



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. – 5:00 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.

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 monthly
- Special friend and/or blanket for quiet time
- Three or more pair of underwear if 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