

# Allie & Friends

## 2018 Policies And Procedures

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The Policies & Procedures for Allie and Friends have been developed to meet or exceed the regulations of the State of Nevada. The safety of your children is our number one priority. Please do not hesitate to contact Maria Hartman, Director (775) 230-5089 to discuss any questions or concerns.

We encourage parents to visit Allie and Friends prior to enrollment or any time after enrollment to observe their child, general operations, activities, examine curriculum, or talk to an owner, or any staff member. Parents may also volunteer at Allie and Friends. We strongly encourage parents to get involved by teaching a lesson or talking about their culture, etc.

Parents will receive a dated copy of any changes or updates to our Policies and Procedures.

Parents are asked to read these policies, sign and submit the last page if all items are agreed upon.

## HEALTH

The State of Nevada, Department of Health and Human Services has determined that if a child has or develops certain symptoms or illnesses, he/she cannot be present in this type of facility. If your child develops symptoms while present at Allie and Friends, he/she will not be included in activities with the rest of the children. Parent(s) will be notified promptly of a child's condition and requested to come to pick up the child within one hour. We ask that you keep your child home the entire next day to get better and prevent other children from exposure.

***Please keep the child home if he/she is experiencing the following symptoms and/or illnesses:***

**Fever** - (100.4 or greater) Children must be fever-free and off of any type of pain reliever/fever reducer for 24 hours before returning to Allie and Friends.

**Pink Eye (Conjunctivitis)** - If your child has symptoms that indicate the possibility of pink eye (redness and/or discharge), we request he/she be picked up or not come to "school". Children need to be using a prescribed medication for pink eye for 24 hours before returning to Allie and Friends.

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**Other Symptoms** - Infectious conditions such as, but not limited to chickenpox, impetigo, earaches, and/or ear drainage, unusual listlessness, unexplained rashes or sores, or continuous coughing. **Decisions to call you to come for your child will be made at Allie and Friends' discretion.**

***If your child is picked up or stays home due to the following reasons, he/she may return to Allie and Friends after 24 hours (if the symptoms are no longer present):***

**Diarrhea** - If a child has (3) three diarrhea bowel movements (not from the introduction of new foods or from taking a certain medication), he/she will need to be picked up from Allie and Friends. The child is allowed to return the next day if symptoms have subsided.

**Vomiting** - If a child vomits one or more times (not from gagging, coughing, or food-related issues such as eating too much, allergies, or the introduction of new foods), he/she will need to be picked up from Allie and Friends. The child is allowed to return the next day if symptoms have subsided.

**Note:** If your child is not well enough to participate in our normal daily activities, including outdoor play, kindly keep your child at home that day

### **Handwashing to Prevent Infectious Disease**

All child care providers, volunteers, and children will wash their hands at the following times:

- Upon entering Allie and Friends Nursery;
- Before:
  - Preparing or handling/eating food or feeding a child.
  - Administering medication.
  - Playing in water used by more than one person (water table).
- After:
  - Handling bodily fluid (mucus, blood, vomit, feces, urine).
  - Using the toilet or helping a child use the toilet.
  - Attending to an ill child. Handling an animal. Playing outside

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### **MEDICATIONS**

All medications to be given at Allie and Friends will be signed in daily at the front desk. In order for any child to receive “over-the-counter” or prescription medication, a “Permission to Give Medication” form (there is one in your Enrollment Packet and more available upon request) must be signed by your child’s physician and on file at Allie and Friends. Medication must be in its original container and clearly labeled with the child’s name and appropriated dosage instructions. We will not administer expired medication.

A staff member will initial the “Medication Sign-in Sheet” at the front desk indicating the time the medication was given and the dosage.

Medications will be stored in a locked metal box for the day, and will need to be taken home with a parent every night as no type of medication is allowed to be stored overnight.

Over the counter teething gel or tablets and rash, ointment does not require a “Permission to Give Medication” form.

### **CPR TRAINING**

All staff members of Allie and Friends Nursery are CPR and First Aid Trained and Certified.

### **COMMUNICATION**

Please write down important messages on our communication notebook located at the front desk

### **EMERGENCY PLAN**

Allie and Friends Nursery has an Emergency Plan posted by the entrance of the building. This plan includes: General Emergencies, Fire, Earthquake, Lockdown, and Off-Sight Evacuations.

### **NO SMOKING POLICY**

Allie and Friends is a smoke-free facility. Smoking in or around (including parking lot) Allie and Friends Nursery is strictly prohibited.

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### DISCIPLINE

We believe in “enhancing” a child’s behavior through positive guidance, redirection, setting clear limits on behavior, and safe, natural consequences to chosen behaviors. For example, if “Ryan” is not treating his friends nicely, one result may be that they no longer wish to play with him that day. These “natural consequences” would be followed up with an age-appropriate explanation as to what just happened and why. This scenario would be viewed as an excellent opportunity for “Ryan” to learn about how to treat his friends.

Children observed behaving positively or handling a tough situation well are recognized and praised.

Actions we may take to teach appropriate behaviors or to prevent injury to other children:

- Gently holding a child’s arm to prevent hitting
- Picking a child up to remove him/her immediately from a conflicting situation
- Having the child sit away from the other children (with supervision) for approximately one minute per each year in the child’s age to diffuse the situation.
- Notifying Parents when hurtful or disrespectful behavior cannot be effectively modified.
- **Occasionally, a child will experience some difficulty in adapting to our school’s environment or abiding by our rules of behavior. A meeting will be scheduled if your child should experience some difficulty. We and the division of child and family services will work closely with you to see if the problem can be resolved. If the child’s behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from daycare.**

### REPORTING CHILD MALTREATMENT

All employees of Allie and Friends are mandated reporters who are legally obligated to notify the Washoe County Department of Social Services immediately (defined as within one hour) if any employee has reason to believe that child abuse and/or neglect may be occurring in the facility, the child’s home, or elsewhere as required in NRS 432B.220

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### DAYS AND HOURS OF OPERATION

Allie and Friends is open Monday through Friday, from 6:30 AM - 6:00 PM.

We are closed for the following Holidays:

New Year's Eve & New Year's Day (December 31st & January 1st)

Martin Luther King Day (Third Monday in January)

Presidents' Day (Third Monday in February)

Memorial Day (Last Monday in May)

Independence Day (July 4)

Labor Day (First Monday in September)

Nevada Day (Last Friday in October)

Veterans' Day (November 11)

Thanksgiving (Fourth Thursday in November) + Following day

Christmas Eve & Christmas Day (December 24<sup>th</sup> and 25)

When January 1<sup>st</sup>, July 4<sup>th</sup>, November 11<sup>th</sup>, or December 24<sup>th</sup> and 25<sup>th</sup> fall on a Saturday, the preceding Friday is the observed legal holiday. If these holidays fall on a Sunday, the following Monday is the observed holiday.

If you are in need of childcare during a holiday, please let us know as we may be able to assist you in finding a babysitter.

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### PAYMENTS AND ATTENDANCE / VACATIONS

**Refunds or credits are not made for absent days (for example sickness, Grandma is in town, etc) unless it is an approved vacation week.** We would still appreciate a call (783-7200) if your child will be absent. Please read Vacation Policy.

### FEES:

- Tuition is due on a biweekly basis. Processing dates are posted on the calendar next to the check in Screen by the front desk. There will be a \$25 fee for returned payments. If full payment has not been received by the due date, attendance may be temporarily terminated until payment is made.

- Tuition for the first 2 weeks and a non-refundable Enrollment Fee of \$100.00 is due with your Enrollment Packet before your child's first day at Allie and Friends. When Enrollment Fee is received, your child's spot is guaranteed.

- All fees are processed through Tuition Express (ACH only) Parents are required to fill out a form that would allow us to process payment.
- There is a \$5 processing fee for any payments made in-office.
- There is a \$25.00 late fee assessed for all returned payments.
- No credits are issued for holidays.

- **ANY QUESTIONS REGARDING INVOICING/BILLING SHOULD BE DIRECTED TO [mariahartman22@hotmail.com](mailto:mariahartman22@hotmail.com)**

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- Allie and Friends closes at 6:00 PM. Please call if you will be late picking up your child. There will be an additional charge of \$15.00 for every 15 min. your child is late. We will print you a statement for these charges. We realize that some circumstances are unforeseen, but we ask that every effort be made to pick up your child by closing time. Thank you!

### SUPPLY FEE

A supply fee is charged quarterly. Please see and sign the Supply Fee Consent in this packet.

### VACATIONS:

- Two full weeks given per calendar year at a discounted rate of ½ price your weekly rate with one week's advance notice. The week cannot be split.
- Vacation policy applies to both part-time and full-time enrollments.
- New enrollments prior to June 1 will receive the 2 weeks vacation discount for the calendar year.
- Children enrolling after June 1 will receive a one-week vacation discount for the calendar year.
- There is a notebook at the front desk to write in vacation times or other notes to Maria/Harmony or teachers. Thank You!

### ADDITIONAL NOTES:

- Requests to change from part-time to full-time or vice-versa can be made at any time and will be processed in the order received if there is a waiting list.
- The fee for a "Drop-in", separate from your child's regular schedule is \$55.
- **A full week's notice is required when discontinuing childcare at Allie and Friends. If this is not given, payment for the week following the last week of attendance is required.**

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### FOOD

Parents provide lunches and snacks. In an attempt to be as environmentally friendly as possible, we encourage parents to pack their children's lunches in reusable containers.

**BREAKFAST** - Most children eat breakfast before coming to Allie and Friends in the morning. Feel free to pack a breakfast with your child if you'd like him/her to eat upon arrival. We can provide spoons and bowls if needed.

Milk will be served to the toddlers during the morning snack.

**SNACKS** - Please pack 2 Morning Snacks and 2 afternoon snacks.

Here are some options for snacks.

We suggest that Fruit and Vegetables are brought for snacks.

**Sliced apples, bananas, grapes, orange, avocado, watermelon, peaches, sliced cucumber, bell peppers, tomatoes, corn, green beans, veggie sticks, pretzels, yogurt, boiled eggs, granola bars, mini muffins, mixed nuts, popcorn, cheese, and optional dipping sauces are Hummus, Ranch and Nut butter.**

**LUNCH** - Served between 11:30 and 12:00.

Here are some options for lunch.

**We ask that healthy lunches be brought as well *(please try to avoid bringing Lunchables)***

**Peanut butter and jelly sandwich HOMEMADE with Wheat bread (NOT THE PACKAGE KIND), tuna or egg salad with crackers or bread, lunch meat with cheese or wrap, dinner leftovers, pasta, cheese quesadilla or grilled cheese oatmeal or yogurt parfait.**

Lunches should be labeled and contain an ice-pack to keep food fresh until lunchtime. We will heat any meals for your child.

**We ask that you do not pack soda or fruit juice in your child's lunch and keep sweets to a minimum, as nutrition is an important focus at Allie and Friends**

We provide water with lunch and snacks.

**Please clearly mark any containers with your child's name that you would like returned.** All leftover heated food from containers will be discarded and container returned.



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### **DIAPERING PROCEDURES**

Children are changed every 2 hours or more often, as needed, and done in accordance with the procedures required by the State of Nevada. A copy of these procedures can be given upon request. If you believe your child is ready to begin potty training, please request a potty training checklist from your teacher and discuss it.

### **PERSONAL BELONGINGS**

**Please label any personal belongings brought to Allie and Friends** (socks, jackets, clothes, gloves, hats, snacks, all food containers, etc). It is preferred that children keep their toys at home.

Note: Any found unlabeled personal items will be placed in the "Lost and Found" by the office. Please check with teachers also, as they may have your missing item(s) in the classroom.

### **REST TIME**

- ~ Rest time for the children is typically between 12:00-2:00 (Toddlers) and 1:00-3:00 (Preschool).
- ~ A Resting Place is available for more naps if needed through the transition of the little ones.
- ~ Naps are optional for preschoolers. Non-napping children will be in a classroom to rest and quietly play with a teacher present.

### **BATHING:**

If necessary (due to outside play or messy crafts) we may need to clean or partially bathe your child while at Allie and Friends. We use mild soap and warm water.

### **PICK-UP POLICY**

Your child may only be dropped off and picked up by a parent or other authorized adult. Parent/Guardian or authorized adult is required to sign a child in and out each day. Valid photo ID may be required. Sign In / Sign Out screen is located at the front desk in the office.

### **SAFETY AND EMERGENCY PROCEDURES**

In the event of a serious accident or illness, we will take prompt action on behalf of your child first, and then notify the parents as soon as possible. Please keep the Emergency Information Form updated.

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Please refer to our Emergency Disaster Plan posted by the front desk for more detailed information.

Every employee is First Aid and CPR certified.

If an accident takes place, the witnessing staff member will fill out an "Ouch Report". A copy for the parent will be placed in the child's "Take-Home" file.

### **CUBBIES**

Each child will have his or her own cubby to keep personal belongings. We ask that a 12' by 12' or smaller, cubby bin be brought. Any soiled clothing will be placed in a bag and put into your child's cubby.

### **NO "NO TOUCH" POLICY**

We do not believe in having a "no-touch" policy. Young children receive reassurance and learn through hugs and appropriate touch. Appropriate touch includes hugging, child sitting on our laps, gentle pats on the head, gently rubbing the child's back in an attempt to help the child fall asleep, etc.

### **DAILY ACTIVITY REPORT AND SHOE COVER POLICY**

"Daily Activity Reports" will be provided for parents of Toddlers. The information included on these "reports" are Diaper changes or attempts on the potty, drinks/food given, naps, also a brief description of what we did with your child that day. We encourage parents to ask inquisitive questions about their child's day if they are enrolled in the Preschool classrooms. We believe in, and strive to build a good sense of communication and vocabulary in children as they learn and grow.

Parents entering the carpeted parts of Allie and Friends must either remove their shoes or place surgical booties over their shoes. We try to keep the carpet as sanitary as possible for the Tweener/Toddler floor time! We can bring your child to you if you prefer. Shoes are okay upon entrance and directly in front of the cubbies or along the plastic mat.

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### **WALKS IN RED BUGGY/FIELD TRIPS**

We LOVE taking the children for walks in our Red Buggy in the areas surrounding Allie and Friends when the weather permits. It is our hope that every parent will sign the Field-Trip Permit giving approval for us to include every child on these days. Children are chaperoned by two (or more) staff members at all times while away from the facility and will be wearing a safety restraint while in the buggy.

We typically take the younger Tweeners outside in our yard in the stroller for a walk or just in the immediate surrounding area.

Our walks are educational and stimulating throughout! We sing, point out nature and encourage LOVE of the outdoors!

Separate notice/permission slips will need to be signed for field trips requiring transportation. These are taken occasionally to local places of interest and parents are always welcome and encouraged to join us.

### **TRANSPORTATION POLICY**

For field trips requiring vehicular transportation, a separate and specific Field-Trip Permission slip will need to be signed by each parent. Car seats will be dropped off and installed on the morning of the field trip. As always, your child's safety is our first and foremost concern. Drivers Licenses and registrations for each driver are on file at Allie and Friends Nursery.

### **T.V. POLICY**

We do not have cable at Allie and Friends Daycare, although there are times when we choose to play an educational or seasonal video for the children.

### **SCREENING TOOLS**

We use Brigance for our screening process. Brigance is a tool widely used by schools for students in Pre-Kindergarten. The test is not an IQ test nor is it a full-scale educational assessment – it is a norm-referenced test that compares each child's results with the performance of other examinees. Brigance Testing covers a variety of school-based curriculum topics through a series of 12 assessments, including language development, science and math proficiencies, and gross motor skills. Parents will receive a screening report in April and October each year.

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### **PARENT/TEACHER CONFERENCES**

Allie and Friends does not have a schedule for parent/ teacher conferences. Teachers and Parents may request a conference when necessary. Please contact the front desk if you have any questions or would like to schedule a meeting with your child's teacher.

### **SUGGESTION / COMPLAINT PROCEDURES**

Allie and Friends welcomes any suggestions, constructive criticisms or complaints. Open communication is essential for us to improve procedures and safety. Please contact Maria directly at 775-230-5089.

## **List of Supplies Needed on First Day of School.**

- Labeled lunch and snacks (2 morning snacks and 2 more for the afternoon) with an ice pack inside. We will happily warm up food, but unfortunately cannot cook any frozen meals.
- Labeled water bottle (and bottles if needed) to be kept at Allie and Friends
- A ziplock bag with a change of clothes for us to keep on hand (weather appropriate/ warm or cold)
- Labeled blanket for nap time
- Diapers and wipes (FLUSHABLE wipes even if your child is potty trained)
- A cubby bin (*Our cubbies are 12' by 12' so anything smaller than that*)
- We always ask that you dress your child weather appropriately. Our children play outside even when it snows or rains.

***PLEASE, TAKE HOME YOUR CHILD'S BLANKET EVERY FRIDAY, WASH AND RETURN THE NEXT WEEK. WE WASH THE CHILDREN'S' SHEETS WEEKLY OR MORE OFTEN, AS NEEDED, AT SCHOOL.***

**We also ask you to please label all your child's belongings such as lunchbox, any foods/food containers, water bottle, blanket, sweaters, jackets, extra clothes, hats, gloves, etc.**

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**\* Please sign and return this page \***

Thank you for your patience in reading our Policies and Procedures!

### Acknowledgment

By signing below, I am acknowledging that I have received a copy and have read all 12 pages of the 2020 Allie and Friends' Policies and Procedures and that I understand and agree with its contents.

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

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

This page to be returned to Allie and Friends  
with Enrollment Packet

**Note: Please notify the office in writing of any changes to your personal information (name, address, email, phone number)...THANK-YOU!**