



*Family Handbook*  
(Updated February 2024)

Welcome to Whole Child Early Education! We are helping you raise a powerful force for good by giving children a safe environment to learn, grow, play, discover, and imagine. We are free to make mistakes, we are learning to understand and respond to our emotions, and we are always learning to be better friends and help others.

We have a mission to serve as many children in the Rexburg area as possible. This handbook will give you, the parent, information on our policies, practices, and values. Should you have any further questions please ask! **The most important information is highlighted, but please review the whole document.**

Whole Child operates at two locations: our large center is at **507 W. Main Street, Rexburg ID, 83440**, and serves students ages 5 weeks-10 years old. The small center is at **728 S. 5th W. Rexburg ID, 83440**, and serves ages **6 weeks-5 years**.

### **Staff**

Every staff member at Whole Child is a teacher, not just a babysitter. We strive to employ professionals who are highly experienced in early childhood education, and always curious and learning more. We participate in professional development courses, read books, and practice new skills as a staff to continually refine our educational expertise. Every staff member has a current background check, CPR, and first aid certification. Our staff also completed 12 hours of annual training through the state of Idaho.

We strive to pay our staff well, so they can give our students their full attention without worrying about financial troubles. We also create a positive work environment and show appreciation in any way we can! A teacher who feels respected and appreciated will have the capacity to do great things in education. **We encourage parents and children to thank our staff as often as possible, both verbally and with gifts on special occasions.**

*Kearis Ochs- Owner and director*

[kearis@wholechildearlyeducation.org](mailto:kearis@wholechildearlyeducation.org)

208-847-1321

Kearis has over 10 years of childcare experience in babysitting, nanny, daycare, and preschool capacities. She founded Whole Child Family Daycare in 2020, and now works as the director of Whole Child Early Education. She has a bachelor's degree in Elementary Education and a 2 year old daughter of her own. She and her husband have lived in Rexburg since they got married in 2018, and have loved making their home here. Her husband is a teacher as well, and they love working with the amazing young learners in our area!

### **Contact**

**Parents can always send messages to the school through Procare. You will also be able to contact the school at 208-530-0320. You can contact the director, Kearis Ochs, at 208-847-1321 or at [kearis@wholechildearlyeducation.org](mailto:kearis@wholechildearlyeducation.org).**

### **Hours**

7:00 am to 5:30 pm

### **Tuition & Fees**

If you choose full-time or part-time enrollment there is guaranteed to be a spot for your child each day, and your bill each month will be the same regardless of how often your child attends. Drop-in spots are on a first come, first served basis and not always available. Please contact a staff member if you are interested in this option.

### **\*Important payment information\***

Per the contract you sign upon enrollment, payment or co-pay for ICCP for the coming month is due on the 5th day of the month, unless another payment plan has been agreed upon in writing. You will receive an emailed invoice from Procure 5 days before tuition is due. **By the 6th of the month if tuition is not paid, a \$50 late fee will be charged. If tuition is not paid by the 10th, the child cannot attend until tuition is paid.**

### **Online payment through Procure**

Our preferred method of payment for tuition is through Procure. It is secure and easy to use. There is no fee if you use an ACH payment method (connected bank account). If you use a credit card, there is a 2.4% processing fee. **Parents are encouraged to utilize the autopay feature so you don't have to worry about sending payments each month.** We can also take payments via Venmo, cash, or check.

### **Co-parent Payment Policies**

In situations where parents each pay a portion of tuition, each will need to be added as payers on the child's account. They will each receive a bill for their portion of the child(ren)s tuition and fees, and are responsible for paying their bill on time. The same policies apply- on the 5th of the month if tuition is unpaid, a \$20 late fee will be charged. After 14 days if either parent's account is not settled, the child will not be allowed to attend daycare and their spot may be filled with another child from our wait list. **Regardless of parent responsibility to pay, if the full tuition amount is not paid the child may not attend.**

### **Idaho Childcare Program (ICCP)**

The Idaho Child Care Program (ICCP) offers resources to help low-income families with the cost of childcare. Assistance is based on household size, income, and hours that both parents are working or attending school. You can get more information at <https://healthandwelfare.idaho.gov/services-programs/children-families/idaho-child-care-program> or by calling 2-1-1 and requesting the ICCP unit.

There are a few things to keep in mind:

- You as the parent are responsible for working with ICCP. You complete the application, then ask our office for a Childcare Provider Form. This has all of our information completed; Kearis or Mariah can help you fill out the rest, then you are responsible to submit that form to ICCP **within the first month of care or they may not subsidize the first month.** If there are changes to your child's tuition, enrollment, or your family situation, you must submit a new Childcare Provider Form to ICCP to report those changes.
- ICCP is a separate subsidy agency and Whole Child is not affiliated with them in any way other than accepting payments directly from them for childcare. We do not control their payment amounts, terms, or changes in their policies.
- We set the pricing for our childcare/preschool services, and ICCP notifies us of how much they are willing to pay based on each family's financial need and circumstances. We bill tuition as two types of flat rate, regardless of a students' actual hours attended:
  - a) Full time, or over 25 hrs per week
  - b) Part time, or under 25 hours per week

These amounts are charged every month regardless of how much ICCP has paid toward the bill.

**Parents are responsible for all remaining tuition balances, which is called your copay.** We have to collect full tuition amounts for all students in order to stay in business. Your copay is subject to change at any time if ICCP pays less than anticipated.

- Our tuition pricing is higher than ICCP's "local market rates" (available on the Dept of Health and Welfare website, our county is in Cluster 1). These are the maximum amounts their agency is willing to cover for tuition. For example, our full time tuition for a child aged 18 months-3 years is \$740 per month, but ICCP's local market rate is \$550. **The parent is responsible for this additional amount each month, in addition to your copay.**
- **Updated policy for new enrollments:** Just as with a self-pay family, the full amount for the first month's tuition is due on the child's first day (this is prorated if the child starts mid-month). The \$150 enrollment/supply fees are due within the first month.
- When ICCP sends their first payment, usually around the 1st of the next month, the tuition you paid will be applied toward that copay and the remaining amount can be refunded or applied toward future copays. After that, your bill each month will be the full tuition amount, minus the amount ICCP pays.

\*If you receive a statement from ICCP with the amount they plan to pay, we can adjust the amount charged to reflect that. A paper statement or screenshot from your IdaLink account must be provided.

- If you have questions or concerns about the amount paid by ICCP, you must contact them directly as we are not given any information beyond the amount sent to us. You can call 2-1-1 and ask for the ICCP unit.
- We will communicate to families if we get any correspondence from ICCP regarding your account.

**TUITION  
PRICING-  
EFFECTIVE  
MAY 1, 2023**



	Infant 6 weeks - 17 months	Toddler 18 months-3 years	Preschooler 3-6 years	School Age 6-10 years
FULL TIME MONDAY- FRIDAY, 7:00 AM TO 5:30 PM	\$795 /MONTH	\$740 /MONTH	\$670 /MONTH	Summer- \$660/ MONTH
PART TIME UNDER 25 HRS PER WEEK	\$670 /MONTH	\$600 /MONTH	\$555 /MONTH	\$535 /MONTH

**\$100 ENROLLMENT FEE AND \$50 ANNUAL  
SUPPLY FEE PER STUDENT**

## **Contract and Tuition Agreement**

We require all parents to sign a contract agreeing to make payments on time and follow our important policies. The contract will also be where you give permission for walks, water play, photographs, etc. The contract does not require your child to be enrolled for any length of time; however, we do request 2 week's notice if your child will be leaving us.

## **Holidays and Vacations**

We take paid holidays (meaning our center is closed and monthly tuition rates remain the same) on these holidays: Thanksgiving and Black Friday, Christmas Eve and Christmas Day, New Years Eve and New Years Day, Presidents Day, Memorial Day, Juneteenth, 4th of July and Labor Day.

Any other days that one of our teachers is sick or needs to be away, there may be a substitute teacher. All substitutes have background checks, current CPR and first aid certification, and are well trained in our policies and procedures. They are always people we trust to provide the same level of care your child is used to.

**When your full or part-time enrolled child is sick, on vacation, or otherwise needs to be absent, we still need to hold their spot in the center in order to pay our bills. This is why you are still charged regardless. We ask parents to always have a backup care option (family, occasional babysitter, etc.) for situations in which a child is sick, or in case of a major emergency at our center.**

## **Discipline**

Our values on discipline align with our belief that children need to be taught to recognize and respond to their emotions. They are allowed to make mistakes and are taught how to correct them, and to treat themselves and others with love and respect.

*We have three school rules- take care of ourselves, take care of others, and take care of our school.*

Our classroom management follows three principles:

### 1) Meeting the child's physical and emotional needs

- Young children thrive with a routine and structure, which is why we have a consistent daily routine. The kids will know what is coming next during the day which makes transitions easier.
- Everyone struggles to manage their emotions when they are hungry or tired- teachers observe these needs and help the child identify and meet them.
- Children are less likely to act out when they feel emotionally safe. We foster secure connection by spending special time with each child, giving lots of hugs, meeting physical needs, and being emotionally responsive.

### 2) Setting secure boundaries

- Boundaries help children feel safe, and teach them that setting boundaries with others is an essential part of relationships. When children follow their natural curiosity and test the boundaries, we respond with consistency, empathy and logical consequences.

- Teachers state boundaries in a way that is clear, firm, and respectful. Children know that the boundaries are always the same, and are to keep them and others safe.
- The teacher is consistent in holding boundaries, which creates security and predictability. Children know what is acceptable and what is not.

3) All feelings are okay, all behaviors are not.

- If a child does something that might harm themselves or another child in any way, the teacher will help the child step away from the situation, either to the Calm Corner in their classroom or to the Calm Room in the office. The teacher stays in the room with the child at all times and helps him/her regulate through breathing techniques, talking, playing with fidget toys, etc.

\*At Whole Child we NEVER use physical pain or emotional abuse as consequences for bad behavior. Research shows us that this is not only emotionally traumatizing but also causes problem behavior to become worse. If there is ever a concern about one of our teachers causing physical or emotional harm to a student, bring the issue immediately to Kearis and/or local law enforcement\*

### **Extreme Behavior Difficulties**

Young children have big feelings, and are still learning how to process and express them in appropriate ways. Our staff are well-trained in managing challenging behaviors and do all they can to teach and model when misbehavior arises. However, physically aggressive behaviors warrant special attention.

Physically aggressive behaviors include, but are not limited to; hitting, kicking, spitting, biting. If one of these behaviors happens in the classroom, the student will be brought to the office with an admin for a 30 minute “cool down” time and the parent will be notified via Procure. If the behavior happens again, the consequence will be suspension for a minimum of one-half school day.

The following behaviors will NOT be tolerated at any time:

1. Repeated use of swear words,
2. Sexual language or references
3. Threats of any kind to adults or students
4. Obscene gestures
5. Sexually aggressive behaviors toward adults or students
6. Bullying of any kind, physical or emotional
7. Running out of the classroom or building
8. Intentionally destroying items or our building
9. Hitting, kicking, punching, throwing items, or

The consequence for any of these behaviors is suspension for a minimum of one-half school day. The parent will be contacted and the child MUST be picked up within 30 minutes. A parent meeting must be held and a behavior plan put in place before the student can return to daycare. If suspensions become excessive or a behavior plan is not effective, we reserve the right to terminate care for the safety and wellbeing of our teachers and other students.

Each case will be individually considered and the administration reserves the right to determine consequences on a case-by-case basis.

## **Preschool Curriculum**

We have a play-based learning curriculum for all students, infants to 5 years old, called Learning Beyond Paper. We plan learning activities based on the students' interests and learning objectives. They are provided with a variety of different activities aligned with these goals. In this way, children are able to learn new concepts and important life skills, while preserving their natural curiosity and desire to learn. Learning is assessed through observations recorded in Procure, and a short parent/teacher conference is scheduled about every 3 months to discuss your child's progress.

## **Developmental Monitoring and Screening**

One of our priorities is tracking all student's development and growth. Our teachers closely monitor each child's development over time, and complete the CDC's developmental milestones checklists every 2 months. These are shared with the parents and we encourage families to use the CDC's resources at <https://www.cdc.gov/ncbddd/actearly/index.html> to get more information on tracking their child's development.

If there is a developmental concern, teachers and parents can contact the director who will refer the family to a local professional who can conduct official screenings for developmental delays.

## **Sick Policy**

We do everything we can to ensure a healthy, safe, and happy place for children to grow. Upon drop off and pickup, parents help their child wash their hands with soap and water. We help the children practice covering coughs and sneezes, using tissues, and hand sanitizer when washing hands is not an option. Children wash their hands before each meal and snack, and after being outdoors or messy play.

After each meal we wash and sanitize dishes, sweep and wipe floors, and sanitize tables and countertops. Bathrooms are sanitized daily and deep cleaned weekly. Nap mats, swings, cribs, toys, etc. are disinfected daily and we keep doors, walls, and doorknobs sanitary. Being sick stinks, so let's avoid it as much as possible!

That being said, sickness happens. We communicate throughout the day with parents if children develop coughs, runny noses, stomach aches, etc. and encourage parents to take children home to rest whenever possible.

**A child MUST be picked up if he or she:**

**-Develops a fever, which is defined as a temperature 100.4 degrees fahrenheit as measured with any type of thermometer (Source- Dr. Allison Whitney at the Iowa Clinic**

**<https://www.iowaclinic.com/primary-care/most-accurate-thermometers/>)**

**-Has a "barking" cough, indicative of croup or pneumonia**

**-Has an excessive amount of mucus that is not clear**

**-Vomits (beyond regular infant spit up) or has diarrhea**

**-Shows signs of infectious diseases such as pink eye or hand, foot, and mouth**

**-Has lice in hair or personal items**

**If this happens the child will be given a place to rest away from the other children, parents will be contacted, and the child must be picked up within 1 hour.**

**The student can return to school once they are fever and symptom free for 24 hours, and/or have been cleared by a medical professional to return.**



## \*COVID-19 Policy

This policy is similar to the regular sick policy, except:

- If a child is tested for COVID-19 or has direct contact with someone who has tested positive, they **MUST** be kept home until a negative test is received or 10 days from the last exposure to a person with a positive test.
- If an unvaccinated staff member has had direct contact with someone who tests positive for COVID-19, he/she must stay home for the recommended 5 day quarantine period.
- If your child tests positive for COVID-19, they **MUST** stay home from daycare for 5 days from the first onset of symptoms. Tuition will still be charged if your child needs to be gone due to illness or exposure in your family.
- We encourage all students of eligible age to receive the COVID-19 vaccine, but it is **optional** for children at our school, and will not be required for attendance.

## **Child Abuse and Neglect Prevention Policy**

Child care workers are in a unique position to recognize victimized children. Because of this, we are legally mandated reporters of child abuse and neglect. Annually, all staff members review the guidelines for recognizing child abuse.

All staff and volunteers are mandated by law to report any suspicion of child abuse or neglect. Abuse may be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter or medical care.

To prevent child abuse and neglect, our program:

1. \*Trains staff to avoid one-staff-one-child situations if at all possible.
2. \*Design our classrooms to avoid hidden and secluded areas.
3. \*Make sure interactions between children and staff can be observed and interrupted.
4. \*Uses proper names for body parts.
5. \*Never forces children to give affection.
6. \*Tells children that if they have questions about someone's behavior, the best thing they can do is ask about it
7. \*Explains that secrets can be harmful.
8. Requires a background check for all staff.
9. Develops positive, non-judgmental relationships with parents.
10. Is alert to signs of stress in parents and struggles in the parent-child interaction.
11. Communicates regularly with parents concerning a child's progress.
12. Provides education including offering tips for specific challenges.
13. Provides opportunities for parents to become involved in their child's care.
14. Provides information about community resources.
15. Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.

*\* These strategies are part of our sexual abuse prevention plan*

A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring. A report does not mean that our employees

must determine that abuse and/or neglect has occurred. In Idaho, Child Protective Services is responsible for that determination.

### **Inclusion**

We welcome children of all physical and intellectual abilities. We will work with parents to provide a safe, nurturing and learning environment for their child. We will also work together to support any services needed to enrich your child's development.

We also love and welcome families of all races, cultures, and backgrounds. We celebrate our differences and regularly incorporate lessons about other cultures into our curriculum. Families who have special needs or questions are encouraged to contact the director.

### **Immunizations**

In conjunction with the sick policy, all students are required to be current on vaccinations recommended by the FDA. Each child must have a current copy of their immunization card from the doctor on file before care can be given. Exemptions for religious, medical, or other personal reasons must have a completed and signed exemption form on file (available on Procure and at time of enrollment).

### **Medications**

If your child will need any medicine during a child's time at daycare, a MEDICATION FORM will need to be filled out with an administrator. This form will include the date, dosage, times to be given, and your signature. Please give all medication and the medication forms to the office staff. We will not give any medication without written instruction from the doctor. The children will not be allowed to administer any medication to themselves including cough drops or Tylenol, etc. All medications must be in the original container with all information on the label.

### **Safety**

Your child's safety is our number one priority while they are at school. The building is fully childproofed to prevent any accidents or injuries. We have a fire safety inspection, CO2 alarms, baby gates, door and cupboard locks, and a first aid and emergency kit. We closely supervise kids and they are always within sight and hearing of a teacher. If an accident does occur, we would administer first aid and contact emergency services immediately, if necessary. The parent would then be contacted.

We also have an "open door" policy, meaning that if kids are playing in a room the door is always left open and we are supervising to prevent any inappropriate behavior. As well, parents are always welcome to stop by and let themselves in to check on their kids. We have confidential cameras in each room, the footage of which is reviewed periodically by the director and authorized staff.

### **Safe Sleep**

In accordance with guidelines from the American Academy of Pediatrics and requirements from the State of Idaho, our center strictly follows safe sleep practices. Infants up to 12 months of age are put fully flat on their backs in a bare crib to sleep for every nap. To place a child in an alternate sleep position (i.e. stomach, use of a wedge) the primary caregiver must provide a signed medical waiver or prescription indicating that the child requires an alternative sleep position. Infants who fall asleep outside of their assigned crib, or arrive asleep in their car seat, are immediately moved to their crib and placed to sleep on their back.

Cribs are completely free of bumper pads, pillows, quilts, comforters, blankets, sheepskins, sleep positioners, flat (top) sheets, bibs, toys, mobiles, and other materials. Babies can sleep in a velcro or zipper sleep sack to keep warm.

## **Confidentiality**

Confidentiality is required in our program to protect the rights of children and families. Staff may not talk about or share written information, pictures, or any other identifying information about a child or family without the written permission of the family. When information is shared it is based on a need-to-know and is done with the permission of the family to support decision-making and planning.

## **Parent Volunteers**

We absolutely love parent volunteers, and want you involved as much as possible in your child's education. For everyone's safety, we require that all parents who wish to stay for longer than ten minutes, and who interact with the children, provide proof of a current background check from the state of Idaho. You can apply online at <https://healthandwelfare.idaho.gov/chu>. After completing the application, you will make an appointment to get your fingerprints taken. The background check can take several weeks to clear. Once we have a copy of your clearance letter, you are able to come volunteer in the classroom, at special events, etc. **We do not allow parent volunteers during nap time (1 pm to 3pm) as this disrupts other children sleeping.**

## **Emergencies**

We conduct fire and lockdown drills each month, to ensure the staff and students know what to do in the event of a fire, intruder, earthquake, etc. Our emergency plan is located by the front door, and always available for parent review. We have a short-term emergency backpack with supplies, as well as long-term emergency supplies.

## **SUPPLIES**

The following is a list of supplies you will need to provide and **leave at school**. PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME! We cannot be responsible for lost items that are not labeled. **We do not allow toys or other items from home which are not on this list, as they cause conflict among children.**

### **Infant Supplies Needed**

- 2 bottles, if baby only takes a certain type. Otherwise we can use ours.
- If breastfeeding, a full day supply of breast milk
- 2-4 pacifiers (if your baby takes them)
- Supply of at least 50 diapers at a time
- At least 2 extra sets of clothes, including socks
- Supply of infant pain medication used
- Formula and diaper cream from home, if you prefer to supply it

When your child runs low on any of these supplies, you will receive a message in Procare.

### **Older Child Supplies Needed**

If your child is older, you will need to bring and leave here:

- At least 2 extra sets of clothes, including socks and underwear
- Special blanket/pillow/stuffed animal to be left at daycare, specifically used for naptime
- At least 50 Pull-ups/diapers if potty training**

When your child runs low on any of these supplies, you will get a message on Procare. Please bring the needed supplies within 3 school days.

### **Communication through Procare**

We use Procare to track check in/out, child information, and what we do throughout the day. It is also how we communicate with parents through messages and newsletters. Upon enrollment you will receive an invitation to download the app and be able to see our meal calendar and daily meals/diapers/potty trips as well as photos and videos from your child's day. **It is essential that you download the app and turn on notifications so that you will receive communications from the school.**

### **Toys/treats/electronics from home**

**We ask all students to keep personal toys and candy at home, except for a blanket and small comfort object to be used at nap time.** Any other toys cause fighting because kids (understandably) don't want to share a personal toy. Any toys brought from home will be put away in a safe place until pickup time.

Additionally, students may not bring any cell phones or smart watches to daycare unless they stay in a backpack or cubby. These items will be taken to the office for a parent to pick up if they are used in class.

### **Screen time**

We keep screen time at a minimum, because children learn best through hands-on play. Generally it is only if a staff member is showing children pictures or short video clips as part of a specific activity, or watching a movie on Friday afternoons.

### **DAILY SCHEDULE (times are approximate)**

**Before drop off: Please be sure that your child is dressed in clothing appropriate for the weather, including layers for playing outside if it is cold.** You are welcome to leave a set of snow clothes in winter or a swimsuit in the summer because we love doing water play.

### **Drop off- 7:00**

Our front door will be unlocked open promptly at 7:00 am. Unfortunately we cannot accommodate early drop offs. **Upon entering, please sign your child in on Procare** and help your child place their personal items in their cubby and coat/backpack on their hook. **Then help your child wash their hands with soap and water.** Be sure to make contact with a teacher and let them know the last time your child ate, when they woke up, and how they are feeling today. This is also when we will fill out any necessary medication paperwork.

*We know drop-off can be hard for kids and parents, but we try to make it as smooth as possible. As a general rule parents should give their child a big hug and kiss, tell them where they are going (work, school, etc.) and that they will be back to pick them up. Then leave and trust that they will have a great day! Lingering with your child is never a good idea- like a bandaid, walk away quickly after saying goodbye. Children cry to protest what they don't like, so they may cry at drop-off when they first start. The crying almost always stops within minutes! If your child continues to cry for an extended period, the teacher will let you know so we can find a way to make the transition easier.*

*I don't recommend "sneaking away," as that can cause a child to be insecure, and worry that a caregiver might leave at any moment. It's best to let them have a quick goodbye and let them process their big feelings.*

### **Breakfast- 8- 9 AM**

Breakfast is served until 9 am. If your child arrives during that time he or she will be served. One of our priorities is providing healthy meals to your child. Breakfast will consist of grains (whole grains whenever possible), fruits, protein, dairy, limited sugar, and even sometimes veggies! You will be surprised what new foods we might get your child to try. 1% milk or water is served with every meal. Infants are fed their solid foods (if applicable) during breakfast time.

Children can bring their own meals as long as it is in a sealed lunch bag or box labeled with their name. But, please encourage your child to try as many of our meals as possible- we promise they are great! *Please do not bring peanut products due to allergy risks!*

***If your child has allergies or dietary restrictions, please make sure to note them on your info sheet and in their Procure profile. We cannot be responsible for an allergy we were not made aware of. You will be asked to provide any substitutions needed, such as almond milk or gluten free items. If just an omission of a certain food is required we can usually accommodate that.***

We provide 4 options of Member's Mark formula as part of the monthly tuition. These contain the exact ingredients as Similac, Similac Sensitive, Enfamil and Enfamil Gentle. If you prefer another type of infant formula please supply enough for 2 weeks of bottles. We are more than happy to keep breast milk in the fridge/freezer and heat it up according to your preference. Mothers are also welcome to come in to the center and breastfeed in a private location, if their work/school schedule allows.

### Daily Schedule (times are approximate)

#### **Preschool- 8:30-11 am**

After breakfast the toddlers and preschoolers begin their morning learning activities. Our playroom is set up for specific areas of play and development- gross motor skills, dramatic play, music and art, language, STEM, and practical life skills. They are free to move from area to area and work on what interests them.

They also spend a lot of time outside when the weather is nice and do lots of crafts so please don't send your child to daycare in their best clothes.

Children get diaper changes/use the potty about every 2 hours, unless they have a bowel movement diaper which is changed right away.

***Infant naps-*** Our nap routine is customized based on each child's needs and doing our best to re-create how they sleep at home. We offer naps when babies show sleepy cues (yawning, rubbing eyes, red eyebrows, fussing). As they get older we try to get them into a flexible routine for naps.

Parents are asked in the enrollment paperwork to provide information about their baby's naps. Generally, we play white noise in the nap room and dim the lights, then prep babies for naps with a consistent routine of diaper changes, book, and bottles. Then they are swaddled or zipped into their sleep sack, offered a pacifier if they take one and laid in their cribs. ***If we have parent permission, we will help babies learn to fall asleep on their own in their cribs, never letting them cry for more than 10 minutes and always supervised on a video monitor. If the parent has not given permission, we will NOT allow the baby to cry and instead pat their back, sit with them, or rock them to sleep.***

As stated above, babies under 1 year old nap on their backs, in their own crib with only a mattress or fitted sheet. A teacher stays in the room until babies are asleep. Babies are allowed to nap as long as they can, unless the parent has requested they be woken up after a certain period of time.

**Lunch- 12:00-12:30**

Children wash their hands, set their places at the table, and help to serve lunch. We encourage healthy eating habits like eating together, only eating until full, and having good table manners. Children who are old enough are expected to clear their place after eating and clean up any mess they made. Infants who eat solids will be fed during this time too. Children attending part time mornings eat lunch before going home.

**Nap time- 1-3 PM**

After lunch we clean up from morning activities, get diaper changes or use the potty. The children who nap go into the Tiger room, get their nap time items and a sippy cup of water if they like. We move into the nap room, dim the lights and play quiet music. Children set up their nap mats and can read books, do yoga, or listen to a story nap time. We play white noise or music in the room to create a sleepy environment. If a child lays still for 30 min and doesn't fall asleep they are allowed to get up and do another quiet activity. Children are allowed to sleep as long as they like, and join the other children in quiet play when they awake. A teacher stays within sight and sound of the nap room at all times. Potty time or diaper changes happen directly after children awake. **Please specify in your enrollment paperwork if you absolutely do not want your child to nap. Many kids nap at daycare even if they have stopped napping at home. Please do not pick up or drop off your child during quiet time, as that interrupts your child's nap and other resting kids.**

**Quiet time-1-2 PM**

All students who don't nap participate in quiet time. We dim the lights, get out nap mats, and create a calm environment. Children are not required to sleep but have to stay on their mats doing a quiet activity. At 2 pm they are allowed to get up and either go outside or do activities in the classroom.

**Snack-3:00 pm**

The kids will have an afternoon snack and drink after nap/quiet time.

The rest of the afternoon is less structured. We might do outside play, take walks, or do a craft. Each classroom goes on a field trip once a month when the weather is nice, which sometimes happens in the afternoon.

**Pickup- before 5:30 pm**

When you come to pick up your child, **be sure to take any notes, artwork, and dirty clothes from your child's cubby. Dirty clothes get stinky when they aren't taken home!**

**\*Late Pickup Policy\***

**Parents who pick their child up after 5:30 pm will be charged \$1 per minute they are late. It is important for our teachers to go home to their families on time. If late pickups become a continued problem, the director may be forced to terminate care. If a child has not been picked up by 6:00 pm, the director will have to call local authorities.**

## Parent/Guardian Signature

I affirm that I have read and agree to abide by all of the policies in this handbook.

Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_

Student name(s): \_\_\_\_\_

## Tuition Agreement Form

Whole Child Early Education ("School") and the undersigned parents or guardians ("Parents"), by entering into this tuition agreement to enroll their child listed below ("Student"), executed by the parents on the signed date below, agree as follows:

1. **Consent:** This agreement is entered into with mutual consent of Parents and the School.
2. **Tuition and charges:** Parents agree to pay the full amount for tuition and fees.

Enrollment type:

- Full time  
 Part time  
 Drop-in

Tuition amount: \_\_\_\_\_

3. **Due dates:** Tuition is due on or before **the 5th day of each month**.  
Your child's first tuition payment will be prorated for the first month of enrollment, and is due on your child's first day attending school.  
**First month Tuition amount:** \_\_\_\_\_  
**Due date:** \_\_\_\_\_
4. **Enrollment deposit:** For families applying for ICCP assistance, The School requires a **\$100** non-refundable enrollment deposit. This amount is credited toward your first month's copay. This is due before the student's first day of enrollment.
5. **Additional fees:** Parents agree to pay a one-time enrollment fee of **\$100** and an annual supply fee of **\$50**. These fees are due on or before the student's first day of attendance, then annually on January 1st each year.
6. **Late fees:** Parents understand and agree that a **\$20** fee will be assessed on the 5th day of the month if payment is not submitted. Parents understand and agree that a late pickup fee of **\$1** per minute will be assessed if the child is picked up later than 5:30 pm. If the child has not been picked up by 6 pm, we will contact the local authorities.
7. **Payment obligation:** Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents' failure to pay any amount when due pursuant to the terms of this Agreement, may, at the School's sole discretion, result in the suspension or dismissal of the Student from the School. Parents understand and agree that in the event of non-payment of any amount due, that the School may add interest at the rate of 1.75% per month (21% annum). Parents further understand and agree that if any unpaid balance is assigned to a third party for collection, an additional collection fee of 35% of the unpaid balance will be added.
8. Parents understand that the school is not responsible for collecting separate payments from parents, and full tuition and fees must be paid regardless of custody agreements.
9. **Early withdrawal/removal:** Parents must provide at least fourteen (14) days signed WRITTEN NOTICE to the Director to withdraw the Student from the School. Tuition will be collected during the 14-day notice period, and after the 14-day notice period, Parents will no longer be responsible for tuition payments pursuant to this Agreement. If parents fail to provide 14 days written notice, they will be responsible for tuition for 14 days after notice is given, regardless of student attendance.

**10. Payment agreement:** Parents understand and agree that financial commitments for School services are made based upon anticipated enrollment, and that the educational operating expenses of School do not diminish with the departure of some students over the course of the school year. Parents understand and agree that, regardless of Student's absence, withdrawal, or dismissal from the School, Parents remain obligated to pay the amount of tuition set forth in sections 3 and 5 of the Agreement, consistent with the 14-day notice period, and assume full responsibility for payment.

<b>Student Name:</b> _____
<b>Parent/Guardian</b> Printed Name: _____ Signed Name: _____
<b>Director</b> Printed Name: _____ Signed Name: _____

## **Authorization for Emergency Treatment**

I grant permission for Whole Child Early Education staff to seek emergency medical care for my child if the need arises. This includes phoning 911 and/or transporting my child to the nearest medical facility. I agree to accept the financial responsibility for all medical expenses incurred.

Parent Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's DOB: \_\_\_\_\_

Primary Care Provider Name and telephone #:

\_\_\_\_\_

Medications child is currently taking: \_\_\_\_\_

Known allergies to medications: \_\_\_\_\_

Insurance company: \_\_\_\_\_ ID/Policy # \_\_\_\_\_

Subscriber name:



Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Photo Release

I grant permission for my child to have his/her photo taken and shared with other parents on Procare, and/or occasionally posted on Whole Child Early Education's website and Facebook page. The child's name will not be shared.

- Group photos shared with other daycare parents
- Photos on website and Facebook

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Field Trips

I grant permission for my child to take walking field trips while at school, distances not to exceed 1 mile from the school building, with strict supervision and safety procedures.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Sunscreen and Diaper Rash Cream

I grant permission for Whole Child Early Education teachers to use 50 SPF sunscreen to protect my child during outdoor play, as well as over-the-counter diaper rash cream if applicable.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Alternative sunscreen/diaper rash cream provided to leave at school*