

LICENSING & REGULATIONS

License: We are licensed by the Department of Human Services, license #1095453. We are also inspected annually by the Minnetonka Health Department. We are currently licensed to serve 7 toddlers (16 - 33 months) and 20 preschoolers (33 months - 5 years).

Regulations: We comply with Minnesota State Statute 9503 and Rule 3 Guidelines

Capacity: Our classroom ratios are in compliance with licensing guidelines. Our toddler room contains ages twenty-four to thirty-three months with a ratio of 1:7. Our preschool room contains ages thirty-three months to five years with a ratio of 1:10.

Religion and Holidays: We do not teach any religious doctrines and welcome families from all backgrounds and beliefs. We celebrate holidays in a secular context and encourage families to share their traditions and celebrations with us.

Fair Enrollment: The Children's School admits students of any race, gender, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in our care. TCS does not discriminate based on race, creed, color, gender, religion, age, disability, ethnic origin, sexual orientation or the source of payment with regards to the administration of our educational policies, admission policies or other center programs.

PROGRAMS

Every child enrolled at The Children's School is supervised by a qualified staff member at all times.

Toddlers: Not potty-trained and ages 16 to 33 months (with a minimum ratio of 1:7), currently serving seven total children of this age group.

Toddlers enjoy plenty of free play and various teacher-designed activities to engage their five senses and create a fun learning experience! We introduce English and simple Spanish vocabulary, math concepts, literature, art, music, and dance. Our teachers help children develop new skills such as potty-training, language, and life skills, as well as strengthening small and large muscle development. The Children's School feels that children should be challenged and encouraged to reach their fully independent self.

Preschool: Potty-trained ages 33 months to 5 years, (with a minimum ratio of 1:10), currently serving ten total children of this age group.

Preschoolers are eager to learn and love accomplishing new developmental milestones! Conversation skills, basic sign language, yoga, extensive literature, basic math, science, and art concepts are emphasized during this preschool period. The children are given an opportunity to strengthen skills such as social cooperation, problem solving, kindness and respect, as well as develop positive self-esteem.

The intellectual, physical, social, and emotional progress of each child will be documented in the child's record and conveyed to the family during biannual parent-teacher conferences.

FINANCIAL INFORMATION & POLICIES

Tuition Payments: Payments online or by check/cash are due Monday for the following week. Please make checks payable to The Children's School and place them in the collection box on the sign-in counter. Online payments are made through ProCare and are subject to their current transaction fee.

Late Payments: Late payments are charged if payment is not received by 6:00 pm on Monday of the week of care. The late payment charge is \$10.00 per day. If a family has more than one week balance overdue on their account, services will be suspended until the balance is paid in full.

Early Drop-off and Late Pick-Up Fees: A fee of \$35.00 plus \$1.00/minute will be applied if drop-off occurs before 7:15 am or pick-up occurs after 5:30 pm (5:00 pm summer Fridays). Fees will automatically be added to the following week's tuition. *TCS is not insured or licensed to provide services outside of our operating hours.*

NSF Payment: TCS will charge a \$40.00 fee for any payment that is returned NSF. By consideration of the center, enrollment may be ended or cash payments required if frequent NSF payments are presented.

Vacation Policy: There are no unpaid days for vacation/planned absences. Please let your teacher know if your child will be absent.

Tuition Increases: TCS will apply an annual tuition increase effective September 1 and will announce the new rate in August.

Sick Days: Full tuition will be charged even if your child does not attend due to illness. *Children who are unable to participate in daily activities, including playing outside, due to illness will not be accepted for care.*

Weather Related Closings: TCS follows the Minnetonka Public Schools for severe weather decisions (closing, early release, and late start). If only Minnetonka's evening activities are cancelled we will close at 4:00 pm. If a two hour late start is called we will open at 9:00 am. Early release will close within 1 hour of the final school closing time. We reserve the right to call our own closing based on the safety of our students and staff. We will communicate via ProCare for all changes in schedule.

Termination of Care: A two-week written notice accompanied by two weeks of tuition payment must be given to The Children's School when families terminate care. TCS reserves the right to immediately terminate a contract if there is a threat to the safety or general well-being of staff, students, and/or any person present in the school space. TCS will provide families one week written notice of termination for reasons that are not deemed an immediate threat to safety. There will be no refund of your enrollment fee or tuition paid and families are still responsible for paying two weeks of childcare fees regardless of the cause of termination or if your child(ren) attends or not.

Families are required to pay the full two-week tuition the same day their termination notice is submitted. Failure to do so will result in the assessment of a fee equal to two additional weeks of tuition. The child/children's family will pay any legal fees incurred by The Children's School while enforcing this contract.

Seasonal Contracts: A limited number of seasonal contracts are available on a first-come, first-served basis, with priority given to currently enrolled families first, Minnetonka teacher families second, and all other families third. Seasonal contracts begin the week of Minnetonka teacher workshops (usually the last week in August) and extend through the last day of school per the Minnetonka calendar (usually the first week in June).

Seasonal enrollment spaces are held with a fee assessed the first week of each month, in addition to regular tuition for weeks attended in June and August. There is a three month

maximum for holding a seasonal spot. If drop-in care occurs during a family's hiatus they are responsible for paying the daily tuition in addition to the holding fee.

HOURS OF OPERATION & CALENDAR

The Children's School is open during the school year from 7:15 am to 5:30 pm and in the summer 7:30 - 5:30 Monday through Thursday, 7:30 am - 5:00 pm on Fridays. *We are not insured or licensed to provide services outside of our operating hours. Early drop-off and late pick-up fees apply.*

Parents are strongly encouraged to keep their child's time at school to a *maximum* of 43 hours per week.

Please see calendar for scheduled school closings and events.

DIAPERING & POTTY TRAINING

Diaper changing is provided approximately every two hours and as needed while awake. We do not wake children during naps to change their diapers. We potty train with bathroom breaks at least every two hours.

Diapers and wipes are provided by the family. A one month supply of diapers and sensitive/fragrance free wipes are strongly suggested. Wipes are used communally and diapers are kept in an individually labeled bin for each child.

Because accidents happen, please make sure to have *at least* one extra set of seasonally appropriate clothes (shirt, pants, underwear, and socks) for your child. We do not have spare clothing for children to wear in the event of an accident. Underwear soiled with fecal matter will be thrown away, pants/shirts soiled with fecal matter will be sent home at the discretion of the teacher.

Following toilet use and diapering, both staff and children wash their hands. We believe the best way to eliminate illness is by frequent hand washing and sanitizing.

Please read the following letter to families regarding potty training methods at our school:

Congratulations, your child is potty training! This is a wonderful milestone and we are excited to guide your family through this experience. To foster success for you and your child, we want to introduce the terms and procedures used at The Children's School during this process.

At The Children's School we refer to body parts by their anatomically correct name to ensure clear and consistent communication with your child. We strictly refer to genitalia as penis and vagina. Other terms that we will use during potty training are: poop, pee, diarrhea, bum/bottom.

We teach children that these are bathroom words and are to be used at school only when communicating to a teacher. We strongly encourage families to use these same terms at home to create consistency with their experience at school. Using anatomically correct words empowers children with knowledge of their body which is vital for communicating their health needs or inappropriate touch.

When using the bathroom, children can use the toilet with a step stool or the small training toilet. In both instances they will go into the stall one at a time for privacy and have the assistance of a teacher.

When your child is first beginning it is normal for a teacher to monitor your child for safety and cleanliness. If using the large toilet we like to assist smaller children on and off to reduce the chance of falling. Also, when they are at the beginning stages of learning to clean themselves a teacher will be there to give instructions about how to rip toilet paper off the roll and where to clean themselves. If a child is still learning how to wipe their bottoms after pooping a teacher will be there to help as well, only if needed. There may be situations where we may ask your child to "let me check" after they have gone potty which means we may look in the toilet or check their private areas. For example, if your child poops it is clear to see by checking the toilet or if your child has peed it may be difficult to tell by looking in the toilet so we will visually check if she needs to wipe any pee from her vagina. This is done so we can relay accurate information about their bathroom behavior and assure they get the correct instructions on how to clean themselves.

If your child is male, we will instruct them how to direct their urine into the toilet. If they choose to sit to urinate we will tell them to hold their penis down so the pee aims inside the toilet. If they choose to stand we will encourage them to hold their penis so it aims for the center of the toilet.

Once children begin to successfully clean themselves the need for constant assistance will fade away and be provided only as needed. We encourage children to be independent

and pull their pants and underwear/Pull-Up on and off, flush the toilet, and wash their hands with as little assistance as possible.

All bathroom activity will be recorded on ProCare so you can follow the same schedule at home.

Supplies for Success

- Pull-Ups *with Velcro sides* - these can be put on without removing shoes and pants. *Please purchase the brands with side tabs to help teachers who have multiple children to diaper!*
- Pants that are easily pulled up/down without assistance - no snaps, buttons or zippers please!
- Extra underwear, pants, and socks for accidents - please send in a labeled gallon Ziplock bag

NAPPING & QUIET TIME

The Children's School firmly believes that people who receive adequate amounts of sleep are happier, healthier, and brighter. At TCS all children are required to take a quiet break or nap every day after lunch.

Our guidelines:

- All children are provided a quiet space to nap or rest as well as a nap cot.
- Separate bedding is provided from home for each child in care in a sturdy handled bag. Blankets are sent home to be washed weekly and when wet/soiled.
- If any child is unable to sleep, they are allowed to get off of their cot *after* 30 mins of quiet time. Children may read books or other supervised quiet activities *after* their 30 minutes of rest time.
- Children are allowed to bring *small* personal items for rest time. A personal item is a *small* stuffed animal or blanket that is to stay at school daily.
- All personal rest items must be kept in the child's nap bag and are not allowed to be accessed outside of rest time.

SLEEP

Well rested children are happy and healthy children! To ensure that our learners (and their teachers!) enjoy their day, retain all their new knowledge, and are their best selves, *please give your children the gift of a relaxing bedtime routine and quality sleep every night.*

Children are required to rest for at least 30 minutes on their cots. We will not wake children before the end of our scheduled rest time. The only exception is a pre-arranged pick-up.

Recommended Amount of Sleep for Pediatric Populations*

Age	Recommended Sleep Hours per 24 Hour Period
Infants: 4 to 12 months	12 to 16 hours (including naps)
Toddlers: 1 to 2 years	11 to 14 hours (including naps)
Preschoolers: 3 to 5 years	10 to 13 hours (including naps)
Gradeschoolers: 6 to 12 years	9 to 12 hours
Teens: 13 to 18 years	8 to 10 hours

*The American Academy of Pediatrics (AAP) has issued a Statement of Endorsement supporting these guidelines from the American Academy of Sleep Medicine (AASM).

Source: Paruthi S, Brooks LJ, D'Ambrosio C, Hall W, Kotagal S, Lloyd RM, Malow B, Maski K, Nichols C, Quan SF, Rosen CL, Troester MM, Wise MS. Recommended Amount of Sleep for Pediatric Populations: A Statement of the American Academy of Sleep Medicine. J Clin Sleep Med. 2016 May 25. pii: jc-00158-16. PubMed PMID: 27250809.

EXCLUSION DUE TO ILLNESS

Please respect peers, staff, and families and keep ill children out of care for at least twenty four hours after symptoms are no longer contagious. Children who are unable to participate in our daily activities, including playing outside, will not be accepted for care.

Parents are required to report any communicable disease to the center.

Children who become ill while in care must be picked up *within one hour* of initial parent contact.

Fever: Axillary/forehead temperature of 100.4^a F or higher

Respiratory: Difficult or rapid breathing or severe coughing, a high-pitched croup or whooping sound after he/she coughs, inability to rest comfortably due to continuous cough

Diarrhea: Abnormally loose or watery stool in the previous 24 hours. Children who produce more than two wet stool diapers while in care will be sent home. Child must be symptom free for 24 hours before returning to daycare.

Eye/Nose Drainage: Thick mucus or pus draining from the eyes and or nose. Both viral and bacterial pink eye will require medical care and removal from care for 24 hours after antibiotics were first administered.

Sore Throat: Especially when fever or swollen glands are also present. Strep throat will require medical care and removal from care for 24 hours after antibiotics were first administered.

Rash: Skin rashes undiagnosed or contagious, drainage or crust on skin. Diaper rash is not cause for removal from care.

Itching: Persistent itching of skin or scalp. Diagnosed lice will require medical care and removal from care for 24 hours after treatment is first administered.

Appearance/Behavior: Child looks or acts differently, unusually tires, appears pale, lacks appetite, seems confused, irritable.

Stool: Grey or white, watery and has more than two wet stools while in care

Vomiting: Children who vomit will be removed from the general classroom to a sick space and will need to leave care as soon as possible. Children will need to be vomit free for a full 24 hours before returning to care.

Families are required to secure back-up care when their child is not allowed at the center because of illness and are responsible for paying regular childcare fees if their child is absent because of illness. In the event that there is an epidemic, such as the flu, COVID or other illness that is becoming hard to manage with staff and children, TCS has the right to close for up to two days for sanitization and/or recuperation when we do not have enough staff to handle normal operation for the childcare.

ATTENDANCE & PLANNED ABSENCES

Please call (do not text), send a message via ProCare or email when your child will be absent and, when possible, if you will be dropping off or picking up at a very different time than usual.

CALL: 952.381.7658

EMAIL: TCSMtka@gmail.com

MESSAGE: via ProCare

Please communicate the dates of all planned absences so teachers can plan accordingly.

The Children's School requires parents to notify the school within 24 hours of a child being diagnosed with a contagious reportable disease, lice, scabies, impetigo, ringworm or chicken pox.

HEALTH & MEDICAL INFORMATION

Medical Records: In the best interest of the child's health and other children at the center, a current health care summary and immunization record must be provided to us prior to their first day of enrollment. These records must be updated in accordance with state laws. Each time that a medical update or change occurs, you must submit a copy.

A Health Care Summary must be on file for each child in attendance. The summary must be completed by a physician within 30 days of the first day of enrollment.

Medications: For us to safely administer medicine to your child, we require that all medications be labeled, dated, and prescribed by a licensed physician. All over the counter medications will be administered only by following the labeled instructions. A completed Medication Authorization Form must be filled out for every prescription administered to your child by TCS staff.

Sick Children: In case of illness, such as fever, pink eye, lice, strep throat or diarrhea, your child may not be in attendance. If your child stays at home, please message/call as soon as possible. If your child becomes ill at school, we will contact parents first and, if unavailable, we will call emergency contacts to come pick them up within 1 hour. Until the parent/emergency contact arrives, the ill child will be supervised at all times and isolated in a quiet area away from other children. The program staff will continue to assess the child's condition frequently, take their temperature every 30-60 minutes if fever is present, and call 911 if the situation develops into an emergency.

First Aid Policy: First aid is the immediate care provided to an injured or ill person, as soon as possible after an accident or sudden illness to preserve life, prevent the condition worsening and/or to promote recovery. First aid does not take the place of professional medical treatment.

The Children's School will ensure that at least one teacher who holds a current approved first aid qualification and has undertaken current approved anaphylaxis and emergency asthma management is immediately available in an emergency.

Vaccinations: The Center for Disease Control has vaccination guidelines for young children that we recommend families follow. TCS files and maintains immunizations and exemptions for each child as required by law.

Special Needs: If any child has special needs, procedures stipulated in Rule 3, will be followed. An Individual Education Plan (IEP) will be developed to meet your child's needs. The plan will be coordinated with either the service plan and/or education plan with your child's physician, psychiatrist, or physiologist and school district. The parents/legal guardians must be involved and approve all aspects of the planning.

Allergies: Please let The Children's School know at the time of enrollment if your child has any allergies or if they develop an allergy at any time during enrollment. We require action plans to match the correctly documented health care forms. This will help us take better care of your child's health.

Insect Repellent: Parents may provide a *spray* insect repellent clearly labeled with the child's name. It will be applied using the manufacturer's instructions with written permission. Families are required to notify TCS of any allergies due to insect bites.

Sun Screen: Parents may provide a *spray* sunscreen clearly labeled with the child's name. It will be applied using the manufacturer's instructions with written permission. Parents are also asked to provide a hat or other necessary sun protection.

MEALS & SNACKS

The Children's School provides a morning and afternoon snack, and whole milk or water at lunch and snack. *Healthy lunches are provided by families.* Please send a lunch for your child that contains at least:

1 serving of protein	meat, poultry, cheese, peanut butter, nuts, yogurt
2 servings of fruit/vegetables	carrots, applesauce, grapes, blueberries, banana, pea pods, cucumbers, guacamole
1 serving whole grain	100% whole wheat bread, bagel, tortilla, pita, crackers, cereal, pretzels

Children are expected to open all containers and packaging with minimal to no assistance from staff. Please practice opening items with your child and only send things to school that you feel confident your child can manage independently.

Lunch items need to be sent pre-cut to limit the amount of handling required by the staff. Please cut foods such as grapes and hotdogs into small pieces or do not send items that are known choking hazards.

Please label an insulated lunch box with your child's name clearly visible and provide necessary utensils. Per our food license, we do not refrigerate or heat any food items children bring from home.

Food allergy considerations will be provided for each classroom.

Toddlers: All toddlers must be able to eat solid foods mostly independently. We do not allow the use of baby bottles or a formula/milk diet. Food should be sent cut into toddler size pieces in containers that they feel confident handling themselves. Please speak to a teacher for suggestions and advice in regards to eating expectations.

CONFERENCES

The Children's School conducts optional parent conferences twice per year. Parents will be provided with an assessment of their child's intellectual, physical, social, and emotional development. Please come prepared with any questions/concerns you have regarding your child's development. If you would like to schedule conferences outside of the allotted schedule please contact your teacher directly.

Refer to your yearly calendar for scheduled conference dates.

CLOTHING - SEASONAL & EXTRA

The Children's School believes that *daily* outdoor play is essential to a well-rounded curriculum and educational experience. We are also legally obligated to take children outside once per day. Please help ensure that this requirement is met by *sending your child to school wearing seasonally appropriate indoor and outdoor clothing and footwear*. Please consider keeping extra mittens, hats, a lightweight jacket, and boots at school.

All children are required to have an extra set of seasonally and size appropriate clothing at school. A set of clothing includes shirt, pants, underwear, and socks. Please send the extra set of clothing in a labeled gallon ziplock bag.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
Sweatshirt/Light jacket	Winter coat	Sweatshirt/Light jacket	
Raincoat		Raincoat	Raincoat
Mittens	Mittens	Mittens	
Hat	Hat	Hat	Baseball hat/visor
Rain boots	Snow boots Snow pants	Rain boots	Rain boots

Shoes: *Children need to wear closed-toed tennis shoes or boots.* Please do not send children to school in flip-flops, sandals, Crocs, or bare feet. Children are required to wear shoes or boots at all times.

Please do not send your child in shoes with laces unless they are able to tie them independently.

Ease of Dressing & Messy Play: The goal at The Children's Schools is to have children successfully gain independence while dressing. Please send children in clothing that is easily put on, pulled-up, fastened, and taken off *by your child*. Do not send children in clothing with excessive buttons/snaps, difficult zippers, or challenging components.

We believe in children fully experiencing their environment which means they will be playing in mud, paint, snow, sand, and other tactile sensory experiences. While we will do our best to protect clothing, please send them in clothes that may be permanently stained or torn during the process of learning and play.

BIRTHDAY CELEBRATIONS

We love to acknowledge a kiddo's special day with school friends! Each classroom will celebrate in their own way, please ask your teacher. Due to health license restrictions regarding allergies and food safety we do not allow homemade food to be served at TCS. Please, only send store bought edible treats to school.

VISITORS

Parents and legal guardians may visit the center at any time during our hours of operation. Please be mindful of nap time (roughly 12:45 - 2:45 pm) when scheduling a visit.

We welcome grandparents and extended family to visit our classrooms to read stories, share their talents, and help with projects. For the safety of everyone in our building we ask that all visitors are scheduled in advance with at least twenty-four hour notice provided to your child's teacher.

REFERRAL REQUESTS

Families requesting a referral for kindergarten or an alternative preschool must complete a referral request form and pay the required fee. Please ask your teacher for a copy of the form and inform them of any pertinent information regarding your referral process.

Referrals for special education or support services that come directly from the school district do not require any additional forms or fees for TCS.

PACIFIERS & BOTTLES

Pacifiers are **not** allowed at school. Please instruct your child to leave their pacifier in the car.

Sippy cups/bottles are a violation of our health department license. We provide children with single use cups at meals and outside.

MANDATED REPORTING

The Children's School is legally required and mandated to report any suspected abuse or neglect. If we know or have reason to believe a child is being or has been neglected, physically or sexually abused we must immediately (within 24 hours) make a report to an outside agency.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility will be made to the Minnesota Department of Human Services Maltreatment Intake Line at (651) 431-6600 as well as the Minnetonka Police Department at (952) 939-8500 or 911.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community will be made to Child Protection at (612) 348-3552 and/or the Minnetonka Police Dept. at (952) 939-8500 or 911.

MISCELLANEOUS CENTER SAFETY INFORMATION

Missing Child: In the case of a missing child we will notify all staff members, the Minnetonka Police Department, and the parents of the child immediately.

Equipment and Supplies: TCS conducts routine maintenance checks on all equipment and supplies for safety purposes.

Pets and Animal Visits: Families will be notified of any classroom pets prior to enrollment and if pets are being added to the room. Please let teachers know of allergies or aversion to animals of any kind. Occasionally we have children who want to share their household pets with the class. If there are classmates with manageable allergies or aversions they will be allowed to join another classroom for the duration of the visit. If visiting pets create an unsafe environment for students with allergies we will not allow the visit.

Picking Up a Child: None of the children will be released to anyone less than eighteen years of age or anyone who appears to be intoxicated. Any adults (other than the parents) picking up a child are required to be on the list of authorized adults on file.

Transportation: TCS does not provide transportation of any kind to the children attending the school. Parents are asked to park their cars in the parking lot and walk their child into the building each day. Please drive slowly through the lot and be aware of your surroundings!

Insurance Coverage: TCS carries liability insurance for each child in attendance for any incidents that were caused by negligence on behalf of our staff or facilities.

Toys/Personal Items: *Please do not send toys or other personal items with your child.* The center has a variety of age appropriate toys for the children to play with. In the event your

child does bring a toy to the center they will be asked to store it on their shelf. The center will not take responsibility for toys/personal items your child brings which get lost or broken.

Field Trips/Outdoor Play Time: The Children's School does not take children on field trips outside of our center, although we bring in special guests to give children exciting opportunities. Our playground area is located right in our backyard. The surface material is wood chips and is maintained as needed. The children are educated on the safe use of playground equipment. Staff members position themselves so they can supervise the children on all areas of the playground while respecting the staff/child ratio at all times. We ask that you provide your child with appropriate clothing dependent upon the weather, as well as sunscreen and/or bug spray if desired.

On occasion we will walk to a local park (GroTonka, 17003 Prospect Place) or Groveland Elementary when weather and time permit. A notice will be posted on the door that we are at the park if no one is present at the center. Upon enrollment each child must have a signed waiver in their file as part of their mandatory records.

BEHAVIOR GUIDANCE POLICY & PLAN

To provide a safe environment for all children enrolled in the program, all staff will display a positive model of appropriate and acceptable behavior. We teach children how to use acceptable alternatives to challenging behavior in order to reduce conflict. This policy is tailored to the developmental level of each child that the TCS is licensed to serve.

Children are praised for positive skills and redirected towards constructive activities. At all times, the safety of the children and staff are continuously protected. Staff is trained to provide immediate and directly related consequences for a child's unacceptable behavior (Minnesota Rule 9503.0055)

At TCS, we believe that with the proper positive environment children will thrive. The following actions are in place before any child is separated from the group. The staff provides less intrusive methods to guide the child's behavior in a positive manner. If the less intrusive methods to guide are ineffective, the child will be separated from the group. If the child's behavior at any time threatens or endangers the well-being of the child or another child in the program, the child will be separated. If a child requires separation, the child will remain within the classroom and will be continuously seen and heard by a staff member. The child's return to the group must be contingent on the child's stopping or controlling the behavior that precipitated the separation. When the unacceptable behavior stops, the child must immediately be returned to the group. A behavior incident report will be completed by staff, one copy given to the parents and one copy kept in the child's file.

If the behaviors persist, a conference will be held with parents and teachers to discuss a tangible behavior plan including discussion of previous behavior reports, expectations for future behavior, home and center strategies to encourage and achieve acceptable behavior, measurable goals for success, and professional intervention if necessary.

If a behavior plan does not achieve the required results within a reasonable time frame the child will no longer be invited to participate at The Children's School.

Separation Log/Report: All separations from the group must be documented on a daily log that is kept in each classroom. The license holder must ensure that notation in the log includes the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care.

If a child is separated from the group three times or more in one day, the child's parent will be notified and notation of the parent notification will be indicated on the daily log.

If a child is separated five times or more in one week or eight times or more in two weeks, it is considered persistent unacceptable behavior and a behavior plan must be developed.

Prohibited Actions by TCS Staff: Subjection of a child to corporal punishment, which includes but is not limited to bear hugging, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking. Emotional stress such as name calling, ostracism, shaming, making derogatory remarks about the child/family, using language that threatens, humiliates or frightens the child. TCS does not punish for lapses in toileting. We do not withhold food, light, warmth, clothing or medical care as a punishment for unacceptable behavior. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm and the use of mechanical restraints, such as tying, is strictly prohibited. Separation of a child from the group is only used within the rule requirements described above.

Strategies we use to help challenging behaviors in the program:

- Shadowing biters throughout the day and teaching them that biting hurts and is not a safe choice

- Having a child sit in the front of the group or next to a teacher
- Showing the child the mark they have caused so they can connect the act with the result
- Maintaining classroom order, adhering to a schedule, and following the curriculum - busy and engaged children are less likely to act out!
- Providing positive feedback when children are doing things well
- Telling them the "why": Why we keep our hands to ourselves, why we use walking feet inside, why we listen, etc.

Teachers are required to maintain open communication with parents regarding any updates on behaviors and challenges the child experiences, including all injuries. The information is documented to observe trends and to find reasonable solutions.

BITING & PHYSICALLY HARMFUL BEHAVIOR POLICY

Biting, hitting, and pushing are developmentally appropriate for toddlers and preschoolers and we understand that physically aggressive behaviors are part of a young classroom setting. However, these behaviors are harmful to other children and staff. The goal of our policy is to identify what is causing the behavior and resolve the challenges the student is experiencing. If the issue cannot be resolved, this policy serves to protect the children that are harmed. When an incident occurs, we will require that the parents of the child biting and the parents of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting/Physically Aggressive Behavior Occurs:

We strongly disapprove of biting and rough physical touch. Our staff's job is to keep the children safe and help a child that uses physical communication learn different, more appropriate methods. We do not use techniques to alarm, hurt, or frighten children, rather we offer alternative communication and age appropriate conflict resolution.

For the child that was bitten/hurt:

1. First aid is given to the bite/site of injury. It is cleaned with soap and water. If the skin is broken, the bite is covered with an antibacterial ointment and a bandage. Other injuries are treated appropriately with cleaning, icing, bandaging, elevating as needed.
2. Parents are notified via ProCare, email or phone call depending on severity and the teacher's availability to discuss the matter.
3. The "Injury Report" form is filled out documenting the incident. The form will be addressed at pick-up and be sent home with the child.

For the child that bit/hurt:

1. The teacher will firmly tell the child "STOP! We do not bite! Biting hurts friends!" Substitute whichever verb is appropriate such as pushing/hitting/kicking/tripping.
2. The child will take a break under the supervision of the teacher for no longer than one minute per year of the child's age
3. Parents are notified via ProCare, email or phone call depending on severity and the teacher's availability to discuss the matter.
4. The "Incident Report" is filled out documenting the incident. The form will be addressed at pick-up and be sent home with the child.

When Biting/Physically Aggressive Behavior Continues:

- The child will be shadowed to help prevent any biting incidents.
- The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.). The child will be given positive attention and reinforcement for positive behavior. Staff will intervene when negative behavior is observed. All feedback will be documented in a running

record and shared with parents daily. Some teachers may create other reward systems on a per child basis.

When Biting/Physically Aggressive Behavior Becomes Excessive:

If a child inflicts 3 bites/incidents in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves teeth marks, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

If the child again inflicts 3 bites/incidents in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 paid business days.

If a child once again inflicts 3 bites/incidents in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other child care arrangements.

If a child has been through steps 1 and/or 2 goes 1 week (5 business days) without biting, we will go back to step one if the child bites again.

If a child bites/significantly injures twice in a 4 hour period, the child will be required to be picked up from school for the remainder of the day. This will not count towards the 2 day suspension.

ALLERGY PREVENTION & RESPONSE

All known allergies must be listed on each child's intake form *and* in their medical records. Allergy information is kept on file for the duration of the child's enrollment at The Children's School. Parents are required to update TCS of any changes in allergies or treatments.

An individual program plan for each child's allergy must be in place and staff must be trained on how to implement the plan. The plan must include a description of the allergy, specific triggers, avoidance techniques, symptoms of the allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and the doctor's contact information. This plan is to be developed and approved by the center, parents, and pediatrician to ensure that all criteria is met.

All staff are required to read and understand the individual allergy plan and feel comfortable carrying out the necessary steps for prevention and treatment. Staff must sign the plan to acknowledge their understanding and compliance.

If there is any suspected exposure to a specific trigger, the child's parents are to be contacted immediately via the phone numbers listed in the emergency binder and in the care plan. The child is to be monitored closely and emergency procedures are to begin as soon as a reaction occurs. The teacher or director must call emergency medical services when epinephrine is administered to a child under TCS care.

DAILY SCHEDULES

Arrival and Free Play

Children participate in quiet activities and visit learning centers until all children have arrived.

Morning Meeting & Snack

Friends meet for themed story time, calendar, weather, songs, daily schedule and important announcements.

Learning Centers and Small-Group Activities

Children choose from learning center activities such as construction, creative arts, dramatic play, library, math manipulatives, science and sensory exploration, and writing. This time often includes teacher led small-group activities.

Outdoor Play

Children enjoy structured and unstructured play and exploration outdoors.

Lunch

Children wash their hands, help set tables, and prepare to eat lunch.

Rest Time and Quiet Work Time

Children set up their nap cots, take a potty break, and then nap or rest quietly. As children wake up they can select from a variety of quiet activities, such as puzzles, drawing, writing, and reading.

Whole-Group Time & Snack

Children come together for a story or whole-group activity.

Outdoor Play or Learning Centers

When weather permits, children enjoy structured and unstructured play outdoors. If inside, children select from a variety of activities such as looking at books, sensory bins, puzzles, and coloring.

CURRICULUM & ACTIVITIES

Along with the daily emphasis on social and emotional development, The Children's School curriculum introduces a higher level of educational exploration including reading and writing readiness, letter and number recognition, and cutting and fine motor skills to prepare for kindergarten and a life of educational pursuits. These activities occur in three different settings: planned teacher-directed lessons, relaxed child-initiated play, and spontaneous discovery and conversation. Our program plan is developed and evaluated annually by a staff person qualified as a teacher. The intellectual, physical, social, and emotional progress of each child will be documented in the child's record and conveyed to the parent(s) during teacher conferences. The fundamental elements, goals, and objectives of the preschool curriculum include:

Math Readiness - Explored and taught through counting and grouping random objects, becoming familiar with an abacus, viewing and using number charts, estimation activities, songs focusing on math concepts, counting, sorting and grouping games, and 5 and 10 frame activities

- counting sequentially and with one to one correspondence
- creating and recognizing patterns
- identifying numbers 0 - 20 with an exposure to numbers up to 100
- grouping and sequencing numbers

- estimating and predicting
- increasing awareness of number values and number groups
- skip counting by twos, fives, and tens
- units of measurement including magnitude and quantity

Reading Readiness - Provided through exposure to various literary content, Letter of the Week, songs emphasizing letters and vocabulary, individual white board activities, journaling, nursery rhymes, classroom word wall, reading response, creating class books with text and pictures, daily story time

- upper and lower-case letter recognition
- letter sounds - individual and blended
- name recognition of self, classmates and teachers
- rhyming
- comprehension & recall
- becoming familiar with sentences and punctuation
- syllabic counting and awareness
- sight word recognition
- sign language - alphabet and basic words

Language/Communication Skills - Taught through games, learning and reciting

nursery rhymes, show and tell, Question of the Day, mealtime conversations, morning

and afternoon meetings

- sharing experiences, ideas and thoughts
- following multi-step directions
- verbally expressing needs, desires, wants
- verbally responding/resolving minor problems/conflicts
- creative thinking - why and how questions
- speaking in front of the class
- increasing vocabulary
- understanding verbal and non-verbal cues
- listening to others

Writing/Drawing Skills - Introduced by using various writing tools, such as markers, pencils, crayons, dry erase markers, chalk, and colored pencils

- name cards written with capital and lowercase letters
- white board activities
- journals, both student and teacher directed
- classroom sign-in sheet

Science and Health Awareness - Exploring the world around us through indoor and outdoor activities, gardening, experimentation, and scientific observation.

- nature walks and observations
- hands on science experiments

- animal identification and classification
- weather and seasons
- food groups and healthy dietary choices
- oral health
- engineering through construction

Music Appreciation – Moving and learning through instruments, song, and dance

- listening to instrumental music of multiple genres
- simple instrument identification by sight and sound
- playing various instruments
- rhythm activities
- movement and dance
- becoming familiar with tempo

Fine and Gross Motor Skills - Increasing spatial awareness, strengthening hand/eye coordination, and strengthening muscles

- writing on both vertical and horizontal surfaces
- cutting using scissors with both straight and decorative edges
- drawing and coloring both directed and independently
- painting with tools including brushes, cotton balls, sponges, fingers
- assembly toys, LEGO, Lincoln logs, train tracks

- parachute games and play
- yoga, tumbling mat, and dance
- indoor and outdoor sand and soil exploration
- sensory table filled with materials such as rice, water, dried beans

Social and Emotional Development - Becoming kind friends, good helpers, confident students, and cooperative members of our community at school and in the world.

- problem solving strategies
- practicing patience and mindfulness
- expressing and responding - to directions, requests, problems

“How can you solve this challenge?” “Are you being safe?”

- using nice manners while eating, being polite and respectful in social situations
- how to control our bodies and voices
- identification of emotions in ourselves and others

Toddler curriculum goals and objectives focus on the following:

Emotional Goals

- Begins to show empathy for others
- Feels safe and secure away from parents
- Shows affection
- Shows pride in new accomplishments
- Asserts self appropriately
- Exhibits contrasting moods (stubborn through compliant)

Social Goals

- Imitates others
- Influences or persuades others
- Helps at clean-up time
- Tries to please others through kindness
- Exhibits an intense interest in adult language
- Enjoys exploring and playing with others

Physical Goals

- Sits well in chair
- Climbs up steps
- Marches in place
- Rolls, throws, and kicks ball
- Stacks blocks
- Uses a crayon, paintbrush, glue bottle and stick
- Attempts to put on shoes, socks, jacket with little assistance
- Washes and dries hands
- Uses a spoon and fork
- Drinks from a cup

Intellectual Goals

- Increasing attention regulation
- Ability to follow two to three step directions
- Ability to identify three or more body parts, people, and objects
- Color and shape recognition
- Recognition of first letter of name

Cultural Background

Children in all classes at The Children's School are exposed to celebrations and traditions of various cultures including those that are not represented in our school. Through the celebration of a myriad of holidays, playing culturally significant games, eating and preparing traditional foods, discussing how cultures interact with each other, and the introduction of various languages we will fully encompass the cultural diversity of our school, our community, and our world.