing time is 5:30 p.m. That means the door is closed at 5:30 p.m. If you need to talk with Miss Jacque, please plan accordingly.

Communication:

- ☀ To provide the best possible care, please feel free to communicate any needs, wants, and or concerns regarding your child. It is only through parent/provider interaction that a goal of quality, nurturing care can be achieved. We are always open to suggestions and communication is a very important part of your child's experience at The New School Day School. If there are any problems or concerns, we encourage you to talk with Miss Jacque about it. If a lengthy conference is needed, a time that is convenient to both of us will be scheduled, as the other children still need our attention during business hours.
- ☀ For the safety of the children and in case of emergencies, all changes in address, telephone numbers, employers, employment status, and emergency contacts must be given to me in writing immediately upon knowledge of change.
- ☀ All children have a "take-home cubby" with pertinent daily information and projects they have completed. It is the parent/guardian responsibility to check them daily.
- ☀ We request that you do not discuss "adult" topics and language in front of your child and the children at The New School. Children are not ready developmentally to process this type of information.
- ☀ While cell phones are important for communication, please remember to not use them when you pick up or deliver your child. Your child has not seen you all day and we both need your attention when you drop off or arrive.
- ☀ To cut down on paper, time and miscommunications, we use text messages to communicate and all the staff have cell phones. We also have a private Facebook page we use for updates and school news. If you do not use Facebook or do not text, please let us know and we will make sure you get updates in hard copy.

Curriculum

We are proud to offer developmentally appropriate, child-directed activities supporting the exploration of

- ☀ Language Development
- ☀ Literacy Knowledge
- ☀ Math Knowledge
- ☀ Science Knowledge
- ☀ Logic Reasoning
- ☀ Approaches to Learning
- ☀ Social Studies Knowledge
- ☀ Social and Emotional Development
- ☀ Creative Arts
- ☀ Physical Development and Health

Large group, small group and individual or “Buddy time” activities are planned each day with lots of time for individual exploration and quiet time. Building, art, music, drama, literacy, early math and science, and lots of outdoor activities are offered.

Exploring the outdoors is a very important part of our curriculum. We spend a great deal of our time outdoors. Therefore, appropriate clothing needs to be worn, i.e., proper seasonal clothing that can get dirty and wet. Old shoes, boots and aqua socks are a must in order for your child to have a comfortable experience. Sandals, flip-flops and other open shoes are not appropriate for wear during play.

Assessments will be made of each child’s progress and results will be discussed with the child’s parents or guardians at parent/teacher conferences. Appropriate goals will be set for the child by both the parents/guardians and the teacher. Parent/Teacher conferences will be scheduled as deemed necessary.

Field trips are an important part of our curriculum. Notice will be given of when and where we will be going and parents are always welcome to go along. Most field trips are free of charge, but for those that charge a fee, the monthly activity fee should cover the cost. It is not mandatory that your child attend these trips, but you will be required to provide back-up childcare for your child if your child cannot attend. All children will be restrained in parent-provided toddler seats. Written parental permission will be required for all field trips off the premises.

Schedule

Our schedules are flexible and subject to change. Personal needs such as bathroom and diaper changing is ongoing and checked hourly. Following is an example of a typical day:

7:30 – 8:30	Arrival, quiet play, table activities
8:30 – 9:00	Breakfast is offered
9:00	Clean-up
9:15 – 10:30	Learning Centers – Child's choice – indoors or outdoors(if possible)
10:30	Snack is offered
10:45 – 11:30	Free play – outdoors, weather permitting
11:45	Prepare for lunch
12:00 – 12:45	Lunch is offered
12:45 – 1:00	Prepare for quiet time (brush teeth, bathroom, etc.)
1:00 – 3:30	Quiet/nap time
4:00 – 4:30	Snack is offered
3:45 – 5:00	Learning Centers – Child's choice – indoors or outdoors
5:00 – 5:30	Prepare to go home & quiet play

Nap/rest time:

All children are required to have a rest period. No child is forced to sleep, however, they must remain quiet. *Children should not be dropped off or picked up during rest time* as it has proven to be very disruptive to the other children. If you have to make an appointment for your child, please make it before 1:00 p.m. or after 3:30 p.m.

Sheets and blankets are supplied by The New School Day School at Jacque's House. If your child sleeps with a special blanket or cuddly friend they are very welcome. They must remain in their cubbies until rest time, however. Pacifiers are not allowed at The New School Day School at Jacque's House. Bedding is washed weekly or more often if necessary.

Meals

We participate in the Federal Child and Adult Care Food Program. Family-style breakfast, morning snack, lunch and afternoon snack will be offered. The children are offered a variety of nutritious foods and menus. We do not adhere to the “clean plate club” and will never force your child to eat something they do not like. A fruit/healthy snack bowl will always be available, however. *Please do not send food, candy or gum with your child.* This only causes problems with the other children and deters a healthy appetite at mealtime.

Special Diets:

If a child has a particular dietary need it must be substantiated in writing by a medical evaluation, religious or parental preference. Appropriate meals or snacks will be provided. Vegetarian meals may be offered at the parent/guardian request.

Sample Menu				
Mon	Tue	Wed	Thu	Fri
Breakfast				
Biscuits	English Muffin	Honey & Nut Toast Crunch	Scrambled Eggs	Pancakes Orange- Pineapple Milk
Peaches Milk	Apples Milk	Oranges Milk	Banana Milk	
Lunch				
Roast Beef Spaghetti Noodles Pineapple Mixed Veges Milk	Bean Soup Cornbread Carrots Apples Milk	Whole Chicken Dumplings Peas & Carrots Broccoli Milk	Ham Muffin Pineapple Apples Milk	Beef Frank Kabobs Mac & Cheese California Blend Mixed Fruit Milk
Snack				
American Cheese Crackers	String Cheese Pineapple Tidbits	Peanut Butter Graham Crackers	Yogurt Cereal Bar	Apple Juice Chex Party Mix

Bathroom & Toilet Training

Children attending The New School Day School at are not required to be toilet trained. Children march to their own drums when it comes to toilet training and this part of their learning should be directed by the child and not the adults in charge. Developmentally some children are not ready to use the potty until a later age. A change in schedule, environment and living conditions can also set a child who was trained back a bit. We adjust to the *child's* needs at The New School Day School at Jacque's House. We accept this is an ongoing learning experience for all involved. It is important that we work together as a team to make sure your child's toilet training experience is a positive one. *When the time is right, we will discuss our plan of action and work towards a positive goal.* Diapers, pull-ups, training pants, plastic pants and wipes are to be supplied by the parents.

Supplies needed

Following is a list of supplies that are to stay at Jacque's House. (*Please make sure child's name is on everything*). :

- Wipes – supplied each month if your child is in diapers or pull-ups
- Special friend and/or blanket for quiet time
- Three or more pair of underwear if potty trained
- Diapers if not potty trained
- Pull-ups if potty training
- Spring/Fall Supplies
 - Jacket/Sweater/Hoodie
 - Hat
 - Mud shoes or boots
 - Light-weight pants or leggings
- Winter Supplies
 - Heavy coat*
 - Hat/Scarf*
 - Mittens/gloves
 - Snow boots
 - Snow pants
- Summer Supplies
 - Bathing suit
 - Sun hat or bandana
 - Aqua socks
 - Insect repellent
 - Sunscreen
 - Light-weight pants or leggings

*Not required to stay at Jacque's House

Exploring the outdoors and our creativity are very important part of our curriculum. We spend a great deal of our time outdoors and in the studio. Therefore, appropriate clothing needs to be worn, i.e., proper seasonal clothing that can get dirty, colorful and wet. Old shoes, boots and aqua socks are a must in order for your child to have a comfortable experience. Sandals, open-toed shoes and flip-flops are not appropriate for play outdoors. We offer smocks for the children to wear, but they do not always cover. We do not take responsibility for clothing getting dirty, soiled or paint-covered. We also have a "leave the outside outside" policy and all shoes are taken off at door. Your child is welcome to wear socks or go barefoot indoors – whichever is more comfortable for them.

Toys

Please do not bring toys from home. If your child needs a special toy or item for sleeping, it will be allowed, but it will be put away when they first arrive. Toys may be shared on Friday Sharing Day. We take no responsibility for lost, stolen, or broken toys brought from home.

Child abuse:

All staff members at The New School Day School at Jacque's House are mandated by law to report to the local authorities any suspected physical, emotional, sexual abuse or neglect of any child or adult in care.

Discipline & Behavior Management

Sometimes a child needs to understand that their actions are not appropriate and they have shown a lack of respect for either themselves, their friends or for their teacher. Discipline at Jacque’s House Child Care Home & Day School is developmentally-based. A toddler will be redirected to a different activity or area, a preschooler will be given the opportunity to discuss their act of disrespect, make a plan for correcting it and then will implement their plan. The teacher will help the preschooler with their plan.

Discipline for Infants/Toddlers	Discipline for Preschooler	*Discipline for School Age Children
<ul style="list-style-type: none"> ☀ Remove tempting items that are off limits to infants/toddlers. ☀ Distract or redirect the infant/toddler away from the activity that is not desired by attracting the child with a better choice. ☀ Ignore the behavior, if the child is not in danger or causing someone else to be in danger. ☀ Use the word "no" sparingly - use only when infant/toddler is approaching danger. ☀ Provide duplicates of popular toys - infants/toddlers do not understand the concept of sharing. ☀ Place a toy or item in the thinking area, not the child. Exclusion is not appropriate for this age 	<ul style="list-style-type: none"> ☀ Positive Reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior ☀ Redirection: The child is redirected to another activity and given an opportunity to try again at another time. ☀ Self-regulate: The child is separated from the group for a child-regulated period to “think about what they are doing.” This technique is used only when a child is exhibiting temper-tantrum-type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, we discuss what they “thought about their behavior,” how they will handle themselves differently next time, and then they are encouraged to join the rest of the group and try again. ☀ Last resort: When a child’s behavior is continually upsetting or dangerous to others or me, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care. 	<ul style="list-style-type: none"> ☀ Same as for preschooler plus: ☀ Involve children in planning activities, setting their own activities, and suggest consequences when rules are broken.

Health Matters

A current Medical Record and Health Assessment signed by a medical professional must be supplied by parent/guardian and kept on file with the provider. All child immunizations are to remain current and it is the responsibility of the parent/guardian to make sure updates are applied to the child's record. All children attending Jacque's House are required to be immunized as required by the State of Kansas unless it is deemed the child would be at risk if immunized. A doctor's written waiver must be on file.

Please do not bring your child if he/she is sick. Children with mild cold like symptoms (clear runny nose, slight cough, and no fever) will be admitted. Per Kansas Health Department regulations, children will not be allowed to attend Jacque's House if they exhibit any of the following symptoms:

- ☀ Rash
- ☀ Fever (100° F or higher)
- ☀ Excessive cold and/or cough
- ☀ Vomiting
- ☀ Diarrhea
- ☀ Lice or nits
- ☀ Discharge from eyes or ears
- ☀ Unusual drowsiness
- ☀ Persistent or excessive crying
- ☀ Communicable diseases (chicken pox, Roseola, conjunctivitis, mumps, measles, influenza or other diseases deemed communicable by the Kansas Department of Health)

If your child becomes ill during Jacque's House Child Care Home & Day School hours, parents/guardian will be contacted immediately to remove their child within one (1) hour of being notified. If parents are not available, the emergency contact person will then be notified. Once the child is removed from The New School Day School due to illness, they may not return for a full 24-hour period, *fever-free without medication*. A doctor's note may be required if deemed necessary.

Note: This sickness policy applies to all staff too.

Medication: We may administer medication if needed, but only if the *Medication Consent Form* has been signed and with a doctor's prescription. All medicine must be in the original container with the child's name clearly written on it, the doctor prescribing the medication, written instructions with the dose and times, needs to accompany the medication.

Medical emergencies

- ☀️ A current notarized Emergency Release Form is to be filled out and signed by the parent/guardian and kept on file with the provider.
- ☀️ Medical insurance information for child, including carrier, group number, etc. are to be supplied by the parent/guardian and kept on file with the provider. It is the parent/guardian's responsibility to update insurance information when necessary (change in policy, carrier, employer, etc.)

The staff at The New School Day School at Jacque's House are certified in First Aid and CPR. In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

- ☀️ Assessment is made of the accident/illness. If it is deemed an emergency:
- ☀️ A phone call is made to 911
- ☀️ The child's parents/guardian or emergency contact are called
- ☀️ Child and health records are taken to the nearest emergency service at the nearest hospital
- ☀️ In all cases, an incident report is completed and signed by the parents, provider and submitted as record to the child's file and if needed, the Kansas Department of Health and any other public welfare agency.

It is extremely important, especially in instances of illness or emergency that the emergency contact information is up to date and all information is correct. Please report any changes immediately to keep your emergency contact information current.

For minor injuries like bumps and bruises, I will provide home first aid. If the injury is more serious, i.e. broken arm, or dislocation, etc., 911 will be called the parent will be notified immediately. Parents will be responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Sunscreen and bug spray will be used at The New School Day School at Jacque's House and both must be supplied by parent/guardian. Written permission for use is required.

Emergency Procedures

Fire safety procedure In the event that a smoke/fire detector alarm children are quickly moved out of one of two practiced exits. Children have been instructed and practiced to exit home and meet outdoors at the predetermined spot of the big tree in front of neighbor's home. Fire drills are conducted, recorded and filed monthly throughout the year.

Tornado Warning: In the event of a tornado warning, staff will gather children and meet in the kitchen area or other designated safe place. If the weather system has given our area a tornado watch, parents may opt for notification and decide if they prefer to pick up their child to take to alternative shelter.

Missing Child: If a child should appear to be missing, a thorough search of the house/grounds will be made. If the child is not located, police and parents/guardians will be notified immediately. A neighborhood search will begin. Procedures directed by local law enforcement will be followed. This procedure applies to field trips.

Should a child not arrive on a scheduled day at the scheduled time, a one hour window will be given and then provider will notify parents. It is our policy that we be notified by 9:00 a.m. if you will be late or not attending that day.

Utilities and Maintenance Emergencies: Should we experience utility issues, all children will be required to remain in the school area. If this is due to weather, we will proceed with severe weather plans. If it is due to another reason that does not threaten our safety and it is nice outside, we go outside until the problem is repaired. If the situation becomes an all-day affair, parents will be called and we will have an early dismissal.

Lock-down: A lock down maybe a response to a potentially violent situation such as a trespasser, non-custodial parent or inappropriate parent behavior.

The staff will use a code word which has been decided that will alert the staff but will not alert or antagonize the intruder. All doors will be closed and locked, lights turned off and a quiet activity will be planned. A secondary plan would be to take the children upstairs and lock basement door.

Shelter in: Shelter in is necessary when it is safer for children and staff to remain in the building rather than evacuate or have parents come for pickup. Parents might be unable to come due to power outage or traffic breakdown. Other situations might include severe weather, an airborne contaminant or potentially violent situation

Evacuation: Evacuation may be necessary in some disaster situations. A fire, gas leak or nearby ground chemical spill requires immediate evacuation. Evacuate to the safe meeting place defined in the fire drill plan. A head count should be done.

If evacuating to an off-site safe shelter the use of the business van will be used. Off-site shelters are Indian Creek Technology building, Trailwood Elementary School, Indian Woods Middle School and Metcalf South Shopping Center respectively. Parents will be notified via text where they will be located so they can meet us.

Bomb Threat: Any bomb threat should be treated as real until proven otherwise. Unidentified or suspicious objects should be reported to the authorities. Evacuation will be the same as a fire drill.

Hazardous Materials Accidents : We use the same procedures as Evacuation

Act of Terrorism: Same as lock down

In the event of any one or more of the emergencies parents will always be notified first thing after the children have been deemed safe and secure. Children's files will remain with provider and children as well as a list of emergency numbers for the community.

Animal Health:

All pets at The New School Day School at Jacque's House are registered and their vaccines are up to date. Pets such as hamsters, guinea pigs, etc. may be a part of our family. Hand washing follows the handling of the animals. Parents who have children with known allergies to furry animals must tell me immediately.

We will be obtaining various pets periodically, some of which will be chosen by the children at The New School Day School at Jacque's House. Pet care and respect of living things is an important element of Miss Jacque's House. It is understood that because of a child's age and developmental stage they may unknowingly harm an animal. This is part of the learning process and we will help the child understand the proper way to handle pets and to understand their actions. However, if a child is of a mature age developmentally and *knowingly* abuses an animal, the following procedure will take place:

- ☀ The first incident, a warning will be given to the child and written documentation in the form of an incident report will be given to the parents/guardians
- ☀ The second incident, the child will be suspended from care for a period of one week with pay
- ☀ The third incident, the child will be expelled from The New School Day School at Jacque's House immediately and all deposits will be forfeited

Damages

It is expected that your child be respectful of my personal property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages our property through destructive behavior or roughness, the parents/guardians will be liable for 100% of the replacement costs. This reimbursement is due with your next monthly payment.

A Final Note

Thank you for the opportunity to play and work with your child and their family. We look forward to our future together as we watch your child grow and learn at The New School Day School at Jacque's House.

Miss Jacque

We retain the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that the particular policy is no longer in effect.

Policy Handbook Contract

The following contract pertains to the policies set forth in the Parent Policy Handbook governed by the Owner/Director of The New School Day School and Jacque’s House Daycare. It is the Parents’/Guardians’ responsibility to read the Policy Handbook completely before signing and it is the Parents’/Guardians’ responsibility to abide by all the policies stipulated in the Policy Handbook. This is a legal and binding Contract and signing it obligates you to this Contract legally.

By initialing each section, I (the Parent/Guardian) am agreeing that I (the Parent/Guardian) have read and understand the Policies outlined in the Parent Handbook.

Section Title/Policy	Parent(s) Guardian Initial	Section Title/Policy	Parent(s) Guardian Initial
General Information		Supplies	
Philosophy		Toy Policy	
Enrollment Procedures		Child Abuse	
Termination of Care		Discipline/Behavior	
Tuition and Fees		Health Matters/Medical Assessments	
Holidays/Vacation/Sick Days		Medical Emergencies/Insurance	
Arrivals & Departures		Safety Procedures	
Communication		Animal Health & Abuse	
Curriculum		Damages	
Schedule/Nap/Rest Time			
Meals			
Bathroom/Toilet Training			

Signed: _____ Date: _____
 Parent/Guardian

Signed _____ Date: _____
 Parent/Guardian

Signed: _____ Date: _____
 Provider