

# Parent Handbook

Revised 08/2009

## Welcome to Children's Montessori Center!

Our school was established in 2007. This year represents the 100th anniversary of Montessori Schools in America. We are proud to help celebrate this event by adding our fine facility to the long list of others throughout the United States.

Thank you for being a part of our school community. We look forward to a great year of learning together.

### Schedule of Programs

Currently, Children's Montessori Center is offering the Toddler Room (2 year olds), Children's House, Extended Day Service and the Summer Camp programs. As we progress, our intent is to offer the elementary program as well. All programs are multi-aged because we believe that human beings learn as much from their peers as they can from their teachers.

### Tuition Payments

Tuition is for a 38 week school year. The 10 monthly payments begin August 1st. and are due on the first of each month until the final payment ending on May 1st. If paid late, a late fee of 5% may be assessed. Semester payments paid on or before September 3<sup>rd</sup> and January 7th will reflect a 2% discount. Annual payments paid on or before September 3<sup>rd</sup> will reflect a 3% discount.

Your signed Tuition Agreement is a legal obligation to pay the full year's tuition and fees whether your child is absent from school. This policy is necessary since the school has continuing expenses such as salaries, insurance premiums, fees for janitorial services, etc. In order to maintain our capability to meet these expenses, it is essential that the annual income from tuition charges be stabilized. The fact the School fees are paid in installments does not constitute a fractional contract nor mean that such installments are for monthly or daily costs.

If, after the school year begins, you find that you need to put your child in one of our programs that has more hours, we would be glad to renegotiate the Tuition Agreement. We regret that we cannot renegotiate for less hours, since that would jeopardize the stability of our income.

### Discount Policy

A 10% discount will be given on the tuition of the second child of a family, if both children are simultaneously enrolled in our school during the same school year. There will not be scholarships given in exchange for services rendered to the school.

People who render services to the school will either be paid or will do so with the understanding that such services are strictly on a volunteer basis.

## Our Child Care Philosophy/Mission Statement

Our philosophy is simple...to create a positive work and learning environment for both the children and the staff so each goes home inspired wanting to return the next day.

### Mission Statement

Our commitment and passion will guide us to provide the highest quality of early childhood education where students thrive as respectful, joyful, healthy children.

## **Teacher Qualifications**

All head teachers have at least a Bachelor's Degree from a four-year College and also hold Montessori certification for the age level she/he teaches. Advanced degrees, as well as Montessori certification for several age levels, are encouraged of all teachers.

## **Class Size and Staff/Student ratio**

Class room size and staff to student ratio is dictated by the State of North Dakota. Each Operator must satisfy the per square foot rule of 35, the group size based on majority age per group as well as the dictated ratio formula when determining class room makeup.

## **Polices for Children's Montessori Center**

### Provider Information

#### **Owners Qualifications (Bob Brandt)**

I have spent over 30 years in the retail grocery business operating single and multiunit operations in all major market areas of Texas except Houston. I have been involved in many startup operations and successfully managed the finances and human resource needs of over 350 people per unit and over 1000 people in the multiunit situations. I have been a member of various Chambers of Commerce and Kiwanis Organizations throughout Texas.

#### **References**

Name: Cathy Bronk, Milwaukee, Wisconsin, 262-662-2014

Name: Shelley Mills, Dallas Texas, 214-987-3008

Name: Jean Jordan, Tyler Texas, 903-882-1277

#### **Licensing and Liability Insurance**

- We are licensed and operate a CHILD CARE CENTER facility in compliance with the laws of the state of North Dakota. A copy of our license is on display (as you enter the facility) to meet the licensing requirements for the state of North Dakota.
- Our licensor's name is DeDe Wienckowski and you may contact her at 701-239-6720.
- We do carry business liability insurance for our business.

#### **We are a Mandated Reporter**

- We are mandated by North Dakota Century Code to report any suspected cases of physical or sexual abuse or neglect. Suspected Abuse/Neglect Policy and Procedures are located in the main section of the Parents Handbook.
- To report a suspected case of child abuse or neglect, you can call the Cass County Department of Human Services at this number: 701-328-4806.

#### **Employees/Substitute Caregivers**

Neither the provider nor any staff member employed at the facility will have been found guilty of homicide, assaults, kidnapping, gross sexual imposition, sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, sexual performances of children, promoting or facilitating prostitution, or a similar offense.

Occasionally we may need to hire a substitute child care provider because of training or an emergency. Substitute provider information is given to my licensor and a background check is completed. This employee will have the same responsibilities as our caregivers.

## **Our Privacy Policy**

We will do all that we can to protect your family's privacy and will abide by the state privacy law. We will keep all records and information about your child and your family private and confidential, unless we have your written permission to reveal specific information.

## **We Do Not Discriminate**

We do not discriminate based on race, color, sex, disability, national origin, sexual orientation, or public assistance status.

## **Children with Special Needs**

Our Director Camille Brandt, has deep credentials in children with special needs. Please keep this in mind and use her for a resource when needed. Please provide us with a written care plan from your child's physician for any special needs of your child.

## **The Rules of Our Facility**

Parents are welcome to stop at the program at any time. If for some safety reasons you find the doors are locked, please knock, ring the bell or call us.

The following areas are off limits to children:

- Mechanical room (2 way lock to be opened with a key)
- Outside beyond the playground area unless supervised by staff
- Parents may park anywhere in the parking lot convenient to the entrance
- Parents must walk to the door with their children to make a handoff to a staff member

## Client Responsibilities

### **Our Partnership Agreement**

- We will work together to ensure that each child has the opportunity to develop their full potential.
- We will communicate regularly about the child's physical, emotional, social, and intellectual growth.
- You will keep us informed about any change in the child's schedule, routine, or home environment. We will do the same for any changes in the child care business that affect the child.
- You will provide any information about the child that will allow us to provide high-quality care, such as an I.E.P. (Individual Educational Plan) or other plans or assessments.
- We will ask you to complete an annual evaluation of our child care program.
- You agree to follow the policies of our child care program.

### **Our Records for Your Child**

We will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes:

- Child Information Sheet - a required licensing form for each child
- Your emergency contact information, including the name of a backup person in case we are unable to reach you, and the phone numbers of the child's doctor and dentist
- A list of everyone who is authorized to drop off and pick up the child
- A signed consent form to obtain emergency medical or dental care written permission to transport your child
- According to state law, you must provide us with updated immunization records

### **The following forms will be filled and filed:**

- Parent's Statement of health of child
- Reservation agreement and enrollment contract

- Application for before and after school care
- Student information form
- Emergency medical information
- Field trip permission
- Field trip transportation
- Transportation to school

### **Backup Child Care**

You will be responsible for finding backup child care if we must close our business or we are unable to care for your child. This may include, but is not limited to, the following reasons:

- We must close our business due to bad weather or other emergency.
- Your child is ill.
- You must make your own arrangements for backup child care.
- We can refer you to the local Child Care Resource and Referral agency as a resource for finding backup child care.

### **Observation**

Parents are invited to observe the classroom and see what their children do in school. When you come to visit, you must check in at the school office first. When you are in the class room, we ask that you watch but not interact with any of the children, so that you may really see the children in the most natural circumstances. Please sit in the chair provided, and please do not move around. In most cases, you will be observing the children through the one way glass in the office. This was designed for that purpose.

Parents are welcome to come and observe after the children have had time to adjust to the routines, and the environment. Therefore, the first in-class observations of the school year will begin after two months of school. When new children are added to a class, observations will stop until the child has had time for adjustment.

Please contact the school office for observation appointments to avoid having too many observers in the same room. Observations are for adults only.

When children come to school for the first time, parents like to see if their children are handling separation well. All parents are welcome to look into the classroom from the hallway or the one way glass, without prior arrangement with the school. We ask that you check in when you arrive, before you go and look in the class. We also ask that you position yourself in such a way that nobody in the classroom can see you. Many thanks for your cooperation.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are held twice a year. Families will be provided with progress reports for their child in the areas of social/emotional learning, practical life progress, pre-academic and early academic progress, physical growth and development, language, music, and art. Parents are encouraged to visit with their child's teacher at any time outside of conference dates as well.

### **Show and Tell**

Children are encouraged to bring items of interest to share with the whole class. Suggested items are books, tapes, postcards and souvenirs from trips and any other items that have educational value. For younger children, please attach an explanatory note, (such as "These are postcards from our trip to Disneyworld last summer") when appropriate.

### **Book Orders**

Scholastic Book order forms are sent home every few months with the children. Families who choose to order books should return the book order within the week with a payment check to Scholastic. The school does not profit from the book orders.

## **Volunteer Opportunities and Book Talk Information**

Family members are invited to volunteer in the classroom or to help with special projects outside of school. Please visit with your child's teacher if you would like to share a project idea, an art or music lesson, a garden project, a culture lesson, or if you would like to work with young readers. Parents are invited to subscribe to a Montessori Journal, "Tomorrow's Child", through the school. Parents are also invited to join us in a book club, where we will read books on early childhood education in light of Montessori philosophy and practice and meet in a coffee house to discuss our readings and thoughts. Book information and order forms will be provided in the fall of 2008.

### **Field Trips**

Children's Montessori Center offers two field trips per school year. We visit Yunker Farm in autumn and Red River Zoo in spring. In addition to these field trips, the five and six year old children visit the Plains Art Museum mid-winter for a tour and an art lesson. Parents are welcome to chaperone field trips.

### **Bad Weather Closings**

You are required to notify us as soon as possible if your place of employment is closing early or will be closed for the day due to inclement weather. You are required to notify us as soon as possible if you will not be bringing your child to our program due to inclement weather. We will notify you as soon as possible if our program will be closed because of inclement weather.

### **Grievance Procedure**

If you have any concerns or complaints about our program, please discuss them with us as soon as possible. If you have a serious complaint that you feel that we are not addressing, you may contact our licenser DeDe Wienckowski at 701-239-6720.

Parents, guardians, or custodians of each child receiving child care must be notified of the process for reporting a complaint or suspected licensing violation. Employees must also know the process for reporting a complaint or suspected licensing violation. Upon request, the provider shall make available to the parent, guardian or custodian of children receiving care a list of names, telephone numbers, and addresses of the parents or guardians of children for whom early childhood services are provided. Permission to disclose that information must be granted by the parent, guardian or custodian of the children.

### **Correction Orders**

Within three business days of the receipt of the correction order, the licensee of the early childhood facility shall notify the parent, guardian, or custodian of each child receiving care at the facility that a correction order has been issued. In addition to providing notice to the parent, guardian or custodian of each child, the licensee shall post the correction order in a conspicuous location within the facility until the violation has been corrected.

### **Activities/Curriculum**

Daily activities include individual and small group activities appropriate to the ages and needs of the children. Intervals of stimulation and relaxation and a balance of active and quiet play are part of the program design. Children also enjoy indoor and outdoor activities. A variety of educational experiences with an adequate supply of safe equipment and materials for all ages are offered.

We will conduct the following activities with the children:

- literacy and language development activities
- art activities
- health, safety, or nutrition projects
- puzzles, games, or eye-hand coordination activities
- active physical play

- gross motor activities
- free play
- field trips
- music and movement
- individual quiet activities

We use the following curriculum program assembled by the North American Montessori Center for Pre-School and Kindergarten:

- Theory and Enrichment
- Practical Life Activities
- Language Arts
- Culture and Science
- Sensorial Development & Music Enrichment
- Mathematics

### **Birthday and Holiday Celebrations**

Our program uses the following guidelines for celebrating birthdays and holidays: We celebrate each child's birthday, either on the exact date, or the half birthday if the birthday is during the summer months, or the closest day if the birthday is on a weekend. Parents are encouraged to send in a special snack for their child's birthday. Please follow the guidelines when sending the special snack:

Appropriate birthday snacks: All natural ice cream (please read labels), frozen yogurt, sherbet, sorbet, Italian ices, fruit salad, vegetables and dip.

Please DO NOT send the following (they will be returned to you for your party at home): candy, anything with chocolate, goody bags, party favors.

The birthday celebrations are not intended to be traditional birthday parties; rather, they are celebrated in such a way to enhance many aspects of the educational aims of the program, such as self esteem, and the idea of the passage of time. To help the children understand the passage of time, we have a special activity when we observe each child's birthday. To help with this activity, please send in photos of your child at birth and for each year of his/her life. Please label your child's age for each photo. It would help if you send these photos to school a week before your child's actual birthday.

### **Clothing and Dress**

Children's Montessori Center is one of the few Montessori schools in Fargo-Moorhead to require uniforms. This decision reflects our desire to guide students towards viewing themselves in a loving, kind way. As Montessori teachers, we can introduce the children to many wonderful experiences and ideas because of their keen desire to learn. Clothing articles can be distracting and may lead to an artificial sense of regard not based upon personal characteristics, words, or actions. Children in the 2 Year Old classroom will not be required to wear school uniforms.

Our philosophy is that clothing should be constructed durably and should be free from distracting embellishments, pictures, or slogans. Shoes should protect the feet and enable the student to play safely and actively on the playground. Clothing should be seasonally appropriate and comfortable regardless of the weather. Our school colors are navy blue, light blue, khaki, white, and plaid patterns of these colors. Blue jeans may be worn on free-dress days only. Sample clothing items may be viewed in the school office.

For safety reasons, if children wear earrings, they should only wear small earrings, such as studs and small hoops, smaller than the diameter of their fingers. Please refrain from wearing earrings that dangle.

Children are to refrain from using makeup.

We suggest that children who cannot yet tie their shoes wear ones with buckles or velcro fasteners.

For younger children, if, for whatever reason, your child changed into the clothing that is kept at the school and the wet/dirty clothes were home, please remember to send back the items that were used, preferably the following day. This is especially important for young children, who will need their change of clothing at the most unexpected moments.

When the weather gets cold, all children are required to have a pair of mittens (gloves for older children) and a hat before they can go outside. We DO go outside as much as possible, unless it rains. To prevent your children from losing mittens, string them through the sleeves of the jacket. Do not clip them on, as clips have a habit of coming off. Please do not send gloves for your child unless he/ she can put them on with no help at all.

When the snow season begins, please send boots to school, either every day or have a pair kept at school. We recommend that you have boots that your child puts on instead of shoes, since even young children are able to learn to put them on by themselves.

During boot season, we request that the children either bring a pair of shoes or slippers to wear in the classroom, so that the mud and dirt that get on the boots will stay out of the classroom.

Please label your child's clothing. This is essential for clothing that stays in the cubby, and clothing that gets taken off during the day, such as hats, sweaters, coats and boots. Labeling your child's clothing will save us and your child much frustration and confusion at dismissal time. Please note that the school cannot assume responsibility for lost clothing or personal articles.

Adults who work or volunteer at Children's Montessori Center are asked to wear modest, professional attire which does not contain inappropriate logos or offensive images. Parents should select clothing for their child that is appropriate for weather conditions, is comfortable, and does not contain images or logos depicting violence or offensive language.

## **Food and Nutrition**

We observe a strict good nutrition policy in school. All daily snacks and celebrations (birthdays, seasonal programs) will feature nutritious food, and no candy, sodas and chocolates are served.

### **Snack at Children's Montessori Center**

We believe that in order for children to thrive, healthy snacks and meals are an essential part of their day. For millions of children in America, consuming junk food and increased inactivity has led to an increase in health-related issues and problems. At Children's Montessori Center, children are served healthy snacks twice daily. Snack schedules are posted on our website and schedules may be picked up at the parent information table as well. Snacks consist of a variety of a fruits, vegetables, whole grain crackers and breads, cheeses, and freshly baked items.

### **Food Allergies & Special Diets**

In order to protect those with specific allergies, foods we serve will be free from all nuts including tree nuts (almonds, pistachios, etc.). Children with special diets are welcome to bring special foods from home to meet their dietary needs (please label with your child's name). We do ask that parents carefully read labels to ensure foods brought into Children's Montessori Center do not contain nuts or tree nuts and/or are not processed in facilities which use nuts or tree nuts. Foods which present risk and foods which are brought to school without nutrition/ingredient labels will be sent home.

### **Lunch**

Hot lunch will be available for children. The lunches are provided by The Oven Door catering company in Fargo. Lunches will be billed to families each month. The cost of hot lunch is \$2.30 per lunch. Menus are available at the parent information table for each week. Children who wish to bring cold lunch from home are welcome to do so. Lunch boxes and containers should be clearly labeled with the child's name. Foods which contain nuts and pre-packaged foods without nutrition/ingredient labels will be sent home and the child will be provided with an alternative lunch item.

Lunch time is a learning time besides being a meal time and a social time. We stress grace and courtesy, positive social interaction, good hygiene habits, and self-help skills such as setting a table and cleaning up afterwards. We encourage parents to allow their children to pack nutritious lunches, and refrain from sending candy as dessert, which will be returned home, as will items containing caffeine, such as cola and chocolate.

Please include a napkin with lunch, and also whatever utensil that your child might need for the meal that you packed. Thermoses or other reusable bottles are preferred for packing drinks.

We will be refrigerating all perishable lunch items. Please put sandwiches in containers, preferably reusable ones, labeled with your child's name. Other perishable items need also to be labeled. All the items will be refrigerated until lunch time.

We will reheat any items for the children at lunch time

### **The Allergic (Anaphylactic) Shock Reaction**

This reaction can begin and proceed rapidly, occasionally proving fatal within minutes. It must be treated with epinephrine immediately at the first signs of reaction, and the reaction may recur after initial therapy so that ongoing observation and care are required. Possible symptoms of reaction to peanuts may include (not necessarily in this order):

- sense of foreboding, fear, or apprehension
- flushed face, hives, swollen or itchy lips, mouth, eyes, or tongue
- tightness in mouth, chest or throat
- difficulty breathing or swallowing, drooling, wheezing, choking, coughing
- running nose, voice change
- vomiting, nausea, diarrhea, stomach pains
- dizziness, unsteadiness, sudden fatigue, rapid heartbeat, chills
- pallor, loss of consciousness, coma, death

### **Naps and Quiet Time**

There is a daily nap or rest period for children according to the child's age, needs and parent's wishes. If your child is not sleeping, alternative activities will be provided. At naptime, each child will have clean and separate bedding. You may bring a special blanket or other security item for naptime.

### **Toys**

Children may not bring toys, books, etc. from home. Any toys or books brought to school will be kept in cubbies during the school day.

### **Behavior Guidance (Discipline)**

Children will be taught essential school expectations such as walking, raising hand in group, remaining in line with the group, taking turns when appropriate, using an indoor voice, playground safety, using words instead of actions when upset, and keeping hands and feet to self. Children will be guided using the following reminders:

Be Safe  
Be Kind  
Be Respectful

Staff have read the book "1-2-3 Magic for Teachers" to ensure compatible and consistently kind communication with children. Redirection and refocusing will be used to help young children learn acceptable behavior in school. If a child becomes a disruption in the classroom, the child may be requested to sit apart from the rest of the children. Physical aggression on the part of the child will be reported to the parents on the day that such aggression occurs. Parents and teachers will confer with each other to help the child learn appropriate and acceptable behavior in school. If a child persists in unacceptable behavior to the detriment of the class, or if the child commits deliberate physical aggression towards an adult of the class, the child may be dismissed from school. A transition plan may be developed in order to help make this change successful for the child and the family.

### **Illness, Health, and Safety Policies**

**Sick Child Policy** It is most important that children who are sick are not sent to school. This is for your child's good as well as for the welfare of the other children in the class. Sick children do not benefit from being in school, and can cause other children to become ill.

Children will not be admitted to school if they have the following symptoms:

- Elevated temperature of 100 degrees or more
- Diarrhea
- Vomiting
- Pink eye with secretions
- Evidence of chicken pox
- Head lice or nits

If such symptoms occur during school, we will contact you, or if unable to reach you, we will contact the persons listed on your child's Emergency Card. Children who exhibited such symptoms should return to school with a doctor's note when they have been symptom free for 24 hours.

If your child is going to be absent for whatever reason, please let us know. It would be best if you let us know before your child's class begins.

## **PROCEDURES FOR RESPONDING TO EMERGENCIES**

**Illness:** If a child becomes ill at school, he/she will be supervised in the office. Parents will be notified immediately and asked to pick up their child. First aid is provided and medical care sought as necessary.

**Burns:** First-degree burns are the mildest of all burns. They tend to be thin, not reaching far below the skin's surface. First-degree burns are usually pink or red and very sore. Often, they will turn white when you apply pressure. Depending on the person, first-degree burns may swell a bit.

*How to Treat First-Degree Burns:* Immediately following the incident, soak the burn in cool water to reduce the temperature of the area. When the sting begins to lessen, treat the burn with a healing gel such as aloe vera or an antibiotic ointment. Cover the burned area with a dry gauze bandage.

Parents will be notified immediately and a decision will be made to have the child picked up or to leave in class.

## **SERIOUS INJURY including INGESTION OF POISON**

Remain calm. Reassure the child (victim) and the other children at the scene. As a general rule, do not move a severely injured or ill child, but there are times when you should do so:

- If the area is unsafe, move to a safe location;
- If the victim is face down and needs CPR, turn the victim face up; and
- If the victim is unresponsive, has an open airway and is breathing without assistance, turn the victim on his side with the victim's hand in front.
- Call for emergency medical services. Give all the important information slowly and clearly. To make sure that you have given all the necessary information, wait for the other party to hang up first.
- If an accidental poisoning is suspected, first contact the National Poison Control Hotline at 1-800-2221222 for help.
- Follow any instructions given by the emergency operator.
- Send emergency contact information and permission to obtain emergency care when the child is transported for emergency care.
- Notify parent of the emergency as soon as possible. If the parent can't be reached, notify the child's emergency contact person.
- After the needs of the child and all others in care have been met, immediately notify OCFS if the emergency involved serious injury to the child, infectious illness or death.
- Complete the Incident Report form. Give a copy to the child's parent and keep a copy on file. If the incident results in the death of a child, send a copy of the completed report to your OCFS Regional Office.

## **Administering Medication**

If you would like us to administer medicine to your child, you must sign a separate written authorization for each prescription. The medicine must be in its original container, labeled with the child's name and the

instructions for administering it, the date the prescription was filled, the medication expiration date, the name of the health care provider who wrote the prescription, and the name and strength of the medication. (You should ask the pharmacist to split each prescription into two containers, one for us and one for you, each with a full label and instructions.

We require written authorization before dispensing nonprescription medicine, such as Tylenol, cough syrup, etc.

We require written authorization from a health care provider if you request that the nonprescription medication be given more than 3 days.

We require written authorization to administer non-prescription products to children such as sunscreen lotions, insect repellents, and diapering products.

We will document all medication that we dispense to the children in our files.

### **Immunizations**

You are required to keep your child current with all immunizations. Each time your child is immunized please notify us so that we can update my record of your child's immunizations in our files.

### **Emergency Information**

- We keep a list of emergency numbers near our phones.
- You must provide us with the names and phone numbers of at least one other person to call if we cannot reach you in an emergency.
- To reduce the risk of fire, we follow the fire safety rules and state laws regarding smoke detectors and fire extinguishers.
- We teach the children that if there is ever a fire in the school, they should follow the direction of the caregiver.
- In case the power goes out, we keep a first aid kit, flashlights, and extra blankets accessible.
- If you leave work early, go to another location for the day, or vary your normal routine, please let us know how we can contact you that day.
- If your child is involved in a serious or life-threatening emergency, we will call 911 and get immediate medical care, and then we will call you as soon as possible.
- If your child is involved in an emergency that is not serious or life-threatening, we will call you as soon as possible.

Our emergency plan includes:

a posted fire escape plan  
an emergency meeting place away from the center  
fire drills as required by state law  
an emergency plan for a tornado, blizzard, flash flood  
an emergency plan for a missing or abducted child  
an emergency plan for transporting the children  
an emergency plan for utilities and maintenance (gas leaks, power failure, loss of water, phone, heat or air conditioning)  
a general emergency plan to respond to accidents  
a backup caregiver who can care for the children in case we have a personal emergency  
an emergency plan for chemical spills

### **Pets**

We do not have pets in the Center.

### **Water Hazards**

There is no swimming/wading pool at our child care facility.

## **Smoking, Drinking, and Drugs**

Our Center is a smoke-free environment. No one is permitted to smoke in our center, either during or after child care hours. State law does not allow smoking in the Center during child care hours. Neither the owner nor its employees use alcohol or drugs during working hours.

## **Policies for Transporting Children**

We will transport the children in our vehicle only with your written permission. Our reasons for transporting the children may include, but are not limited to: field trips, the library, the park, the beach or swimming pool, transporting children in the event of an emergency.

When we transport children, we will secure them in age appropriate child passenger safety seats as required by state law and carry required automobile insurance.

### **Field Trips**

We do offer field trips and will need written permission to transport your child. When we transport the children, we will secure them in age appropriate child restraints as required by state law and carry required automobile insurance.

If someone else's vehicle will be used to transport the children, we will make sure that the driver has a current driver's license, will secure children in age appropriate child restraints as required by state law and carry required automobile insurance. On every field trip we will carry a first aid kit and the emergency contact numbers for the parents of all the children. We also have a field trip emergency plan.

### **Persons Authorized to Pick Up and Drop off Your Child**

You have authorized the people listed on your Child Information Sheet SFN 845 to pick up your child from our program.

Unfamiliar people on that list will be asked for a photo id before we can release your child/children to them. You will notify us immediately of any changes in the name, address, or phone numbers of the people who are authorized to remove a child from our care. We reserve the right to remove anyone from the authorized pickup list for any reason.

If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, you must give us a copy of that court order.

You must call and notify 30 minutes in advance if a child will be dropped off earlier than the scheduled drop-off time or picked up later than the scheduled pickup time, whether by you or anyone else.

### **Pickup and Drop-off Policy**

Our first responsibility is protecting the health and safety of the children in our care. When you drop off and pick up your child we need to make sure that the child is being transported safely. Transporting a child under the influence of alcohol or drugs or failing to use a required child restraint creates an unsafe situation.

Times for arrival and departure are from 15 minutes before to 15 minutes after the scheduled arrival and dismissal times. Please be on time for both arrival and departure, so all the children can start the day together, and no child needs to feel anxious after all the children are gone at dismissal time. The doors will be locked except for arrival and dismissal immediately before and after class hours. For entry into the building at other times, parents and visitors will use the regular front doors by ringing the buzzer. You will then be admitted after identification.

You must comply with state law regarding appropriate child restraints when transporting your child to and from our program.

We may terminate our contract immediately if you fail to transport your child in a required restraint or are driving under the influence of alcohol or drugs. If in our opinion you cannot safely transport a child from our business at pickup time, we will ask you not to take the child and will propose these alternatives:

- We will call one of the people authorized to pick up the child and ask that person to transport the child.
- We will call a cab to pick up you and your child and you will be responsible for paying the cab fare.
- If you have failed to bring a required restraint for the child, we will ask you to drive home without the child and return with the required restraint installed in the car.
- If you refuse to agree to an acceptable alternative and insist on taking the child, we will immediately call the police and report the unsafe situation.