

This form, as well as others, is available online at:

www.YoungerYears.org

The final page of this document must be signed and returned before your child can start.



The Younger Years Preschool & Daycare

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Welcome to The Younger Years Preschool & Daycare

We would like to thank you for choosing **The Younger Years Preschool & Daycare** for your child/children. We are looking forward to working with your child/children and families! Please feel free to contact us if you have any questions, comments or concerns. Once again, thank you and we welcome you and your family to **The Younger Years Preschool & Daycare**.

The Younger Years Preschool & Daycare Philosophy

The Younger Years Preschool & Daycare believes that the early years of learning are the most valuable. We will encourage each child to explore, experiment, and develop skills at his/her own level of ability.

The Younger Years Preschool & Daycare Mission Statement

The Younger Years Preschool & Daycare will provide a positive learning experience for your child in a safe, loving, fun, educational and nurturing environment.

The Younger Years Preschool & Daycare believes that children learn best....

- by exploring concepts through hands-on activities.
- through long blocks of uninterrupted play.
- with opportunities to explore both outdoors and indoors.
- with a caring, respectful relationship with peers and adults.
- in an atmosphere which celebrates the joys of everyday life.

Goals of **The Younger Years Preschool & Daycare**

- To provide an environment that promotes active exploration and interaction with materials, other children and adults.
- To provide learning activities and materials that are concrete, real and meaningful to the lives of young children.
- To foster self-esteem through relationships with adults who express acceptance and respect for all children.
- To recognize that all children are different and to allow such differences to surface in daily activities.
- To allow outlets for the expression of each child's individual creative potential.
- To create an environment that allows children to utilize problem-solving techniques with peers and adults in social situations with guidance and supervision as needed.

Hours of Operation

The Younger Years Preschool & Daycare will be opened Monday - Friday from 7:00 a.m. to 5:30 p.m. beginning August 27, 2007. The following dates **The Younger Years Preschool & Daycare** will be closed (There will be no charges on these dates.)

Monday, September 3rd

Thursday & Friday, October 18th & 19th

Thursday & Friday, November 22nd & 23rd

Monday - Monday, December 24th - 31st

Tuesday, January 1st

Monday, February 18th

Friday, March 21st

Monday, May 26th

License Information

We are licensed by the State of Minnesota as a group family daycare with a maximum capacity of 14 children with no more than four of the fourteen being toddlers (1-2 years of age) and no more than one of these three being an infant (less than 1 years of age). We will provide care for children ages 6 weeks to 10 years of age. As a licensed daycare provider, we shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

Enrollment Fee & Rates

When you enroll your child/children into **The Younger Years Preschool & Daycare** there is a \$35 family enrollment fee (applies to new families only). This fee is non-refundable and it will be used for bedding and other start up costs for your child/children.

The Younger Years Preschool & Daycare offers the following options:

Full Day (Six hours or more): \$25/child
Half Day (Five hours or less): \$17/child
After School Care: \$7/child

Payment & Late Fees

You may pay by cash or check made out to The Younger Years Preschool & Daycare. You will be given a weekly receipt to keep for your records. A year-end statement of all childcare fees paid will be provided within the first month of the New Year.

The Younger Years Preschool & Daycare fees are paid weekly and are due by 5:30 p.m. on Fridays. If you do not pay by this time, there will be a \$10 per day late charge, added to your bill, beginning on Saturday until your payment has been made.

If a check is returned, you will be notified you and asked for payment in cash. After the second returned check, we will accept only cash thereafter. There will be a \$25 returned check charge.

If you are unable to pay at the conclusion of a two week period, your child/children will not be allowed to attend **The Younger Years Preschool & Daycare** until your payment is made in full.

Arrival & Pick Up Policy

If you suspect that you will be more than 15 minutes late arriving or picking up your child, please call **The Younger Years Preschool & Daycare**. At 5:30 p.m. **The Younger Years Preschool & Daycare** closes. If you do not pick up your child by 5:30 p.m. and we did not receive a phone call, you will be charged \$1 for every minute you are late.

Absentee Policy

Each child will receive one absence day per day(s) they are enrolled weekly. For example, if they are enrolled 3 days/week, they will receive 3 absent days per contracted year. After the absence days are used, you will be charged your normal day's fee. If your child will be absent from **The Younger Years Preschool & Daycare** please call or you will be charged for a full day.

Each contracted year, a family may take one week vacation at no charge. A two week written notice of this vacation period is required. If no notice or less than two weeks notice is given, you will be asked to pay your usual weekly rate. If it is more than a one week vacation, you will be required to pay \$50 per week to reserve your child/children place at **The Younger Years Preschool & Daycare**.

Trial/Termination Policy

The first two weeks of your child's enrollment are on a trial basis. During those first two weeks either parent or provider may terminate this agreement at a moment's notice. The important topic here is that both parties feel this is the best situation for the children involved. After the initial two weeks, a two-week written notice by either party is required to terminate this agreement unless there is a violation of this Parent Handbook or other required forms.

If you decide to remove your child from **The Younger Years Preschool & Daycare**, we require a two-week written notice. You are required to pay for these two weeks. If we decide that we can no longer provide care for your family we will also provide you with a two week written notice. If violations of this agreement occur, you may be given immediate termination from **The Younger Years Preschool & Daycare**

Examples of why your child's care would be terminated from **The Younger Years Preschool & Daycare** include, but are not limited to the following:

- Failure of parents to pay fee.
- Failure to complete and sign any required forms.
- Lack of parental cooperation.
- Failure of child to adjust after a reasonable amount of time.
- Our inability to meet the child's needs without additional staff.
- Gross misconduct on the part of the parent or child.

Illness Policy

Parent(s) will be notified immediately and expected to pick up their child/ children when they develop signs of a contagious condition such as; tonsillitis, pink-eye, mumps, impetigo, scabies, lice, vomiting, diarrhea, ringworm, unidentified rash or a body temperature of 100 degrees or more.

Please do not bring your child/children to **The Younger Years Preschool & Daycare** if they are sick. This puts others in danger of becoming ill. Your child may return 24 hours after their temperature has returned to normal,

24 hours after they are no longer vomiting or 24-48 hours (depending on the illness) after their first dose of antibiotic.

Immunization Policy

As requested by the county, all children must provide a record of all immunizations. This form will be provided for the county and will be kept on file at **The Younger Years Preschool & Daycare**.

Medication Policy

Prior to **The Younger Years Preschool & Daycare** administering any prescription or non-prescription medicines/products, parents need to give written permission. Forms will be provided for both, prescription and non-prescription medicines/products. Prescription medication must have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. **The Younger Years Preschool & Daycare** will not provide cough medicines, pain medications (Tylenol, Motrin), decongestants or antihistamines, however you may purchase these medications to be left here to be used for your child/children. We ask that these are labeled with your child's name and are kept in the original container with the manufacture's directions.

Medical Emergency Policy

If your child is injured in a non life-threatening way, we will assess your child and provide home first aid. Treatment will be logged and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care, and we are required by law to report any suspected physical, sexual or emotional abuse to the county.

If the injury is more serious, parent(s) will be notified so the child can be transported to the hospital or doctors office (needs stitches, broken arm, or dislocation, etc).

If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc). If need be, your child will be transported to the nearest hospital via ambulance.

If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the hospital.

You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

Any serious injuring (requiring medical attention) must be reported to the county.

Sleep & Rest Policy

We have rest/quiet time daily. Children are never forced to sleep, however they must remain quiet for those who do sleep. Older children and those who wake early will be guided in finding a quiet time activity that will not disturb any sleeping children. We will provide a safe, warm, quiet place for your child to rest. Infants and toddlers will rest or nap quietly in a playpen or crib with appropriate and individual linens (sheet covering, blanket). Preschoolers (2-5 year olds) will rest on a mat with appropriate and individual linens (blanket, sleeping bag, and pillow). Often children feel more comfortable with a special blanket, pillow or "friend" from home. These items are welcomed and can be taken home daily or kept at **The Younger Years Preschool & Daycare**.

Infants

We are aware that newborns rarely have a fixed feeding and sleeping schedule. They will be fed when hunger is indicated and rest as needed. A sleepy baby will be allowed to rest, and an alert baby will be removed from his/her crib. As the baby develops a schedule (around six months), meals and naps will become more consistent: breakfast, morning nap, lunch, afternoon nap, and snack.

It is not practical in a group setting to expect an infant to be held continuously. It is also not beneficial to the baby. Infants are included in-group activities whenever possible: sitting in laps for story time, playing on the floor during free play, rocking during quiet time. At no time will we allow an infant to "cry it out." All babies will be held or attended to when they indicate the need.

Infants will be allowed to nap in a crib, playpen, or portable crib. Each child will have their own personal bedding. The bedding will be washed when needed and twice weekly. All infants will be placed on their backs to sleep to decrease the risk of SIDS until the baby is able to turn over on his/her own.

Infants who can not move around will be kept on a clean blanket when awake. Other children will not be allowed to walk on the blanket or play with the toys to reduce germ transfer. Infants will NOT be confined to a crib/playpen while awake. Babies will be moved about throughout the day to different areas, or be rocked, held, or carried about to prevent boredom. Older children are NOT allowed to pick up or roughhouse with the baby. The use of hugging, snuggling, rocking, singing, and smiling will be abundant.

Infants who can crawl or "scoot" will be allowed to do so freely in the living room or main play area. Playpens will not be used to discourage this time of exploration and movement. If an activity (such as painting or movement) is planned that is not appropriate for an infant, they will be placed in the exersaucer, jumper, swing, or high chair to play. This is for the baby's safety.

We try to play outdoors every day, weather permitting. Infants will be placed in an appropriate area (swing, exersaucer, etc.) outdoors, in the shade

whenever possible. Please dress your child for the predicted weather, including socks/shoes and outer covering (jacket, sweater, hat, and mittens).

Illness is inevitable at some point. Although it can be stressful for parents when their infant has a cold, we will do everything possible (see below) to reduce germ transfer. Please realize that not all germs can be removed from an area.

Germ control is a priority when infants are in care. All toys are sanitized after they are mouthed, and at least daily. Noses are wiped as soon as needed, and the provider's hands are washed and sanitized afterwards. Disinfectant spray is routinely applied to surfaces (after hours, not during the normal child care day).

Meals & Snack Policy

We participate in the Providers Choice Food Program, which ensures a balanced diet for your child. We provide breakfast, morning snack, lunch and an afternoon snack at the approximate times:

Breakfast: anytime before 8:30 a.m.

Morning Snack: 10:00 a.m.

Lunch: 12:00 p.m.

Snack: 3:00 p.m. (or when after school children arrive)

Please be sure if your child/children arrives after 8:30 a.m. that they have had breakfast at home. Children are never expected to clean their plate, but are encouraged to try everything just once. Please list on the "Student Information Sheet" any food allergies your child may have. If your child needs a special diet, the parent must furnish these foods with their child's name clearly labeled on it. If your child wishes to bring an occasional treat, please ask us to verify quantity and approved foods. All treats must arrive in sealed packages.

Meals and snacks are served family style. Children will help set the table and prepare the table and meal when possible. Children will also be asked to help clean up afterwards. Children are encouraged to use this time to share

their experiences with each other. Manners are taught, and practiced during this time as well. Menus are posted on the bulletin board weekly.

Infant Formula & Jarred Baby Food

We will provide one kind of formula, if your infant uses a different kind than we provide, you will be asked to provide your own. We will provide infant cereal and jarred foods. If your child is taking breast milk, there are a few extra steps that you will need to follow.

- Please make sure your child has made the transition to a bottle prior to their first day at daycare.
- Please send more than enough breast milk for us each day.
- All breast milk should come in tightly sealed bottles.
- Bottles must be packaged in a spill proof zipped bag.
- Milk will be stored in the refrigerator
- All breast milk/supply bottles will be sent home with you each evening.

Assistant/Substitute Information

In the event of an emergency that one of us cannot provide care at **The Younger Years Preschool & Daycare**, we will try to accommodate our schedules to substitute for one another. All of our staff has received training in First Aid & CPR and have passed background screenings. We would be happy to answer any questions you may have regarding this matter.

Non-Medical Emergencies

Fire: There are fire extinguishers located in our home. One is mounted in the kitchen and another is located in our utility room. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately to our neighbor's house or yard, before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is posted by

our entry door. Each fire drill is documented in a log and kept on file at **The Younger Years Preschool & Daycare**.

Tornado: In the event of a tornado warning, the children will gather in the hallway and bathroom areas. We will remain in this area until the inclement weather has passed. Tornado drills will also be practiced and documented monthly and kept on file in a log at **The Younger Years Preschool & Daycare**.

Power outage: There are flashlights and a battery powered radio located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold for the children, you will be called to pick up your child.

Severe Weather: In the event of severe weather (snowstorm, ice storm, cold weather, etc) and the conditions are too dangerous to be opened, **The Younger Years Preschool & Daycare** will follow the Grand Rapids School District decision to close. If it is midday, parents will be notified, however, we will remain opened until accommodations can be made for your child. If the decision for ISD 318 to close is made the previous night, we will notify families by phone before 10 p.m. or after 6:30 a.m. the next morning. There will be no charge for emergency closings.

Required Supplies

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect us to keep your child's clothes clean and free from stains. Please be sure to dress your child appropriately for indoor and outdoor play. Children (and parents) do not wear shoes when inside the home. They must take them off and keep them in the entry with their coats. This helps to keep carpets clean and the floors more sanitary for crawling infants and children. It also helps when your child has easy on/off shoes that they can do with minimum assistance.

Specific Supplies:

- A complete change of clothing for each child (two sets if potty training)
- Comfort item for resting/sleeping
- Any over-the-counter medications that can be left
- *Diapers/wipes/ointments (We will notify you when the supply is low)
- *Formula (We will notify you when the supply is low)
- Breast Milk (This must be brought daily)
- *2 Bottles and Nuks (if used)

*If you prefer not to leave these supplies here, you may send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for us to care for your child, so they will need to be brought daily.

Birthdays & Holidays

If your family does not celebrate birthdays or major holidays, please notify us in advance so we can make accommodations for your child/children. We do celebrate major holidays and birthdays. If you would like to bring a special treat (they cannot be homemade and they must be in sealed packages) for the children, please arrange this with the provider. You are more than welcome to participate in ANY activities we have planned.

Toy Policy

Toys should not be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. We are not responsible for lost, broken, or stolen objects that are brought from home. We appreciate your cooperation with this.

Diapering/Toilet Training/Hand Washing

The diapering surface is waterproof and free of cracks. Disposable paper cover and latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. Cloth diapers are not used at **The Younger Years Preschool & Daycare.**

We are always willing to assist a child with toilet learning. When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while in my care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. Please notify us if your child will need to wear a pull-up/diaper during rest/nap time. We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

Children's hands are washed:

- Before eating/preparing food or table
- After diapering or use of toilet.
- When coming in from outside play.
- After coming in contact with a sick child and/or runny nose.
- After completing messy crafts or projects.

Provider's hands are washed:

- Before preparing food.
- Before feeding an infant or giving a bottle.
- Before and after giving medications.
- After diapering and or assisting a child using the toilet.
- After touching body secretions.
- After use of toilet.
- When coming in from outside play.

Hands are always dried with single use paper towels.

Schedule

Please remember that our scheduled times are approximate and may change from day to day.

7:00 a.m. - 8:00 a.m.	Welcome/Choice of Quiet Activities
8:00 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. - 9:00 a.m.	Morning Circle
9:00 a.m. - 9:50 a.m.	Learning Centers
9:50 a.m. - 10:10 a.m.	Morning Snack
10:10 a.m. - 10:45 a.m.	Outdoor Play
10:45 a.m. - 11:20 a.m.	Literacy Activities
11:20 a.m. - 11:50 a.m.	Learning Centers
11:50 a.m. - 12:00 p.m.	Clean up/Wash Hands/Set table for lunch
12:00 p.m. - 12:40 p.m.	Lunch/Clean up
12:40 p.m. - 1:00 p.m.	Music and Movement/Story
1:00 p.m. - 3:00 p.m.	Rest
3:00 p.m. - 3:15 p.m.	Afternoon Snack
3:15 p.m. - 4:00 p.m.	Learning Centers
4:00 p.m. - 4:40 p.m.	Outdoor Play
4:40 p.m. - 5:00 p.m.	Closing Circle
5:00 p.m. - 5:30 p.m.	Choice of Quiet Activities

Outside Play

When weather permits, we will play outside every chance we get. Please send appropriate clothing, if we have even one person lacking the appropriate clothing we will all be staying inside. Please label all attire with your child's name. When weather is below 20 degrees in the winter children younger than school age will not be playing outdoors. Please send your child in play clothes. We have lots of fun outdoors and don't want to worry about grass stains in our new clothes.

Curriculum

In the early years, it is very important to expose children to books! Recent findings from emergent literacy research have demonstrated that children who learn to read and write easily have a variety of experiences with reading and writing that enable them to profit from school literacy experiences (Cunningham & Allington, 1999).

The following bullets are what young children need in a literacy rich environment. We plan to have components of each throughout our day at **The Younger Years Preschool & Daycare**.

Desire to Learn To Read & Write

- Creating an environment where all students see themselves becoming independent readers and writers through a variety of developmentally appropriate activities.

Language Concepts

- Fostering the ability to read and write words through the use of morning messages, journal entries, sentence building activities, and environmental print.

Print Concepts

- Teaching print concepts by modeling how to write and participating in shared reading and shared writing experiences.

Phonemic Awareness

- Developing phonemic awareness, including the concept of rhyme, through activities with poetry, rhyming books, tongue twisters, and playing with language.

Interesting Words

- Extending the list of real-life words that students find personally relevant, such as favorite restaurant names, favorite cartoon characters, and family members.

Letters & Sounds

- Encouraging letter and sound recognition through activities with alphabet books, beginning and ending sounds, and shared writing of predictable charts.

What Activities Build These Blocks?

1. Reading to children - both non-fiction and fiction.
2. Reading with children - shared reading of predictable big books.
3. Providing opportunities for children to read by themselves.
4. Writing for children - morning meeting.
5. Writing with children - shared writing of predictable charts.
6. Providing opportunities for children to write by themselves.
7. Developing phonemic awareness (oral - something you can do with your eyes closed).
8. Working with letters and sounds (the written).
9. Learning some "interesting-to-them" words (names, environmental print, etc).

Along with doing a lot of literacy activities, we plan to introduce very basic math skills; counting, shape and color recognition, number recognition, patterning, simple story problems promoting math reasoning, through cognitive guided instruction (CGI).

Being that we are a preschool setting, much of our time will also be spent learning social skills. Some of the skills we will focus on include; cooperation, self-control, confidence, independence, curiosity and communication.

Recent research in brain development has shown that a child's ability to interact with others, control and express their feelings, and take care of basic self-help tasks independently are as (or even more) important for success in school as academic skills. The neural pathways needed for learning are actually constructed through positive interactions with others!

Love & Logic Guidance

The Love and Logic philosophy states the importance of adults providing limits in a caring way. It involves building students up so they feel more capable, even after being disciplined. When interacting with students, educators need to stay calm and avoid provoking, threatening, moralizing or lecturing. It is recommended that educators and parents use polite statements that are enforceable and offer children choices within limits, thus avoiding power struggles. Discipline is maintained with compassion and understanding. They describe childhood misbehavior as an opportunity for helping children grow through their mistakes. Their methods help children learn to be responsible and gain self-confidence.

The Love and Logic approach values children and places a heavy emphasis on the importance of treating them with respect and dignity. This philosophy asserts that sharing control and stopping undesirable behaviors early are most effective, and that getting to know students on a personal basis can have many benefits.

The Love and Logic thinking requires children to experience consequences for their mistakes. When a problem occurs, they recommend that the adult start with an empathetic comment and end with the logical consequence. The absence of adult anger causes children to think and learn from their mistakes, helps them accept responsibility for their behavior, and decreases the "it's not my fault" attitude. It is recommended not to argue with students or give in to their protests, but simply state your concern and the consequence again if necessary. This way, by providing a choice, the students feel some control over the outcome for their behavior. It is recommended to use empathy with consequences. Children learn more from their choices

when an adult does not scold or moralize, but expresses sincere understanding.

If you are unfamiliar with this approach we do have the following books if you would like to learn more about Love and Logic. Although we have used this approach for years, we always like to revisit these sources.

Love and Logic Magic for Early Childhood by Jim Fay & Charles Fay, Ph.D.

Parenting with Love and Logic by Jim Fay & David Funk

Teaching with Love and Logic by Jim Fay & David Funk

Open-Door Policy

At **The Younger Years Preschool & Daycare**, you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you, or made when you can visit unnoticed as to not interrupt your child's day. A child going through separation anxiety will most definitely react by a parent coming into the daycare and not taking them with when they depart. Morning drop-off's and afternoon pick-ups are made easy by my allowing you self-entrance into my home. If you arrive before 7 a.m. or after 5:30 p.m. for any reason, please knock as a guest would come to my home. Do not enter freely unless it is during Childcare Hours, as a courtesy to our family.

You are also invited to call and check on your child during the day. Please keep in mind there may be times when it is not convenient for us to run to the phone. (i.e. diaper changing, bottle feeding etc.). If the phone goes unanswered, please do not become alarmed, simply try calling back in a few moments. You may also communicate any information us via email. There may be those times when something comes to you at work that you don't want to

forget to relay to us. If you have email, please feel free to drop us a line and we will reply promptly at the end of the day.

General Safety Issues

- By law we must report any suspected physical, sexual or emotional abuse to the county.
- Parents and authorized persons the parents provided will only be allowed to remove the child/children from **The Younger Years Preschool & Daycare**.
- Smoking is not permitted on **The Younger Years Preschool & Daycare's** property.
- **The Younger Years Preschool & Daycare** carries daycare insurance; you may review the policy upon request.
- Our outdoor area is fenced in.
- There are two Springer Spaniel dogs upstairs from the facility (Stamper & Vezzie). They are registered with the city and have their current shots. Both are very friendly family pets, however, the dogs will not be allowed in **The Younger Years Preschool & Daycare** or in the fenced in outdoor play area.

We are always open to suggestions and feel communication a very important part of this business. If there are any problems or concerns, we encourage you to talk to us about it. If a lengthy conference is needed, a time that is convenient to both of us will be scheduled. Thank you for the opportunity for us to work with your family!

Handbook Signature Page



I have read, understand and agree to all the policies as outlined in **The Younger Years Preschool & Daycare** 2007-2008 Family Handbook.

Parent/Guardian #1

Date

Parent/Guardian #2

Date

Please sign and return this page, the other copy is for your reference.

This form, as well as others, is available online at:

www.YoungerYears.org

The final page of this document must be signed and returned before your child can start.



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Welcome to The Younger Years Preschool & Daycare

We would like to thank you for choosing **The Younger Years Preschool & Daycare** for your child/children. We are looking forward to working with your child/children and families! Please feel free to contact us if you have any questions, comments or concerns. Once again, thank you and we welcome you and your family to **The Younger Years Preschool & Daycare**.

The Younger Years Preschool & Daycare Philosophy

The Younger Years Preschool & Daycare believes that the early years of learning are the most valuable. We will encourage each child to explore, experiment, and develop skills at his/her own level of ability.

The Younger Years Preschool & Daycare Mission Statement

The Younger Years Preschool & Daycare will provide a positive learning experience for your child in a safe, loving, fun, educational and nurturing environment.

The Younger Years Preschool & Daycare believes that children learn best....

- by exploring concepts through hands-on activities.
- through long blocks of uninterrupted play.
- with opportunities to explore both outdoors and indoors.
- with a caring, respectful relationship with peers and adults.
- in an atmosphere which celebrates the joys of everyday life.

Goals of **The Younger Years Preschool & Daycare**

- To provide an environment that promotes active exploration and interaction with materials, other children and adults.
- To provide learning activities and materials that are concrete, real and meaningful to the lives of young children.
- To foster self-esteem through relationships with adults who express acceptance and respect for all children.
- To recognize that all children are different and to allow such differences to surface in daily activities.
- To allow outlets for the expression of each child's individual creative potential.
- To create an environment that allows children to utilize problem-solving techniques with peers and adults in social situations with guidance and supervision as needed.

Hours of Operation

The Younger Years Preschool & Daycare will be opened Monday - Friday from 7:00 a.m. to 5:30 p.m. beginning August 27, 2007. The following dates **The Younger Years Preschool & Daycare** will be closed (There will be no charges on these dates.)

Monday, September 3rd
Thursday & Friday, October 18th & 19th
Thursday & Friday, November 22nd & 23rd
Monday - Monday, December 24th - 31st
Tuesday, January 1st
Monday, February 18th
Friday, March 21st
Monday, May 26th

License Information

We are licensed by the State of Minnesota as a group family daycare with a maximum capacity of 14 children with no more than four of the fourteen being toddlers (1-2 years of age) and no more than one of these three being an infant (less than 1 years of age). We will provide care for children ages 6 weeks to 10 years of age. As a licensed daycare provider, we shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

Enrollment Fee & Rates

When you enroll your child/children into **The Younger Years Preschool & Daycare** there is a \$35 family enrollment fee (applies to new families only). This fee is non-refundable and it will be used for bedding and other start up costs for your child/children.

The Younger Years Preschool & Daycare offers the following options:

Full Day (Six hours or more): \$25/child
Half Day (Five hours or less): \$17/child
After School Care: \$7/child

Payment & Late Fees

You may pay by cash or check made out to The Younger Years Preschool & Daycare. You will be given a weekly receipt to keep for your records. A year-end statement of all childcare fees paid will be provided within the first month of the New Year.

The Younger Years Preschool & Daycare fees are paid weekly and are due by 5:30 p.m. on Fridays. If you do not pay by this time, there will be a \$10 per day late charge, added to your bill, beginning on Saturday until your payment has been made.

If a check is returned, you will be notified you and asked for payment in cash. After the second returned check, we will accept only cash thereafter. There will be a \$25 returned check charge.

If you are unable to pay at the conclusion of a two week period, your child/children will not be allowed to attend **The Younger Years Preschool & Daycare** until your payment is made in full.

Arrival & Pick Up Policy

If you suspect that you will be more than 15 minutes late arriving or picking up your child, please call **The Younger Years Preschool & Daycare**. At 5:30 p.m. **The Younger Years Preschool & Daycare** closes. If you do not pick up your child by 5:30 p.m. and we did not receive a phone call, you will be charged \$1 for every minute you are late.

Absentee Policy

Each child will receive one absence day per day(s) they are enrolled weekly. For example, if they are enrolled 3 days/week, they will receive 3 absent days per contracted year. After the absence days are used, you will be charged your normal day's fee. If your child will be absent from **The Younger Years Preschool & Daycare** please call or you will be charged for a full day.

Each contracted year, a family may take one week vacation at no charge. A two week written notice of this vacation period is required. If no notice or less than two weeks notice is given, you will be asked to pay your usual weekly rate. If it is more than a one week vacation, you will be required to pay \$50 per week to reserve your child/children place at **The Younger Years Preschool & Daycare**.

Trial/Termination Policy

The first two weeks of your child's enrollment are on a trial basis. During those first two weeks either parent or provider may terminate this agreement at a moment's notice. The important topic here is that both parties feel this is the best situation for the children involved. After the initial two weeks, a two-week written notice by either party is required to terminate this agreement unless there is a violation of this Parent Handbook or other required forms.

If you decide to remove your child from **The Younger Years Preschool & Daycare**, we require a two-week written notice. You are required to pay for these two weeks. If we decide that we can no longer provide care for your family we will also provide you with a two week written notice. If violations of this agreement occur, you may be given immediate termination from **The Younger Years Preschool & Daycare**

Examples of why your child's care would be terminated from **The Younger Years Preschool & Daycare** include, but are not limited to the following:

- Failure of parents to pay fee.
- Failure to complete and sign any required forms.
- Lack of parental cooperation.
- Failure of child to adjust after a reasonable amount of time.
- Our inability to meet the child's needs without additional staff.
- Gross misconduct on the part of the parent or child.

Illness Policy

Parent(s) will be notified immediately and expected to pick up their child/ children when they develop signs of a contagious condition such as; tonsillitis, pink-eye, mumps, impetigo, scabies, lice, vomiting, diarrhea, ringworm, unidentified rash or a body temperature of 100 degrees or more.

Please do not bring your child/children to **The Younger Years Preschool & Daycare** if they are sick. This puts others in danger of becoming ill. Your child may return 24 hours after their temperature has returned to normal,

24 hours after they are no longer vomiting or 24-48 hours (depending on the illness) after their first dose of antibiotic.

Immunization Policy

As requested by the county, all children must provide a record of all immunizations. This form will be provided for the county and will be kept on file at **The Younger Years Preschool & Daycare**.

Medication Policy

Prior to **The Younger Years Preschool & Daycare** administering any prescription or non-prescription medicines/products, parents need to give written permission. Forms will be provided for both, prescription and non-prescription medicines/products. Prescription medication must have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. **The Younger Years Preschool & Daycare** will not provide cough medicines, pain medications (Tylenol, Motrin), decongestants or antihistamines, however you may purchase these medications to be left here to be used for your child/children. We ask that these are labeled with your child's name and are kept in the original container with the manufacture's directions.

Medical Emergency Policy

If your child is injured in a non life-threatening way, we will assess your child and provide home first aid. Treatment will be logged and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care, and we are required by law to report any suspected physical, sexual or emotional abuse to the county.

If the injury is more serious, parent(s) will be notified so the child can be transported to the hospital or doctors office (needs stitches, broken arm, or dislocation, etc).

If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc). If need be, your child will be transported to the nearest hospital via ambulance.

If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the hospital.

You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

Any serious injuring (requiring medical attention) must be reported to the county.

Sleep & Rest Policy

We have rest/quiet time daily. Children are never forced to sleep, however they must remain quiet for those who do sleep. Older children and those who wake early will be guided in finding a quiet time activity that will not disturb any sleeping children. We will provide a safe, warm, quiet place for your child to rest. Infants and toddlers will rest or nap quietly in a playpen or crib with appropriate and individual linens (sheet covering, blanket). Preschoolers (2-5 year olds) will rest on a mat with appropriate and individual linens (blanket, sleeping bag, and pillow). Often children feel more comfortable with a special blanket, pillow or "friend" from home. These items are welcomed and can be taken home daily or kept at **The Younger Years Preschool & Daycare**.

Infants

We are aware that newborns rarely have a fixed feeding and sleeping schedule. They will be fed when hunger is indicated and rest as needed. A sleepy baby will be allowed to rest, and an alert baby will be removed from his/her crib. As the baby develops a schedule (around six months), meals and naps will become more consistent: breakfast, morning nap, lunch, afternoon nap, and snack.

It is not practical in a group setting to expect an infant to be held continuously. It is also not beneficial to the baby. Infants are included in-group activities whenever possible: sitting in laps for story time, playing on the floor during free play, rocking during quiet time. At no time will we allow an infant to "cry it out." All babies will be held or attended to when they indicate the need.

Infants will be allowed to nap in a crib, playpen, or portable crib. Each child will have their own personal bedding. The bedding will be washed when needed and twice weekly. All infants will be placed on their backs to sleep to decrease the risk of SIDS until the baby is able to turn over on his/her own.

Infants who can not move around will be kept on a clean blanket when awake. Other children will not be allowed to walk on the blanket or play with the toys to reduce germ transfer. Infants will NOT be confined to a crib/playpen while awake. Babies will be moved about throughout the day to different areas, or be rocked, held, or carried about to prevent boredom. Older children are NOT allowed to pick up or roughhouse with the baby. The use of hugging, snuggling, rocking, singing, and smiling will be abundant.

Infants who can crawl or "scoot" will be allowed to do so freely in the living room or main play area. Playpens will not be used to discourage this time of exploration and movement. If an activity (such as painting or movement) is planned that is not appropriate for an infant, they will be placed in the exersaucer, jumper, swing, or high chair to play. This is for the baby's safety.

We try to play outdoors every day, weather permitting. Infants will be placed in an appropriate area (swing, exersaucer, etc.) outdoors, in the shade

whenever possible. Please dress your child for the predicted weather, including socks/shoes and outer covering (jacket, sweater, hat, and mittens).

Illness is inevitable at some point. Although it can be stressful for parents when their infant has a cold, we will do everything possible (see below) to reduce germ transfer. Please realize that not all germs can be removed from an area.

Germ control is a priority when infants are in care. All toys are sanitized after they are mouthed, and at least daily. Noses are wiped as soon as needed, and the provider's hands are washed and sanitized afterwards. Disinfectant spray is routinely applied to surfaces (after hours, not during the normal child care day).

Meals & Snack Policy

We participate in the Providers Choice Food Program, which ensures a balanced diet for your child. We provide breakfast, morning snack, lunch and an afternoon snack at the approximate times:

Breakfast: anytime before 8:30 a.m.

Morning Snack: 10:00 a.m.

Lunch: 12:00 p.m.

Snack: 3:00 p.m. (or when after school children arrive)

Please be sure if your child/children arrives after 8:30 a.m. that they have had breakfast at home. Children are never expected to clean their plate, but are encouraged to try everything just once. Please list on the "Student Information Sheet" any food allergies your child may have. If your child needs a special diet, the parent must furnish these foods with their child's name clearly labeled on it. If your child wishes to bring an occasional treat, please ask us to verify quantity and approved foods. All treats must arrive in sealed packages.

Meals and snacks are served family style. Children will help set the table and prepare the table and meal when possible. Children will also be asked to help clean up afterwards. Children are encouraged to use this time to share

their experiences with each other. Manners are taught, and practiced during this time as well. Menus are posted on the bulletin board weekly.

Infant Formula & Jarred Baby Food

We will provide one kind of formula, if your infant uses a different kind than we provide, you will be asked to provide your own. We will provide infant cereal and jarred foods. If your child is taking breast milk, there are a few extra steps that you will need to follow.

- Please make sure your child has made the transition to a bottle prior to their first day at daycare.
- Please send more than enough breast milk for us each day.
- All breast milk should come in tightly sealed bottles.
- Bottles must be packaged in a spill proof zipped bag.
- Milk will be stored in the refrigerator
- All breast milk/supply bottles will be sent home with you each evening.

Assistant/Substitute Information

In the event of an emergency that one of us cannot provide care at **The Younger Years Preschool & Daycare**, we will try to accommodate our schedules to substitute for one another. All of our staff has received training in First Aid & CPR and have passed background screenings. We would be happy to answer any questions you may have regarding this matter.

Non-Medical Emergencies

Fire: There are fire extinguishers located in our home. One is mounted in the kitchen and another is located in our utility room. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately to our neighbor's house or yard, before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is posted by

our entry door. Each fire drill is documented in a log and kept on file at **The Younger Years Preschool & Daycare**.

Tornado: In the event of a tornado warning, the children will gather in the hallway and bathroom areas. We will remain in this area until the inclement weather has passed. Tornado drills will also be practiced and documented monthly and kept on file in a log at **The Younger Years Preschool & Daycare**.

Power outage: There are flashlights and a battery powered radio located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold for the children, you will be called to pick up your child.

Severe Weather: In the event of severe weather (snowstorm, ice storm, cold weather, etc) and the conditions are too dangerous to be opened, **The Younger Years Preschool & Daycare** will follow the Grand Rapids School District decision to close. If it is midday, parents will be notified, however, we will remain opened until accommodations can be made for your child. If the decision for ISD 318 to close is made the previous night, we will notify families by phone before 10 p.m. or after 6:30 a.m. the next morning. There will be no charge for emergency closings.

Required Supplies

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect us to keep your child's clothes clean and free from stains. Please be sure to dress your child appropriately for indoor and outdoor play. Children (and parents) do not wear shoes when inside the home. They must take them off and keep them in the entry with their coats. This helps to keep carpets clean and the floors more sanitary for crawling infants and children. It also helps when your child has easy on/off shoes that they can do with minimum assistance.

Specific Supplies:

- A complete change of clothing for each child (two sets if potty training)
- Comfort item for resting/sleeping
- Any over-the-counter medications that can be left
- *Diapers/wipes/ointments (We will notify you when the supply is low)
- *Formula (We will notify you when the supply is low)
- Breast Milk (This must be brought daily)
- *2 Bottles and Nuks (if used)

*If you prefer not to leave these supplies here, you may send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for us to care for your child, so they will need to be brought daily.

Birthdays & Holidays

If your family does not celebrate birthdays or major holidays, please notify us in advance so we can make accommodations for your child/children. We do celebrate major holidays and birthdays. If you would like to bring a special treat (they cannot be homemade and they must be in sealed packages) for the children, please arrange this with the provider. You are more than welcome to participate in ANY activities we have planned.

Toy Policy

Toys should not be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. We are not responsible for lost, broken, or stolen objects that are brought from home. We appreciate your cooperation with this.

Diapering/Toilet Training/Hand Washing

The diapering surface is waterproof and free of cracks. Disposable paper cover and latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. Cloth diapers are not used at **The Younger Years Preschool & Daycare.**

We are always willing to assist a child with toilet learning. When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while in my care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. Please notify us if your child will need to wear a pull-up/diaper during rest/nap time. We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

Children's hands are washed:

- Before eating/preparing food or table
- After diapering or use of toilet.
- When coming in from outside play.
- After coming in contact with a sick child and/or runny nose.
- After completing messy crafts or projects.

Provider's hands are washed:

- Before preparing food.
- Before feeding an infant or giving a bottle.
- Before and after giving medications.
- After diapering and or assisting a child using the toilet.
- After touching body secretions.
- After use of toilet.
- When coming in from outside play.

Hands are always dried with single use paper towels.

Schedule

Please remember that our scheduled times are approximate and may change from day to day.

7:00 a.m. - 8:00 a.m.	Welcome/Choice of Quiet Activities
8:00 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. - 9:00 a.m.	Morning Circle
9:00 a.m. - 9:50 a.m.	Learning Centers
9:50 a.m. - 10:10 a.m.	Morning Snack
10:10 a.m. - 10:45 a.m.	Outdoor Play
10:45 a.m. - 11:20 a.m.	Literacy Activities
11:20 a.m. - 11:50 a.m.	Learning Centers
11:50 a.m. - 12:00 p.m.	Clean up/Wash Hands/Set table for lunch
12:00 p.m. - 12:40 p.m.	Lunch/Clean up
12:40 p.m. - 1:00 p.m.	Music and Movement/Story
1:00 p.m. - 3:00 p.m.	Rest
3:00 p.m. - 3:15 p.m.	Afternoon Snack
3:15 p.m. - 4:00 p.m.	Learning Centers
4:00 p.m. - 4:40 p.m.	Outdoor Play
4:40 p.m. - 5:00 p.m.	Closing Circle
5:00 p.m. - 5:30 p.m.	Choice of Quiet Activities

Outside Play

When weather permits, we will play outside every chance we get. Please send appropriate clothing, if we have even one person lacking the appropriate clothing we will all be staying inside. Please label all attire with your child's name. When weather is below 20 degrees in the winter children younger than school age will not be playing outdoors. Please send your child in play clothes. We have lots of fun outdoors and don't want to worry about grass stains in our new clothes.

Curriculum

In the early years, it is very important to expose children to books! Recent findings from emergent literacy research have demonstrated that children who learn to read and write easily have a variety of experiences with reading and writing that enable them to profit from school literacy experiences (Cunningham & Allington, 1999).

The following bullets are what young children need in a literacy rich environment. We plan to have components of each throughout our day at **The Younger Years Preschool & Daycare**.

Desire to Learn To Read & Write

- Creating an environment where all students see themselves becoming independent readers and writers through a variety of developmentally appropriate activities.

Language Concepts

- Fostering the ability to read and write words through the use of morning messages, journal entries, sentence building activities, and environmental print.

Print Concepts

- Teaching print concepts by modeling how to write and participating in shared reading and shared writing experiences.

Phonemic Awareness

- Developing phonemic awareness, including the concept of rhyme, through activities with poetry, rhyming books, tongue twisters, and playing with language.

Interesting Words

- Extending the list of real-life words that students find personally relevant, such as favorite restaurant names, favorite cartoon characters, and family members.

Letters & Sounds

- Encouraging letter and sound recognition through activities with alphabet books, beginning and ending sounds, and shared writing of predictable charts.

What Activities Build These Blocks?

1. Reading to children - both non-fiction and fiction.
2. Reading with children - shared reading of predictable big books.
3. Providing opportunities for children to read by themselves.
4. Writing for children - morning meeting.
5. Writing with children - shared writing of predictable charts.
6. Providing opportunities for children to write by themselves.
7. Developing phonemic awareness (oral - something you can do with your eyes closed).
8. Working with letters and sounds (the written).
9. Learning some "interesting-to-them" words (names, environmental print, etc).

Along with doing a lot of literacy activities, we plan to introduce very basic math skills; counting, shape and color recognition, number recognition, patterning, simple story problems promoting math reasoning, through cognitive guided instruction (CGI).

Being that we are a preschool setting, much of our time will also be spent learning social skills. Some of the skills we will focus on include; cooperation, self-control, confidence, independence, curiosity and communication.

Recent research in brain development has shown that a child's ability to interact with others, control and express their feelings, and take care of basic self-help tasks independently are as (or even more) important for success in school as academic skills. The neural pathways needed for learning are actually constructed through positive interactions with others!

Love & Logic Guidance

The Love and Logic philosophy states the importance of adults providing limits in a caring way. It involves building students up so they feel more capable, even after being disciplined. When interacting with students, educators need to stay calm and avoid provoking, threatening, moralizing or lecturing. It is recommended that educators and parents use polite statements that are enforceable and offer children choices within limits, thus avoiding power struggles. Discipline is maintained with compassion and understanding. They describe childhood misbehavior as an opportunity for helping children grow through their mistakes. Their methods help children learn to be responsible and gain self-confidence.

The Love and Logic approach values children and places a heavy emphasis on the importance of treating them with respect and dignity. This philosophy asserts that sharing control and stopping undesirable behaviors early are most effective, and that getting to know students on a personal basis can have many benefits.

The Love and Logic thinking requires children to experience consequences for their mistakes. When a problem occurs, they recommend that the adult start with an empathetic comment and end with the logical consequence. The absence of adult anger causes children to think and learn from their mistakes, helps them accept responsibility for their behavior, and decreases the "it's not my fault" attitude. It is recommended not to argue with students or give in to their protests, but simply state your concern and the consequence again if necessary. This way, by providing a choice, the students feel some control over the outcome for their behavior. It is recommended to use empathy with consequences. Children learn more from their choices

when an adult does not scold or moralize, but expresses sincere understanding.

If you are unfamiliar with this approach we do have the following books if you would like to learn more about Love and Logic. Although we have used this approach for years, we always like to revisit these sources.

Love and Logic Magic for Early Childhood by Jim Fay & Charles Fay, Ph.D.

Parenting with Love and Logic by Jim Fay & David Funk

Teaching with Love and Logic by Jim Fay & David Funk

Open-Door Policy

At **The Younger Years Preschool & Daycare**, you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you, or made when you can visit unnoticed as to not interrupt your child's day. A child going through separation anxiety will most definitely react by a parent coming into the daycare and not taking them with when they depart. Morning drop-off's and afternoon pick-ups are made easy by my allowing you self-entrance into my home. If you arrive before 7 a.m. or after 5:30 p.m. for any reason, please knock as a guest would come to my home. Do not enter freely unless it is during Childcare Hours, as a courtesy to our family.

You are also invited to call and check on your child during the day. Please keep in mind there may be times when it is not convenient for us to run to the phone. (i.e. diaper changing, bottle feeding etc.). If the phone goes unanswered, please do not become alarmed, simply try calling back in a few moments. You may also communicate any information us via email. There may be those times when something comes to you at work that you don't want to

forget to relay to us. If you have email, please feel free to drop us a line and we will reply promptly at the end of the day.

General Safety Issues

- By law we must report any suspected physical, sexual or emotional abuse to the county.
- Parents and authorized persons the parents provided will only be allowed to remove the child/children from **The Younger Years Preschool & Daycare**.
- Smoking is not permitted on **The Younger Years Preschool & Daycare's** property.
- **The Younger Years Preschool & Daycare** carries daycare insurance; you may review the policy upon request.
- Our outdoor area is fenced in.
- There are two Springer Spaniel dogs upstairs from the facility (Stamper & Vezzie). They are registered with the city and have their current shots. Both are very friendly family pets, however, the dogs will not be allowed in **The Younger Years Preschool & Daycare** or in the fenced in outdoor play area.

We are always open to suggestions and feel communication a very important part of this business. If there are any problems or concerns, we encourage you to talk to us about it. If a lengthy conference is needed, a time that is convenient to both of us will be scheduled. Thank you for the opportunity for us to work with your family!

Handbook Signature Page



I have read, understand and agree to all the policies as outlined in **The Younger Years Preschool & Daycare** 2007-2008 Family Handbook.

Parent/Guardian #1

Date

Parent/Guardian #2

Date

Please sign and return this page, the other copy is for your reference.

This form, as well as others, is available online at:

www.YoungerYears.org

The final page of this document must be signed and returned before your child can start.



The Younger Years Preschool & Daycare

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- in an atmosphere which celebrates the joys of everyday life.

Goals of **The Younger Years Preschool & Daycare**

- To provide an environment that promotes active exploration and interaction with materials, other children and adults.
- To provide learning activities and materials that are concrete, real and meaningful to the lives of young children.
- To foster self-esteem through relationships with adults who express acceptance and respect for all children.
- To recognize that all children are different and to allow such differences to surface in daily activities.
- To allow outlets for the expression of each child's individual creative potential.
- To create an environment that allows children to utilize problem-solving techniques with peers and adults in social situations with guidance and supervision as needed.

Hours of Operation

The Younger Years Preschool & Daycare will be opened Monday - Friday from 7:00 a.m. to 5:30 p.m. beginning August 27, 2007. The following dates **The Younger Years Preschool & Daycare** will be closed (There will be no charges on these dates.)

Monday, September 3rd
Thursday & Friday, October 18th & 19th
Thursday & Friday, November 22nd & 23rd
Monday - Monday, December 24th - 31st
Tuesday, January 1st
Monday, February 18th
Friday, March 21st
Monday, May 26th

License Information

We are licensed by the State of Minnesota as a group family daycare with a maximum capacity of 14 children with no more than four of the fourteen being toddlers (1-2 years of age) and no more than one of these three being an infant (less than 1 years of age). We will provide care for children ages 6 weeks to 10 years of age. As a licensed daycare provider, we shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

Enrollment Fee & Rates

When you enroll your child/children into **The Younger Years Preschool & Daycare** there is a \$35 family enrollment fee (applies to new families only). This fee is non-refundable and it will be used for bedding and other start up costs for your child/children.

The Younger Years Preschool & Daycare offers the following options:

Full Day (Six hours or more): \$25/child
Half Day (Five hours or less): \$17/child
After School Care: \$7/child

Payment & Late Fees

You may pay by cash or check made out to The Younger Years Preschool & Daycare. You will be given a weekly receipt to keep for your records. A year-end statement of all childcare fees paid will be provided within the first month of the New Year.

The Younger Years Preschool & Daycare fees are paid weekly and are due by 5:30 p.m. on Fridays. If you do not pay by this time, there will be a \$10 per day late charge, added to your bill, beginning on Saturday until your payment has been made.

If a check is returned, you will be notified you and asked for payment in cash. After the second returned check, we will accept only cash thereafter. There will be a \$25 returned check charge.

If you are unable to pay at the conclusion of a two week period, your child/children will not be allowed to attend **The Younger Years Preschool & Daycare** until your payment is made in full.

Arrival & Pick Up Policy

If you suspect that you will be more than 15 minutes late arriving or picking up your child, please call **The Younger Years Preschool & Daycare**. At 5:30 p.m. **The Younger Years Preschool & Daycare** closes. If you do not pick up your child by 5:30 p.m. and we did not receive a phone call, you will be charged \$1 for every minute you are late.

Absentee Policy

Each child will receive one absence day per day(s) they are enrolled weekly. For example, if they are enrolled 3 days/week, they will receive 3 absent days per contracted year. After the absence days are used, you will be charged your normal day's fee. If your child will be absent from **The Younger Years Preschool & Daycare** please call or you will be charged for a full day.

Each contracted year, a family may take one week vacation at no charge. A two week written notice of this vacation period is required. If no notice or less than two weeks notice is given, you will be asked to pay your usual weekly rate. If it is more than a one week vacation, you will be required to pay \$50 per week to reserve your child/children place at **The Younger Years Preschool & Daycare**.

Trial/Termination Policy

The first two weeks of your child's enrollment are on a trial basis. During those first two weeks either parent or provider may terminate this agreement at a moment's notice. The important topic here is that both parties feel this is the best situation for the children involved. After the initial two weeks, a two-week written notice by either party is required to terminate this agreement unless there is a violation of this Parent Handbook or other required forms.

If you decide to remove your child from **The Younger Years Preschool & Daycare**, we require a two-week written notice. You are required to pay for these two weeks. If we decide that we can no longer provide care for your family we will also provide you with a two week written notice. If violations of this agreement occur, you may be given immediate termination from **The Younger Years Preschool & Daycare**

Examples of why your child's care would be terminated from **The Younger Years Preschool & Daycare** include, but are not limited to the following:

- Failure of parents to pay fee.
- Failure to complete and sign any required forms.
- Lack of parental cooperation.
- Failure of child to adjust after a reasonable amount of time.
- Our inability to meet the child's needs without additional staff.
- Gross misconduct on the part of the parent or child.

Illness Policy

Parent(s) will be notified immediately and expected to pick up their child/children when they develop signs of a contagious condition such as; tonsillitis, pink-eye, mumps, impetigo, scabies, lice, vomiting, diarrhea, ringworm, unidentified rash or a body temperature of 100 degrees or more.

Please do not bring your child/children to **The Younger Years Preschool & Daycare** if they are sick. This puts others in danger of becoming ill. Your child may return 24 hours after their temperature has returned to normal,

24 hours after they are no longer vomiting or 24-48 hours (depending on the illness) after their first dose of antibiotic.

Immunization Policy

As requested by the county, all children must provide a record of all immunizations. This form will be provided for the county and will be kept on file at **The Younger Years Preschool & Daycare**.

Medication Policy

Prior to **The Younger Years Preschool & Daycare** administering any prescription or non-prescription medicines/products, parents need to give written permission. Forms will be provided for both, prescription and non-prescription medicines/products. Prescription medication must have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. **The Younger Years Preschool & Daycare** will not provide cough medicines, pain medications (Tylenol, Motrin), decongestants or antihistamines, however you may purchase these medications to be left here to be used for your child/children. We ask that these are labeled with your child's name and are kept in the original container with the manufacture's directions.

Medical Emergency Policy

If your child is injured in a non life-threatening way, we will assess your child and provide home first aid. Treatment will be logged and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care, and we are required by law to report any suspected physical, sexual or emotional abuse to the county.

If the injury is more serious, parent(s) will be notified so the child can be transported to the hospital or doctors office (needs stitches, broken arm, or dislocation, etc).

If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc). If need be, your child will be transported to the nearest hospital via ambulance.

If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the hospital.

You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

Any serious injuring (requiring medical attention) must be reported to the county.

Sleep & Rest Policy

We have rest/quiet time daily. Children are never forced to sleep, however they must remain quiet for those who do sleep. Older children and those who wake early will be guided in finding a quiet time activity that will not disturb any sleeping children. We will provide a safe, warm, quiet place for your child to rest. Infants and toddlers will rest or nap quietly in a playpen or crib with appropriate and individual linens (sheet covering, blanket). Preschoolers (2-5 year olds) will rest on a mat with appropriate and individual linens (blanket, sleeping bag, and pillow). Often children feel more comfortable with a special blanket, pillow or "friend" from home. These items are welcomed and can be taken home daily or kept at **The Younger Years Preschool & Daycare**.

Infants

We are aware that newborns rarely have a fixed feeding and sleeping schedule. They will be fed when hunger is indicated and rest as needed. A sleepy baby will be allowed to rest, and an alert baby will be removed from his/her crib. As the baby develops a schedule (around six months), meals and naps will become more consistent: breakfast, morning nap, lunch, afternoon nap, and snack.

It is not practical in a group setting to expect an infant to be held continuously. It is also not beneficial to the baby. Infants are included in-group activities whenever possible: sitting in laps for story time, playing on the floor during free play, rocking during quiet time. At no time will we allow an infant to "cry it out." All babies will be held or attended to when they indicate the need.

Infants will be allowed to nap in a crib, playpen, or portable crib. Each child will have their own personal bedding. The bedding will be washed when needed and twice weekly. All infants will be placed on their backs to sleep to decrease the risk of SIDS until the baby is able to turn over on his/her own.

Infants who can not move around will be kept on a clean blanket when awake. Other children will not be allowed to walk on the blanket or play with the toys to reduce germ transfer. Infants will NOT be confined to a crib/playpen while awake. Babies will be moved about throughout the day to different areas, or be rocked, held, or carried about to prevent boredom. Older children are NOT allowed to pick up or roughhouse with the baby. The use of hugging, snuggling, rocking, singing, and smiling will be abundant.

Infants who can crawl or "scoot" will be allowed to do so freely in the living room or main play area. Playpens will not be used to discourage this time of exploration and movement. If an activity (such as painting or movement) is planned that is not appropriate for an infant, they will be placed in the exersaucer, jumper, swing, or high chair to play. This is for the baby's safety.

We try to play outdoors every day, weather permitting. Infants will be placed in an appropriate area (swing, exersaucer, etc.) outdoors, in the shade

whenever possible. Please dress your child for the predicted weather, including socks/shoes and outer covering (jacket, sweater, hat, and mittens).

Illness is inevitable at some point. Although it can be stressful for parents when their infant has a cold, we will do everything possible (see below) to reduce germ transfer. Please realize that not all germs can be removed from an area.

Germ control is a priority when infants are in care. All toys are sanitized after they are mouthed, and at least daily. Noses are wiped as soon as needed, and the provider's hands are washed and sanitized afterwards. Disinfectant spray is routinely applied to surfaces (after hours, not during the normal child care day).

Meals & Snack Policy

We participate in the Providers Choice Food Program, which ensures a balanced diet for your child. We provide breakfast, morning snack, lunch and an afternoon snack at the approximate times:

Breakfast: anytime before 8:30 a.m.

Morning Snack: 10:00 a.m.

Lunch: 12:00 p.m.

Snack: 3:00 p.m. (or when after school children arrive)

Please be sure if your child/children arrives after 8:30 a.m. that they have had breakfast at home. Children are never expected to clean their plate, but are encouraged to try everything just once. Please list on the "Student Information Sheet" any food allergies your child may have. If your child needs a special diet, the parent must furnish these foods with their child's name clearly labeled on it. If your child wishes to bring an occasional treat, please ask us to verify quantity and approved foods. All treats must arrive in sealed packages.

Meals and snacks are served family style. Children will help set the table and prepare the table and meal when possible. Children will also be asked to help clean up afterwards. Children are encouraged to use this time to share

their experiences with each other. Manners are taught, and practiced during this time as well. Menus are posted on the bulletin board weekly.

Infant Formula & Jarred Baby Food

We will provide one kind of formula, if your infant uses a different kind than we provide, you will be asked to provide your own. We will provide infant cereal and jarred foods. If your child is taking breast milk, there are a few extra steps that you will need to follow.

- Please make sure your child has made the transition to a bottle prior to their first day at daycare.
- Please send more than enough breast milk for us each day.
- All breast milk should come in tightly sealed bottles.
- Bottles must be packaged in a spill proof zipped bag.
- Milk will be stored in the refrigerator
- All breast milk/supply bottles will be sent home with you each evening.

Assistant/Substitute Information

In the event of an emergency that one of us cannot provide care at **The Younger Years Preschool & Daycare**, we will try to accommodate our schedules to substitute for one another. All of our staff has received training in First Aid & CPR and have passed background screenings. We would be happy to answer any questions you may have regarding this matter.

Non-Medical Emergencies

Fire: There are fire extinguishers located in our home. One is mounted in the kitchen and another is located in our utility room. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately to our neighbor's house or yard, before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is posted by

our entry door. Each fire drill is documented in a log and kept on file at **The Younger Years Preschool & Daycare**.

Tornado: In the event of a tornado warning, the children will gather in the hallway and bathroom areas. We will remain in this area until the inclement weather has passed. Tornado drills will also be practiced and documented monthly and kept on file in a log at **The Younger Years Preschool & Daycare**.

Power outage: There are flashlights and a battery powered radio located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold for the children, you will be called to pick up your child.

Severe Weather: In the event of severe weather (snowstorm, ice storm, cold weather, etc) and the conditions are too dangerous to be opened, **The Younger Years Preschool & Daycare** will follow the Grand Rapids School District decision to close. If it is midday, parents will be notified, however, we will remain opened until accommodations can be made for your child. If the decision for ISD 318 to close is made the previous night, we will notify families by phone before 10 p.m. or after 6:30 a.m. the next morning. There will be no charge for emergency closings.

Required Supplies

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect us to keep your child's clothes clean and free from stains. Please be sure to dress your child appropriately for indoor and outdoor play. Children (and parents) do not wear shoes when inside the home. They must take them off and keep them in the entry with their coats. This helps to keep carpets clean and the floors more sanitary for crawling infants and children. It also helps when your child has easy on/off shoes that they can do with minimum assistance.

Specific Supplies:

- A complete change of clothing for each child (two sets if potty training)
- Comfort item for resting/sleeping
- Any over-the-counter medications that can be left
- *Diapers/wipes/ointments (We will notify you when the supply is low)
- *Formula (We will notify you when the supply is low)
- Breast Milk (This must be brought daily)
- *2 Bottles and Nuks (if used)

*If you prefer not to leave these supplies here, you may send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for us to care for your child, so they will need to be brought daily.

Birthdays & Holidays

If your family does not celebrate birthdays or major holidays, please notify us in advance so we can make accommodations for your child/children. We do celebrate major holidays and birthdays. If you would like to bring a special treat (they cannot be homemade and they must be in sealed packages) for the children, please arrange this with the provider. You are more than welcome to participate in ANY activities we have planned.

Toy Policy

Toys should not be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. We are not responsible for lost, broken, or stolen objects that are brought from home. We appreciate your cooperation with this.

Diapering/Toilet Training/Hand Washing

The diapering surface is waterproof and free of cracks. Disposable paper cover and latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. Cloth diapers are not used at **The Younger Years Preschool & Daycare.**

We are always willing to assist a child with toilet learning. When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while in my care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. Please notify us if your child will need to wear a pull-up/diaper during rest/nap time. We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

Children's hands are washed:

- Before eating/preparing food or table
- After diapering or use of toilet.
- When coming in from outside play.
- After coming in contact with a sick child and/or runny nose.
- After completing messy crafts or projects.

Provider's hands are washed:

- Before preparing food.
- Before feeding an infant or giving a bottle.
- Before and after giving medications.
- After diapering and or assisting a child using the toilet.
- After touching body secretions.
- After use of toilet.
- When coming in from outside play.

Hands are always dried with single use paper towels.

Schedule

Please remember that our scheduled times are approximate and may change from day to day.

7:00 a.m. - 8:00 a.m.	Welcome/Choice of Quiet Activities
8:00 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. - 9:00 a.m.	Morning Circle
9:00 a.m. - 9:50 a.m.	Learning Centers
9:50 a.m. - 10:10 a.m.	Morning Snack
10:10 a.m. - 10:45 a.m.	Outdoor Play
10:45 a.m. - 11:20 a.m.	Literacy Activities
11:20 a.m. - 11:50 a.m.	Learning Centers
11:50 a.m. - 12:00 p.m.	Clean up/Wash Hands/Set table for lunch
12:00 p.m. - 12:40 p.m.	Lunch/Clean up
12:40 p.m. - 1:00 p.m.	Music and Movement/Story
1:00 p.m. - 3:00 p.m.	Rest
3:00 p.m. - 3:15 p.m.	Afternoon Snack
3:15 p.m. - 4:00 p.m.	Learning Centers
4:00 p.m. - 4:40 p.m.	Outdoor Play
4:40 p.m. - 5:00 p.m.	Closing Circle
5:00 p.m. - 5:30 p.m.	Choice of Quiet Activities

Outside Play

When weather permits, we will play outside every chance we get. Please send appropriate clothing, if we have even one person lacking the appropriate clothing we will all be staying inside. Please label all attire with your child's name. When weather is below 20 degrees in the winter children younger than school age will not be playing outdoors. Please send your child in play clothes. We have lots of fun outdoors and don't want to worry about grass stains in our new clothes.

Curriculum

In the early years, it is very important to expose children to books! Recent findings from emergent literacy research have demonstrated that children who learn to read and write easily have a variety of experiences with reading and writing that enable them to profit from school literacy experiences (Cunningham & Allington, 1999).

The following bullets are what young children need in a literacy rich environment. We plan to have components of each throughout our day at **The Younger Years Preschool & Daycare**.

Desire to Learn To Read & Write

- Creating an environment where all students see themselves becoming independent readers and writers through a variety of developmentally appropriate activities.

Language Concepts

- Fostering the ability to read and write words through the use of morning messages, journal entries, sentence building activities, and environmental print.

Print Concepts

- Teaching print concepts by modeling how to write and participating in shared reading and shared writing experiences.

Phonemic Awareness

- Developing phonemic awareness, including the concept of rhyme, through activities with poetry, rhyming books, tongue twisters, and playing with language.

Interesting Words

- Extending the list of real-life words that students find personally relevant, such as favorite restaurant names, favorite cartoon characters, and family members.

Letters & Sounds

- Encouraging letter and sound recognition through activities with alphabet books, beginning and ending sounds, and shared writing of predictable charts.

What Activities Build These Blocks?

1. Reading to children - both non-fiction and fiction.
2. Reading with children - shared reading of predictable big books.
3. Providing opportunities for children to read by themselves.
4. Writing for children - morning meeting.
5. Writing with children - shared writing of predictable charts.
6. Providing opportunities for children to write by themselves.
7. Developing phonemic awareness (oral - something you can do with your eyes closed).
8. Working with letters and sounds (the written).
9. Learning some "interesting-to-them" words (names, environmental print, etc).

Along with doing a lot of literacy activities, we plan to introduce very basic math skills; counting, shape and color recognition, number recognition, patterning, simple story problems promoting math reasoning, through cognitive guided instruction (CGI).

Being that we are a preschool setting, much of our time will also be spent learning social skills. Some of the skills we will focus on include; cooperation, self-control, confidence, independence, curiosity and communication.

Recent research in brain development has shown that a child's ability to interact with others, control and express their feelings, and take care of basic self-help tasks independently are as (or even more) important for success in school as academic skills. The neural pathways needed for learning are actually constructed through positive interactions with others!

Love & Logic Guidance

The Love and Logic philosophy states the importance of adults providing limits in a caring way. It involves building students up so they feel more capable, even after being disciplined. When interacting with students, educators need to stay calm and avoid provoking, threatening, moralizing or lecturing. It is recommended that educators and parents use polite statements that are enforceable and offer children choices within limits, thus avoiding power struggles. Discipline is maintained with compassion and understanding. They describe childhood misbehavior as an opportunity for helping children grow through their mistakes. Their methods help children learn to be responsible and gain self-confidence.

The Love and Logic approach values children and places a heavy emphasis on the importance of treating them with respect and dignity. This philosophy asserts that sharing control and stopping undesirable behaviors early are most effective, and that getting to know students on a personal basis can have many benefits.

The Love and Logic thinking requires children to experience consequences for their mistakes. When a problem occurs, they recommend that the adult start with an empathetic comment and end with the logical consequence. The absence of adult anger causes children to think and learn from their mistakes, helps them accept responsibility for their behavior, and decreases the "it's not my fault" attitude. It is recommended not to argue with students or give in to their protests, but simply state your concern and the consequence again if necessary. This way, by providing a choice, the students feel some control over the outcome for their behavior. It is recommended to use empathy with consequences. Children learn more from their choices

when an adult does not scold or moralize, but expresses sincere understanding.

If you are unfamiliar with this approach we do have the following books if you would like to learn more about Love and Logic. Although we have used this approach for years, we always like to revisit these sources.

Love and Logic Magic for Early Childhood by Jim Fay & Charles Fay, Ph.D.

Parenting with Love and Logic by Jim Fay & David Funk

Teaching with Love and Logic by Jim Fay & David Funk

Open-Door Policy

At **The Younger Years Preschool & Daycare**, you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you, or made when you can visit unnoticed as to not interrupt your child's day. A child going through separation anxiety will most definitely react by a parent coming into the daycare and not taking them with when they depart. Morning drop-off's and afternoon pick-ups are made easy by my allowing you self-entrance into my home. If you arrive before 7 a.m. or after 5:30 p.m. for any reason, please knock as a guest would come to my home. Do not enter freely unless it is during Childcare Hours, as a courtesy to our family.

You are also invited to call and check on your child during the day. Please keep in mind there may be times when it is not convenient for us to run to the phone. (i.e. diaper changing, bottle feeding etc.). If the phone goes unanswered, please do not become alarmed, simply try calling back in a few moments. You may also communicate any information us via email. There may be those times when something comes to you at work that you don't want to

forget to relay to us. If you have email, please feel free to drop us a line and we will reply promptly at the end of the day.

General Safety Issues

- By law we must report any suspected physical, sexual or emotional abuse to the county.
- Parents and authorized persons the parents provided will only be allowed to remove the child/children from **The Younger Years Preschool & Daycare**.
- Smoking is not permitted on **The Younger Years Preschool & Daycare's** property.
- **The Younger Years Preschool & Daycare** carries daycare insurance; you may review the policy upon request.
- Our outdoor area is fenced in.
- There are two Springer Spaniel dogs upstairs from the facility (Stamper & Vezzie). They are registered with the city and have their current shots. Both are very friendly family pets, however, the dogs will not be allowed in **The Younger Years Preschool & Daycare** or in the fenced in outdoor play area.

We are always open to suggestions and feel communication a very important part of this business. If there are any problems or concerns, we encourage you to talk to us about it. If a lengthy conference is needed, a time that is convenient to both of us will be scheduled. Thank you for the opportunity for us to work with your family!

Handbook Signature Page



I have read, understand and agree to all the policies as outlined in **The Younger Years Preschool & Daycare** 2007-2008 Family Handbook.

Parent/Guardian #1

Date

Parent/Guardian #2

Date

Please sign and return this page, the other copy is for your reference.