

Parent Handbook



Where a lifetime of learning begins

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www.getreadyssetgrowchildcare.com

Welcome to Get Ready Set Grow Childcare!

We're thrilled to begin your child's educational journey with your family. To complete enrollment, please follow the steps below:

1. Pay the enrollment fee:

A non-refundable \$75 enrollment fee is required to secure your spot.

2. Register your child:

Visit our website at www.getreadyssetgrowchildcare.com.

- Ensure you provide multiple emergency contacts with phone numbers.

3. Sign up for the Procare Parent Engagement App:

You'll receive an email with a code to join the app. Please complete the signup promptly. We will need two parent emails if each parent would like to sign up.

4. Submit immunization records:

Send records via:

- **Fax:** 402-505-6692
 - **Email:** getreadyssetgrowchildcare@gmail.com
- You may also bring a copy in person.

5. Complete and return enrollment paperwork:

Fill out all forms provided in your enrollment folder and return them to us.

6. Set up your clock-in/out code:

Create a personalized code to use at our secured entrance for drop-off and pick-up.

7. Establish a start date:

Work with our team to determine the best start date for your child.

8. Contact us with questions:

If you have any concerns or need assistance, don't hesitate to reach out.

Things to bring on the first day . . .

Infant:

3 bottles, diapers, 2 wet wipes package each month, 2 change of clothes, formula if using, pacifier if needed, and diaper rash cream.

Toddler:

Diapers or pull ups, 2 wet wipes package each month, a change of clothes, and a blanket.

Preschool:

Water bottle, changes of clothes, pull-ups if using, and a blanket.

Important Note for Families Receiving Subsidy from DHHS

- We require **authorization** before the first date of care.
- Our **provider ID number** is **54699108**.

We can't wait to welcome your child into our community and watch them grow and thrive!

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 the 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:

At Get Ready Set Grow Childcare, children learn by doing. Our 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 classrooms and is designed to help your child develop enthusiasm for learning and build school and life readiness skills.

The daily preschool curriculum begins at **9:00 a.m.** each day. For this reason, we kindly ask that all students arrive before this time to ensure they receive the full benefit of the program.

In the afternoon, children engage in center play, science experiments, music and movement activities, and other gross motor exercises. We

strive to ensure that all children enjoy engaging and educational activities throughout the entire day.

A daily schedule is posted in each classroom. You can also see pictures of the children participating in various activities on the Procare Parent Engagement App and by liking us on Facebook or visiting our website at **getreadysetgrowchildcare.com**.

Developmental Milestones

We closely monitor each child in our care to ensure they reach developmental milestones at the appropriate times. A developmental screening will be conducted within 90 days of enrollment, and the results will be shared with families.

If any concerns arise, we will assist families in accessing appropriate resources for further evaluation and support. We collaborate closely with local school districts to address the needs of children requiring additional support.

At Get Ready Set Grow Childcare, our management actively participates in **IFSP** (Individualized Family Service Plans) and **IEP** (Individualized Education Programs) meetings. Jill Clanton, the owner, brings extensive experience to this process and works with families to help them understand their roles and how to advocate for their child effectively.

Support for English Language Learners

If a family does not speak English at home, we will collaborate with them to create effective ways to communicate with their child's caregiver. We will learn key phrases in the child's home language to better connect and communicate with the child.

To support non-English-speaking students, we provide:

- **Visual Supports:** Picture cards included in the daily schedule to help children predict routines.
- **Routine Cards:** Visual aids featuring images of daily activities, personal care routines, and food/drink options to help children express their wants and needs.
- **Parent Communication Tools:** Picture cards to inform parents about their child's day, including personal care routines, peer interactions, nap times, and learning/playtime activities.

We are also open to working with interpreters and communicating via email to ensure a smooth, supportive experience for families.

Social Emotional Development

At GRSG Childcare, the staff dedicate time each day to fostering social and emotional development. Children are encouraged to talk about their feelings and learn effective ways to manage their emotions.

Teachers use books, songs, and puppets to teach social and emotional concepts in a meaningful and engaging manner. Social skills are explicitly taught so children can learn to work effectively together in group settings.

Our staff is trained to recognize emotions in even the youngest infants and toddlers. These emotions may include happiness, distress, interest, sadness, anger, surprise, disgust, fear, embarrassment, and shame. Teachers observe, listen, and help children identify their emotions by naming them. This approach reassures infants and toddlers that their feelings are both understood and valued.

Discipline Policy Statement

At Get Ready Set Grow Childcare, we believe that praise and positive reinforcement are the most effective methods for managing children's behavior. Positive and understanding interactions with adults help children develop strong self-concepts, problem-solving abilities, and self-discipline. Our approach focuses on fostering a supportive and respectful environment to guide children's behavior constructively.

We Do...

- Communicate with children using **positive statements**.
- Communicate at the child's level.
- Speak with children in a calm, quiet manner.
- Explain unacceptable behaviors clearly and constructively.
- Provide attention and praise for positive behavior.
- Encourage children and celebrate their efforts.
- Reason with children and set appropriate limits.
- Consistently apply building rules.
- Model appropriate behavior for children to follow.
- Set up the classroom environment to proactively prevent problems.
- Offer alternatives and redirect children toward acceptable activities.

- Give children opportunities to make choices and develop problem-solving skills.
- Help children talk through problems and identify solutions.
- Listen actively and respect children's needs, desires, and feelings.
- Use appropriate, constructive language to help resolve conflicts.
- Incorporate storybooks and discussions to encourage common conflict resolution strategies.

Specific Get Ready Set Grow Childcare Policies

- **Cozy Corner:** A cozy corner will always be available to provide children with a safe, calming space to regulate their emotions and find comfort.
- **Time Outs:**
Time outs will be implemented when a child needs to be removed from the group due to safety concerns. This time allows the child to calm down and reflect on their behavior. Children can rejoin the group once they demonstrate compliance by sitting calmly. Upon rejoining, appropriate behavior is praised and reinforced to encourage positive choices moving forward.

Nutrition and Physical Activity

At *Get Ready Set Grow Childcare*, we participate in the **Child and Adult Food Program** for the State of Nebraska and follow structured nutritional guidelines for breakfast, lunch, and afternoon snacks.

Outside food is not allowed at the center. Children arriving after **8:30**

AM should eat breakfast at home. Menus are posted weekly at the center and daily meals are shared on the Procure Parent Engagement App.

We are also proud participants in the **Farm to Early Childhood Education Program**, which promotes:

- **Locally procured food**, ensuring fresh and nutritious meals for children.
- **On-site gardening**, giving children hands-on experience with growing their own food.
- **Agriculture education**, teaching children where food comes from and fostering an appreciation for healthy, sustainable eating practices.

Nutrition

To promote the health of our children, we have adopted the following nutrition policies:

- Offer **high fiber, whole grain foods**.
- Provide fruit and or vegetables to children at least **two times a day**.
- Make drinking water freely available for self-service.
- Serve only skim or 1% milk to children aged **2 and older**.
- Follow a **4-week menu cycle** that includes seasonal changes.
- Incorporate foods grown in our **own garden** into menus.

- Encourage children gently and positively to try new or less familiar foods.
 - Promote healthy eating visibly in classrooms through posters, pictures, displayed books, games, and toys.
 - Discuss healthy eating informally with children to encourage enjoyment of nutritious foods.
 - Offer nutrition education opportunities for families.
 - Provide staff with nutrition training at least **twice a year**.
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Breast Feeding and Infant Feeding

Giving infants a healthy start helps them develop healthy habits for life. At Get Ready Set Grow Childcare we are committed to breastfeeding and other developmentally appropriate infant feeding practices. We invite mothers to breastfeed on site or provide breastmilk for us to feed to their infants.

Around 6 months of age, we work with families to begin introducing solid foods. Our program, provides a variety of healthy meals and snacks for infants each day, including iron-rich cereals, pureed/mashed vegetables without added salt and fruits without added sugars. Families will provide information about known allergies and already introduced foods on the infant “feeding plan” they are asked to complete and update as needed.

Physical Activity

We are committed to providing a physically active environment for all children through:

- Daily opportunities for outdoor play, weather permitting.
- Access to varied and extensive fixed play equipment such as swings, slides, climbing walls and the track.
- Access to varied movement equipment that can be brought out for the children to enjoy, such as balls, parachutes, riding toys, bean bags, basketball hoops, and music for dancing.
- Indoor gross motor activities are implemented during inclement weather.
- Planned physical activity education incorporated into all classroom routines.

Please have children wear shoes and clothing that allow for active participation in indoor and outdoor play.

Birthday Celebrations

Birthdays are a special time for celebration! To encourage healthy habits, we kindly ask families to consider healthier food options for celebrations, such as:

- Favorite **fruits or vegetables** with a dip.
- **Lower-fat baked goods** (e.g., mini muffins).
- Non-dessert **favorite dishes**.
- **Granola bars**.
- Healthy foods presented in **fun shapes**.

Non-Food Celebration Ideas

Celebrate birthdays in meaningful ways by including:

- **Stories, music, games,** or art projects.
- Activities that emphasize spending quality time, making the day special for the child.

We understand that breaking habits like cakes, ice cream, and candy can be hard—but let's try to make healthier choices together!

Screen Time

The amount of time children spend on screens impacts their health in many ways. Too much screen time can keep children from being physically active and playing with peers. We are committed to limiting screen time at Get Ready Set Grow Childcare. We believe that limiting screen time helps children be more physically, emotionally, and mentally healthy. By limited screen time at Get Ready Set Grow Childcare, we help children get more physical activity, develop social skills, and learn school readiness skills through active play and hands on learning. When we use television shows or videos in our program, they are always educational and commercial free. Educational shows and videos are age appropriate and support children's learning goals.

Safety

The safety of your child is our top priority. For this reason, we have a secure entry into the building. Get Ready Set Grow Childcare management will need to register an individual code into 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 above the sign in tablet.

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. Please 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 Childcare staff 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 staff has reasonable cause to suspect that any person picking a child up is under the influence of drugs, 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 101st 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, phone or the Procure Parent Engagement App.

If there is an emergency that causes us to shelter in place such as severe weather, we will contact you via the Procure Parent Engagement App.

Snow Day Policy

At Get Ready Set Grow Childcare, the safety of our children, families, and staff is our top priority. In the event of severe weather conditions such as snow or ice, we will follow the policy outlined below:

Determining Closures or Delays

1. Monitoring Weather Conditions

- We closely monitor weather forecasts and road conditions through local news and weather services.
- Decisions are made with consideration of the safety of families and staff traveling to and from the center.

2. Notification

- Closure or delay announcements will be communicated through the following channels:
 - **Procure Parent Engagement App:** A notification will be sent to all families.

Operation During Snow Days

1. Early Closures

- If weather conditions worsen during the day, families may be asked to pick up their children early to ensure everyone gets home safely.

2. Full-Day Closures

- If conditions are deemed too hazardous, the center will remain closed for the entire day.

Payment and Attendance Policy

• Tuition Payments

- Regular tuition rates apply during closures or delays, as staffing and operational costs remain unchanged.

Family Responsibilities

1. Emergency Contact Information

- Ensure your emergency contact information is up to date in our system for timely notifications.

2. Winter Gear

- On snowy days when the center is open, please send children with appropriate winter gear (coats, hats, gloves, boots) for outdoor play, if conditions permit.

We appreciate your understanding and cooperation as we prioritize the safety of everyone in our childcare community. If you have any questions or concerns regarding our snow day policy, please contact us directly.

Schedule Changes:

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.

Absence:

Please call, e-mail, or communicate via the **Procare Parent Engagement App** 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 and send a message via the Procare Parent Engagement app. Please make sure those numbers are up to date. Emergency contacts should be people that are willing to

help 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. Recurring issues with late pick up will result in termination of childcare services.

Health:

Child Illness:

We may find it necessary to exclude children from the childcare 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 without using fever reducing medication.

Medication:

Every child has an occasional need for medication. We encourage you to discuss with your child's medical provider dosing schedules that can be 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 form 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 and kept in a locked box in the classroom. Please do not leave medication in backpacks or put in child's cubby.

Registration:

Registration forms must be completed and returned to the center management along with the registration fee. 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 allowing 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 your children attend Get Ready Set Grow Childcare on a full-time basis, you will be **allowed 5 vacation days per year**. Part time children do not earn vacation days. 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 have prorated vacation days determined by center management starting after a 90 day waiting period.

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**. 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

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.

Babysitting by Center Staff:

To maintain the professional status of Get Ready Set Childcare 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**.

Family Involvement and Communication:

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

- Halloween trick and track parade
- Halloween costume sharing
- Special art projects
- Holiday parties
- PreK graduation ceremony

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, phone call, or message away for any questions you may have.

Thank you for taking the time to review our Parent Handbook. We hope it serves as a helpful guide to understanding our policies, procedures, and philosophy. Your partnership is essential in creating a supportive and enriching environment for all students. If you have any questions or need clarification about any section, please feel free to reach out to us. Together, we can ensure a successful and rewarding experience for your child.

Warm regards,

Jill Clanton – owner/director

Get Ready Set Grow Childcare