

# Parent Handbook



***Where a lifetime of learning begins***

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**Hours of Operation:** 6:30 a.m. – 6:00 p.m.

**Website:** [getreadyssetgrowchildcare.com](http://getreadyssetgrowchildcare.com)

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**Provider ID for title XX:** 54699108

6 weeks-12 years

## **Get Ready Set Grow Childcare Parent Handbook**

### **Our Philosophy:**

*We believe family involvement, family satisfaction, and shared decision making are essential to the success of all children at Get Ready Set Grow Child Care. We believe in developmentally appropriate practices that insure continual growth cognitively, emotionally, and socially. We believe in feeding children healthy foods and encouraging daily exercise to help children develop strong and healthy bodies. We believe our center forms a caring learning community in which families, staff, and children form positive relationships allowing children to reach their true potential.*

### **Education Experiences:**

Children at Get Ready Set Grow Childcare learn by doing. The hands-on learning experiences allow students to make meaningful choices that build early literacy, math, science and social skills. Our high quality curriculum is used in all of our classrooms and is designed to help your child create enthusiasm for learning and build school readiness skills.

Daily preschool curriculum is taught starting at 9:00 a.m. each day. For this reason we like all of our students to arrive before that time so that they receive the full benefit of this program.

In the afternoon the children do science experiments, music/movement activities, and other gross motor activities. We strive to have the children involved in enjoyable educational activities throughout the entire day.

A daily schedule is posted in each classroom. You can see pictures of the children involved in various activities by liking us on Facebook or by visiting our website at [getreadyssetgrowchildcare.com](http://getreadyssetgrowchildcare.com).

It is important that children learn how to do things for themselves thus fostering a feeling of pride and self reliance. Teach your child how to hang their coat in their cubby. They should put hats and mittens down the sleeve of their coat to keep them from getting misplaced. We want our 3 year olds to be able to put on their own coat. We work with our 4 and 5 year olds to zip and button their own coat. You can work on these skills at home too. Watch how proud your child will feel.

### **Developmental Milestones:**

We monitor each child in our care closely watching that they reach each developmental milestone at the appropriate time. We will complete a developmental screening within 90 days of enrollment and share the information with families. If we have concerns we will help families to gain access to the appropriate resources for further evaluation and support. We will work closely with the local school districts for all special needs children in our care. The management at Get Ready Set Grow Childcare will actively participate in any IFSP and IEP meetings. The owner, Jill Clanton, has extensive experience working through this process and will help families to understand their role and advise them on how to advocate for their child.

### **English Language Learners:**

If a family does not speak English in the home we will work with them to develop appropriate ways to communicate with their child's caregiver. We will learn simple phrases in the child's home language so that we can communicate effectively with the child. We have pictures on our daily schedule so that a non English speaking student can predict the routine. We have a picture card with routine care pictures, daily activities, and food and drink pictures so that a child can communicate their wants and needs. We also have a picture card that can be shared with a parent regarding their child's day in regards to personal care routines, socialization with peers, nap time, and learning/play time. We are willing to work with interpreters and correspond via email.

### **Social Emotional Development:**

The staff at GRSG Childcare spend time each day working on the social/emotional development. Children talk about feelings and learn how to effectively deal with their own emotions. Teachers read books, sing songs, and use puppets so children can learn about social/emotional topics in a meaningful and engaging way. Social skills are specifically taught to children so they will be able to work together effectively in a group care setting.

Staff members are trained to recognize emotions in even the youngest infant or toddler, such as, happiness, distress, interest, sadness, anger, surprise, disgust, fear, embarrassment, and shame. The teacher will watch and listen to the child naming the emotion, therefore conveying to the infant or toddler that their feelings are understood and valued.

## **Discipline Policy:**

### **Policy Statement:**

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Get Ready Set Grow Childcare uses a positive approach to discipline and practices the following discipline and behavior management techniques.

### **We Do ...**

- Communicate to children using positive statements
- Communicate with children on their level
- Talk with children in a calm quiet manner
- Explain unacceptable behavior to children
- Give attention to children for positive behavior
- Praise and encourage the children
- Reason with and set limits for the children
- Apply building rules consistently
- Model appropriate behavior
- Set up the classroom environment to prevent problems
- Provide alternatives and redirect children to acceptable activity
- Give children opportunities to make choices and solve problems
- Help children talk out problems and think of solutions
- Listen to children and respect their needs, desires, and feelings
- Provide appropriate words to help solve conflicts
- Use storybook and discussion to work through common conflict

### **Specific Get Ready Set Grow Childcare Policies:**

- The cozy corner will be utilized so that children have a safe place to calm themselves and will be available at all times.

Time outs will be used when children need to be removed from the group because of safety concerns. Children will be able to show that they are able to rejoin the group by showing compliance by sitting calmly. After rejoining the group they are praised for appropriate behavior.

## **Nutrition and Physical Activity:**

GRSG participates in the Child and Adult Food Program for the State of Nebraska and follow structured nutritional guidelines for the breakfast, lunch, and afternoon snack. Outside food cannot be allowed in the center. Children arriving after 9:00 should eat breakfast at home. Our menus are posted on the front bulletin board and are also on our website.

In an effort to provide the best possible nutrition and physical activity environment for children at Get Ready Set Grow Childcare, we have adopted the following policies. We appreciate support from our families in promoting the health of our children.

### Nutrition:

- We offer high fiber, whole grain foods at least 2 times a day
- We offer fruit to children at least 2 times a day
- We make drinking water freely available so children can serve themselves
- We serve only skim milk to children age 2 or older
- We do not have soda or vending machines on site
- We have a 5 week menu cycle and allow for seasonal changes
- Our menus include food grow in our own garden
- Our staff gently and positively encourage children to try a new or less favorite food
- We provide visible support promoting healthy eating in classrooms and common areas through the use of posters, pictures, displayed books, games, and toys
- Our staff often talk informally with children about trying and enjoying healthy foods
- We provide training opportunities for staff on nutrition at least 2 times per year
- We offer nutrition education to families

### Physical Activity:

- We provide opportunities for outdoor play everyday
- We provide fixed play equipment that is extensive and varied for all children
- We provide opportunities for gross motor activities inside the building when weather does not permit outdoor play
- Planned physical activity education is incorporated into all classroom routines

### Birthday Celebrations:

Birthdays are a cause for celebration with all young children. Please help us encourage lifelong healthy habits among our children. If you wish to bring food as part of the celebration, please consider selecting or preparing healthier food options that your child enjoys. Some suggestions include:

- Favorite fruits or vegetables with a dip
- Lower fat baked goods (ex. mini muffins)
- Favorite dishes that aren't necessarily desserts
- Granola bars
- Healthy foods in fun shapes

- Also, consider celebrating with a favorite stories, music, games, art project, or activities. Often times the most important thing to your child is that you took the time to help plan something special. We know that it's hard to break old habits like cake, ice cream, and candy, but let's give it a try!

### **Safety:**

The safety of your child is our top priority. For this reason we have a secured entry into the building. GRSG management will need to register an individual code in the computer for anyone that will be bringing in or picking up your child. This will unlock the door to gain entrance into the building. If you ever have a problem with the computer system, please ring the doorbell located directly next to the front door.

On occasion, you may wish to allow friends, coworkers, or family to pick up your child(ren) at the center. The names of those permitted to pick up must be specified on your enrollment forms. You must tell us in advance who will be picking up your children and the time they will be arriving. The adult will be asked to present a photo ID upon arrival.

So that all parents feel equally welcome at the center, Get Ready Set Grow strives to remain neutral in all custody disputes. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the center that designates otherwise, the center cannot deny a parent or guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Our primary concern is the safety of all children and staff at the center.

If Get Ready Set Grow has reasonable cause to suspect that any person picking a child up is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way and may endanger the child, we may refuse to release the child to that person. If this occurs, we will request that another adult listed on the child release form pick up the child or we will call the police to prevent potential harm to your child. This will be done for the protection of your child.

**Emergency Disaster Plan:** In the event of an emergency that causes us to be unable to stay at our location at 9920 Maple Street we will move the children to Maplewood Lanes Bowling Alley located at 3030 North 101<sup>st</sup> street, directly behind Valentino's Pizza. You may pick up your children at that location. Depending on the nature of the emergency we will make every effort to contact our families by e-mail or phone.

**Schedule Changes:** In order to provide sufficient supervision and to appropriately schedule staff, families are asked to carefully adhere to the schedule they choose for their child. We ask that schedule changes be discussed with center management.

*Children cannot attend childcare more than 10 hours each day.*

**Absence:** Please call or e-mail the center if your child is going to be absent or arrive after 10:30 a.m. If we do not hear from you, we will be concerned about your child. If your child has a contagious illness, please let center management know so other families can be alerted to look for symptoms in their child.

**Late Pick-Up:** All children should be picked up by center closing time of 6:00 p.m. Children left in our care after hours will be supervised for as long as possible. In the absence of contact from a parent or guardian, we will call all the numbers listed in your file. Please make sure those numbers are up to date. Emergency contacts should be people that are willing to help out in an emergency and have transportation to pick up your child, if needed.

Child protective services will be called if we are unable to reach you or an emergency contact after a reasonable time.

A late fee of \$1 per minute, per child will be applied if your child is not picked up after the center's closing time.

### **Health:**

**Child Illness:** We may find it necessary to exclude children from the child care setting for the following reasons . . .

- Illness that prevents the child from participating comfortably in the program activities.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spreading harmful disease to others.
- Fever over 100.5 degrees - taken under the armpit
- Diarrhea
- Vomiting
- Rash with fever
- Conjunctivitis (pink-eye)
- Impetigo
- Strep throat
- Head lice

Children will be welcomed back to the center when they are 24 hours fever free.

**Medication:** Every child has an occasional need for medication. We encourage you to discuss with your child's medical provider dosing schedules that can administered at home. When such options are impractical, the center can be authorized to administer medication to your child.

All medications will require a parent's signed medication sticker available from your child's classroom teacher.

All medication must be brought to the center in the original container and labeled with the child's full name, instructions, and current date. Medication spoons and other dosage implements must be provided and be labeled with the child's name. All medications must be handed directly to the child's teacher. Please do not leave medication in backpacks or put in child's cubby.

### **Payments:**

**Registration:** Registration forms must be completed and returned to the center management along with the registration fee of \$50. Upon receipt of the registration forms and fee your child's enrollment date will be set. Depending on availability you may be put onto our waiting list. Immunization reports must be received within one week of enrollment.

**Tuition/Fees:** Tuition is due in advance with no deductions for absences, holidays, or illness. All payments are made through Tuition Express Automated Payment Processing. Families will have an account through Tuition Express and will be able to track all payments and have the ability to print reports needed relating to childcare tuition payments. A fee will be charged for insufficient funds.

When you withdraw your child, you must give a two week notice prior to withdrawal, in writing, to center management.

If you will be using your vacation days you will need to give written notice at least one week in advance to center management. New families will not have vacation days for the first 2 months.

Families that are utilizing childcare subsidies (title XX) through the Nebraska Department of Health and Human Services are expected to attend on a full time basis, which is at least 6 hours per day, Monday-Friday. You must let center management know if you will be absent for any reason.

**Holidays:** We are closed on . . . New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. If those days happen to fall on a weekend the date considered the federal holiday will be observed with the center closed. Weekly tuition rates apply on these weeks.

## **Children's Care:**

**Babysitting by Center Staff:** In an effort to maintain the professional status of Get Ready Set Grow staff and prevent any potential conflict of interest, babysitting by center staff is strongly discouraged. However, if a center staff member elects to babysit for a family, the family is required to complete a Hold Harmless Babysitting Policy form, which can be supplied by the center management.

**Extra Clothing or Blankets:** Each child needs to have a large zip lock baggie labeled with their name containing a complete change of clothing to be kept at the center. Put the clothing in the top cubby of the coat locker. Children, over 12 months that are able to sleep on a mat during nap time, may bring a blanket from home to use during nap time. The blanket is kept in the bottom cubby of the coat locker. The blanket needs to stay at the center and should only be taken home on Fridays to be washed and returned on Monday.

**Wet Wipe or Cup Donation:** During the first week of the month each family needs to bring two containers of wet wipes or a box of small drinking cups. Please hand your donation to your child's teacher.

## **Family Involvement and Communication:**

There will be many opportunities throughout the year for families to be involved in activities at the center.

- Halloween parade
- Holiday Open House
- Special art projects
- Parenting workshops on topics such as nutrition and child development
- Family Support Team

In addition to these scheduled events families are welcomed daily into our center to chat for a few minutes at drop off or pick up times. Center management is only an e-mail or phone call away for any questions you may have.

### **Things to bring on the first day . . .**

**Infant:** 3 or more bottles, diapers, 2 wet wipes packages each month, change of clothes, formula, and pacifier with clip to attach to clothing

**Tiny Tots:** sippy cup, diapers, 2 wet wipes packages each month, changes of clothes, blanket

**Early Preschool:** water bottle, pull ups/diapers, wet wipes each month, changes of clothes, and a blanket.

**Preschool:** water bottle, box of small drinking cups per month, changes of clothes, and blanket.

