



**scribbles
and
giggles
Children's Academy**

Parent Handbook

We are excited that you chose our center for your child's care. Thank you for placing your trust in us. We will do everything possible to provide a safe, rich and fulfilling experience for your entire family.

MISSION STATEMENT:

We strive to create meaningful and trusting relationships by creating an environment that is educationally dynamic and emotionally safe for children, families and staff to grow in. We offer a well-supervised program for children ages six weeks old to twelve years old where we provide a warm, secure environment that encourages parental involvement. We meet the cognitive, physical, social and emotional needs of children from various backgrounds. Scribbles and Giggles Children's Academy is a fun place where emphasis is placed on learning through play and where developmentally appropriate practices are used.

PHILOSOPHY:

Scribbles and Giggles Children's Academy is committed to supporting and nurturing...

- children as thinkers, researchers, and problem solvers during their journey of learning.
- relationships with parents. We respect that the parent is the child's first teacher and must be included in all decisions about the child's growth and development.
- open dialogue and daily communication with parents. This is essential for the healthy development of the child.
- our staff, which provides a rich and loving environment for children.
- our staff, which will continue to gain understanding and knowledge through professional development and continued education in the field of early childhood development.

CURRICULUM

Age appropriate skills and concepts form the core of our curriculum. We plan opportunities for practice of these skills and understanding of these concepts within themes based on interest of the children. Hands-on activities enhance growth and development in social, emotional, physical, and cognitive areas.

Lexia Reading Core5 is used for children ages 2 ½ and up to teach skills for reading. This is the same program as used in Wichita and Goddard Public Schools. Accounts are set up for each child and practice can be continued at home. Progress is tracked for each child and problem areas are reinforced with specialized lessons geared towards each child's weak areas.

PARENT COMMUNICATION / INVOLVEMENT

Scribbles and Giggles Children's Academy strives to assist parents in understanding the developmental stages their children experience, enabling them to contribute most effectively to the child's growth and enrichment. Parents are encouraged to visit our center and observe how their child interacts with the staff and other children. Parents can expect to receive an online "Daily Report," detailing their child's experiences throughout the day. Phone calls to parents are made in some instances, such as when children become ill while at center and must be picked up. We may also make phone calls to share a great day your child is having 😊

VISITING

Our center has an "Open Door" policy on parents' visits. We recognize and support parents' desires to see and spend time with their children whenever they can.

ENROLLMENT / WAITING LIST

Registration can be arranged by completing the enrollment paperwork and submitting the required non-refundable enrollment fee. Children can be "wait listed" at any time. Due to space limitations, younger children should be wait listed at the earliest possible time. Children currently enrolled and their siblings receive priority. Open positions will only be held for a maximum of two weeks UNLESS it is for an unborn child or for Fall Enrollment.

Components of the Enrollment Package include:

ENROLLMENT FORM
PARENT CONTRACT FOR TUITION
HEALTH ASSESSMENT
IMMUNIZATION RECORD
EMERGENCY RELEASE FORM
FOOD CARE PROGRAM ENROLLMENT
TRANSPORTATION FORM IF APPLICABLE
SIDS FORM IF APPLICABLE
ACH AUTHORIZATION FORM IF APPLICABLE
INFANT MEAL OFFER FORM IF APPLICABLE
PHOTO RELEASE FORM

FEES & PAYMENT

Tuition is due **and payable on Monday of each week**, in advance. A late charge of \$2.50 is due if payment is received after the close of business on Monday. Enrollment can be terminated if payment (and applicable late fees) is not received by Friday of the same week. If tuition rolls over to the next week, a late fee of \$5 per day will be added until tuition is brought to a \$0 balance. Tuition rates may be changed by the center upon thirty (30) days written notice. If a child leaves the Center more than 10 minutes after our closing time for any reason, a Late Pick-up charge of **\$1.00 PER MINUTE** may be due and payable. Late Pick-Up charges start on the 11th minute and are calculated to the time the child physically leaves the Center.

There will be a \$30 late fee assessed if a check is returned for insufficient funds. If two (2) checks are received that do not clear your bank, cash payment will be required for future tuition payments.

TERMINATION OF ENROLLMENT

Enrollment can be considered terminated if:

- ❖ The Center receives two weeks advance written notice of withdrawal – vacation not used is not allowed during two week notice as payment
- ❖ Payment is repeatedly delinquent
- ❖ The parents fail to comply with this agreement, the Parent Handbook, or any other rules of the Center;
- ❖ The Center, in its sole discretion, determines it is unable to meet the needs of the child, or that it is not in the best interest of the Center or other children enrolled to have the child continue in attendance

The Center and its staff retain the sole right and responsibility to determine any disputed factual matters regarding termination of enrollment.

SCHEDULE / HOURS OF OPERATION

Center is open year-round from 6:00 am to 6:00 pm, Monday through Friday. Nap or rest time (for children except infants and school age) lasts approximately 1 1/2 to 2 hours in the early afternoon. Outdoor play is scheduled twice a day. Parents should dress children with the weather in mind. Outside time is only cancelled in the event of rain or extreme temperatures. Children will regularly participate in planned group activities as well as individual play. Your child will experience daily exposure to music, art, language, and creative movement activities.

HOLIDAYS AND CLOSINGS

Scribbles and Giggles Children's Academy will be closed for the following **PAID** holidays:

Memorial Day
Fourth of July
July 5th – for teacher in-service
Labor Day
Thanksgiving (2 days)
Christmas Eve and Christmas Day
New Year's Eve
New Year's Day – for teacher in-service

ARRIVAL AND DEPARTURE

Children may not enter or leave the Center unless accompanied by an adult. Departing children will be released only to parents or other persons approved by the parent to pick-up their child as stated on the enrollment form. Scribbles and Giggles Children's Academy is required to maintain daily attendance records. Please be sure to sign your child "IN" and "OUT" each day.

If a person other than the parent comes to pick up a child, the person must show a photo id and the center will make a copy of it. If the person is not on the pick up list then they are not allowed to take the child. No biological parents can be stopped from picking up their child unless a court order restricting the parents rights are clearly stated and on file.

SAYING "GOODBYE"

To help achieve the goal of allowing your child to become independent, emotionally healthy, and well adjusted, we recommend the following practices with children age two and older:

- ❖ If possible, children should be walked in, not carried.
- ❖ Present your child to the teacher on arrival. The greeting between teacher and child is invaluable.
- ❖ The teacher will then help the child join into classroom activities.
- ❖ Good-byes at school should be part of a normal, everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up time.

FIELD TRIPS

We will be scheduling field trips starting in the spring that will allow all children to enjoy getting out of the center for a fun morning. We will always return in time for naptime. Notices will be distributed to parents when field trips are scheduled.

TRANSPORTATION

The elementary school bus is picking up and dropping off children at the center. If the parent and child miss the bus then the parent must take the child out to the school. We will not transport to the school, bus will not come back by, and we will not provide care in substitution of school. If your child went home sick or did not go to school that day the parent must notify the center in advance.

MEALS AND SNACKS

Breakfast and lunch will be provided by the center. Nutritious afternoon snacks, milk, and juice are also provided. Notify the Director of any special dietary needs your child may require. The Center must receive the written statement of a physician or a licensed dietician for special therapeutic diets. Menus vary and are posted monthly. Meals are served family style, allowing children to participate in setting and clearing tables.

PARTIES

Birthdays and holidays are an especially exciting time for young children and the center makes your child's day a very special one! Parent participation is welcome, but not required. If birthday invitations are distributed at the center, all children in the class should be invited.

DISCIPLINE

Scribbles and Giggles Children's Academy has a philosophy of positive guidance, incorporating creative teaching and involvement to help children develop self-discipline and inner control over their actions. It is based on mutual respect and an understanding of children's needs and development. Positive guidance uses redirection, verbalization of misunderstandings, consistency, and acceptance of feelings, firmness, and fairness. Children are encouraged to express their feelings verbally as well as to discuss and resolve conflicts rather than "act out" their feelings. In certain situations, a brief "quiet time" is used to allow a child to calm down and recover self-control before resuming group activities. These discipline techniques are practiced on children over 2 1/2 years or age. Children younger than this age will be redirected from inappropriate behavior or danger.

HEALTH

The center is required to have on file a physician's report verifying overall good health and required immunizations. Current information on immunization status must be maintained while the child is enrolled. Children are to be checked upon arrival each day for any visible indications of illness. If a child appears ill while at the center, parents will be contacted and asked to pick up the child immediately.

The main reasons for excluding children from the Center are:

- ❖ an illness prevents the child from participating in routine activities
- ❖ an illness requires more care than the staff can provide without compromising the needs of the other children in the group
- ❖ a child's presence poses an increased risk to others with whom the child may come in contact.

Children should be kept at home when they meet the following exclusion criteria:

- ❖ Rectal temperature of 101.4 or higher, ear/oral temperature of 100.4 or higher, or underarm temperature of 99.4 or higher, in the past 24 hours.
- ❖ Conjunctivitis ("pink eye"), redness of the eye and/or lids, usually with yellow discharge and crusting.
- ❖ Bronchitis, which begins with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful but gradually becomes productive.
- ❖ A rash you cannot identify which has not been diagnosed.
- ❖ Impetigo: red pimples, which become small vesicles surrounded by a reddened area. When blisters break, the surface is raw and weeping. Look for signs in neck creases, groin, underarms, face, hands, or edge of diaper.
- ❖ Diarrhea three or more times within 24 hours (watery or greenish BM's that look different and are more frequent than usual).
- ❖ Vomiting within 24 hours (more than usual "spitting up").
- ❖ A severe cold with fever, sneezing, and nose drainage.
- ❖ An unknown illness without obvious symptoms other than unusual paleness, irritability, tiredness, or lack of interest.
- ❖ A contagious disease, including measles, chicken pox, mumps, roseola, strep throat, etc.

Children may be brought into the Center if they have only a slight fever, a mild cold or allergy, an allergic rash, diaper rash, a loose bowel movement, dietary or medication diarrhea. Children with a diagnosed bacterial infection may return 24 hours after beginning treatment with antibiotic medication if they are able to participate normally in the program. Should your child contact a contagious illness, please notify the Center immediately so other parents can be alerted to the possibility of exposure. Parents are encouraged to administer medication outside the Center. At the discretion of the Director, a center staff member may administer medication, on a "best efforts" basis. **The Center and its staff accept no responsibility or liability for any error or omission regarding administration of medication.** All medication must be furnished in the original prescription container, with an appropriate dispenser, marked with the child's name, date, and directions for use; placed in a labeled plastic ("Zip-Lock") bag, and handed to a staff member with a fully completed "Authorization for Dispensing Medications" form. There will be no injection of meds whether it be by shot or rectal insertion. In the event of an injury or medical emergency, trained staff will immediately administer first aid and notify a Director if further assistance is needed. If we believe the situation may call for parent involvement or professional medical attention, the Center will attempt to contact a parent or other authorized emergency contact. If the condition is serious, the Center will call 911 for an EMT response or will transport the child to a hospital Emergency Room.

SAFETY

The following safety precautions have been established to help ensure the safety of children and staff:

- ❖ Emergency evacuation drills and tornado drills are held regularly without notice. Parents present should participate in the drill.
- ❖ Emergency exit plans are posted in every classroom.
- ❖ The daily record of children's arrivals and departures is used as an attendance checklist during safety drills
- ❖ All classroom staff are trained in First Aid and CPR.

HANDLING PARENT CONCERNS

If a problem exists, the Center wants it corrected as quickly as possible. This can only be achieved if it is identified immediately. Please discuss any concerns you have openly with us. We want to make sure that you are 100% satisfied with the care your family is receiving. We take pride in our work! The owner's phone number is 316-650-7517 (Misti) if anything that you have voiced as a concerned has not been handled, please feel free to call her.

CHILD ABUSE

The Center is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child." Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report to any local or state law enforcement agency, and in addition, reports shall be made to the appropriate agencies. All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

CLOTHING / TOYS / PERSONAL ITEMS

Children's clothing should be comfortable, allowing complete freedom of movement, washable, and suitable for daily indoor and outdoor activities. Since children spend time outdoors almost every day, parents should consider weather conditions when planning daily dress. To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with a minimum of assistance. Children must wear shoes which are practical as well as comfortable. A complete change of clothing (every item labeled) should be kept at the Center. Place the clothes in a marked Zip-Lock plastic bag and give it to the teacher. Except for special items needed to smooth the transition from home, toys and personal belongings from home should be limited to "show-and-tell" days. This will avoid lost possessions and hurt feelings. Children should not bring in candy, gum, or money. The Center will make reasonable efforts to safeguard children's personal belongings and clothing, but will not be responsible for lost or damaged items. Everything your child brings or wears to school should be permanently labeled.

ASSORTED DON'Ts AND "NO-NO's"

- No bubble- or chewing gum.
- No toy weapons of any kind.
- No glass containers.
- No hard candy, popcorn, or nuts.
- Don't send money with a child.
- No pet cats, dogs, or other live animals may be brought into the Center.
- Don't leave medicine in a child's bag.

NON-DISCRIMINATION

Scribbles and Giggles Children's Academy does not discriminate. Children and staff of all races, nationalities, and religions are welcome. The Center respects cultural diversity and incorporates it into the daily curriculum. The Center supports inclusion of all children, regardless of their abilities. To implement inclusive practices, the Center will develop appropriate training programs which will prepare parents and staff to meet the needs of all children and their families.

CHANGES TO THE PARENT HANDBOOK / POLICIES

The Center, at its discretion, may change any policy contained in this Parent Handbook. Parents will be notified of any changes by email or written notice distributed to children's cubbies.

USDA Nondiscrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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