

# **Policies and Procedures**

## **Shire Early Education**

### **Admission**

Shire Early Education (SEE) will provide care and education for children between the ages of 3-5 years old. Our operating hours are between 8am and 6pm, there will be additional fees if a child is dropped off before or after this time. SEE will never refuse to enroll a child on the basis of race, color, sex, sexual orientation, creed or handicap.

### **Enrollment Procedures**

Parents must meet with us in order to discuss their child's specific needs and to review the program's policies. The following forms are required to be on file before each child is allowed to attend school:

- Enrollment and emergency medical consent form
- Immunization Record (or waiver) may be submitted within 30 days after enrollment
- Completed and signed Financial Contract
- Reviewed and signed Policies and Procedures.

### **Trial Period**

All families will be enrolled on a trial period of one month to determine if SEE is the right preschool for their child. During this trial period either party (parent or provider) has the right to terminate care without notice. After the trial period is complete, one month notice must be given before termination, as specified in this agreement. The parent will be responsible for payment for all days the child attends school.

### **Termination**

This contract may be terminated by either the parent/guardian or provider by giving a month written/verbal notice. Payment by parent/guardian will be due for the notice period, whether or not the child is brought to the provider for care (please refer to the contract). Reasons for a provider termination may include but are not limited to: failure of parents/guardians to pay, failure of parent/guardian to complete required forms, lack of parent cooperation, inability of provider to meet the child's needs, the inability of the child to adjust to child care, health or safety reasons of the children in care, or the failure of parent/guardian to abide by contract/policies. In some cases, immediate termination may be necessary, at the discretion of the provider. Communication between parents and the provider is essential.. Termination due to any of these reasons would be a last resort of parents/guardian and provider being unable to resolve the issue together.

## **Illness Policy**

It is not always easy to decide if a child should remain at home due to an illness. Children who come to childcare are expected, with few exceptions, to participate fully in child care activities. Children who are exhibiting the following symptoms will be sent home or should remain home:

- Fever of 100 degrees or higher: this signals an illness and may make a child uncomfortable and unable to function well in childcare.
- Vomiting, diarrhea or severe nausea: these are symptoms that require a child to remain at home until a normal diet is tolerated the night before and the next morning.
- Rashes: rashes or patches of broken, itchy skin should be examined by a doctor if it appears to be spreading or not improving.

Children who are too ill to remain in care will be isolated from the other children. The parent or guardian will be notified of their child's illness and will be required to pick up their child within 30 minutes.

Children with communicable diseases shall not attend childcare. Examples of communicable diseases include but are not limited to:

Chicken Pox, Influenza, Pink Eye, Mumps, Strep Throat, Impetigo, Lice,  
Measles, Whooping Cough, Scarlet Fever

It is important that you notify the provider if any medication has been administered to your child within the last 24 hours. Should there be a medical emergency it is crucial to report whether or not the child is on medication.

All prescriptive and non-prescriptive medications (including diaper rash creams and sunscreens) that need to be administered at childcare by the provider require that the parent complete an Authorization to Administer Medication Form.

## **Behavior Management**

Children will be valued, given choices, asked to reflect, and not punished or harmed by anyone affiliated with SEE. Children may be asked to take self space to think about their actions and the situation at hand. The check-in mat will be used to help regulate emotions and create positive resonance. Consequences and incentives may also be weighed to help children understand that our behavior makes a difference in the world around us. SEE providers will assist children in mediation when necessary. If a child is threatening the safety of anyone on the premises, parents will be called for an early pick up. Payment will not be refunded. Children will be welcome to join again the following business day. If a safety issue persists parents and SEE providers will create a plan of action which could include termination of contract.

**Health Procedures**

An immunization record for all children must be completed by the parent within 30 days of the first day of attendance and/or an Immunization waiver must be signed or the child will not be allowed to attend and payment will not be refunded.

**Vaccination Policy**

We adhere to parent’s choice. If you choose to not have your child fully vaccinated you MUST fill out an exemption form. Students who are vaccinated MUST provide a record of immunizations.

**Substitute Care Arrangement**

In some cases SEE will engage a substitute provider when primary providers are unavailable due to illness or the illness of a family member, professional development courses, or vacations. A substitute provider is considered someone who provides care on a regular basis and must meet the same qualifications as a certified provider (training, continuing education, and background checks).

By signing this agreement, you are agreeing you have read, understand and agree to adhere to these policies and procedures

**Guardian #1**

Printed Name/ Signature/ Date

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Guardian #2**

Printed Name/ Signature/ Date

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