

Ashlie's Imagination Station Preschool

Policies and Procedures

Revised: August 18th, 2018

Hours of Operation:

Monday-Friday: 7:30am to 5:30pm

Open year round, except for holidays including:

Martin Luther King Jr. Day

Spring Break (week)

Presidents Day

Thanksgiving (week)

Good Friday

Christmas/ Winter Break (2 weeks)

Memorial Day

Independence Day

New Years Eve

Labor Day

New Years Day

Ashlie's Imagination Station Preschool follows Austin ISD schedule for holidays and inclement weather. Parents will be notified of all closure dates or any changes and no reduction in fees will be applied on these days

Tuition:

Tuition is due on the 1st of every month before 5:30pm. If the 1st falls on a weekend, tuition will be due the Friday prior. There will be a \$25.00 late fee applied if payment is received after the 1st and an additional \$5.00 fee for every day after that.

Supply Fee:

There is a \$50 dollar supply fee due upon enrollment that will secure your place and once per year in March for each child. These funds are used specifically for the preschool to purchase toys, equipment, etc.

Late Pick-Up Fee:

Ashlie's Imagination Station Preschool closes at 5:30 everyday. Please be sure to pick your child on time.

A late fee of \$1.00/minute will be charged for pick-up after 5:30pm

Any late payments are due upon arrival

Returned Checks:

A charge of \$30.00 dollars will be assessed for an insufficient check. If the returned check causes tuition to be late, the appropriate late fees will also be applied.

Daily Schedule:

7:30-8:45 - **Free Play**
8:45-9am - **Snack Time**
9am-9:20am - **Circle Time**
9:20am-10am - **Outside Time**
10am-10:45am - **Academics Games**
10:45am-11:30am - **Themed Activity**
11:30am-11:45am - **Clean Up/ Wash Hands**
11:45am-12:15pm - **Lunch**
12:15pm-12:30pm - **Story Time**
12:30pm-3pm - **Nap**
3pm-3:15pm - **Wake Up Time**
3:15pm-3:30pm - **Snack**
3:30pm-4:15pm - **Outside Time**
4:15pm-5pm - **Centers**
5:00pm-5:30pm - **Free Play**

Curriculum

Ashlie's Imagination Station Preschool curriculum focuses on teaching kids you by using fun activities and games. Every month the kids will have learning focuses. The little kids will be learning letters, numbers, shapes, colors and words each month. The older kids will be learning sounds for letters, numbers, shapes, sounds and words. There are four main ways to learn at Ashlie's Imagination Station Preschool; Centers, Learning Games, Circle Time, and Handwriting Practice.

- Centers: Are a fun way for your kids to learn! I have made different fun activities for the kids to do on their own or with a friend.
- Learning Games: Learning games are games that the kids can play with their friends or on their own, that are focused on a

- subject of learning. A bunch of the games are similar to games that you probably play with them home just made educational.
- Circle Time: During circle time we will be singing our favorite educational and nurse rhyme songs and doing learning activities. Circle time will focus on topics like 5 senses, body parts, good choices, healthy eating and more.
 - Handwriting Practice: During handwriting practice the kids can practice their handwriting by tracing letters, numbers or basic tracing skills on the white board or on worksheets.

Progress Reports

Three times throughout the year Ms. Ashlie will send home a little progress report about your kids showing what they have learned over the last few months.

Illness:

We do not accept children who have a fever of 100 degrees or more, or who are vomiting, have diarrhea, pinkeye or a contagious rash. For the safety of everyone children must be fever free for at least 24 hours before re-visiting. If a child becomes ill while at school the parents will be notified to pick up their child immediately.

Teacher Illness:

As home care providers we try to do our best to stay healthy and germ free. If there is ever an occasion where we fall ill, all parents will be notified as quickly as possible so other arrangements can be made. We recommend that you have a backup plan in case of a closure due to illness or emergency. We will try to notify all parents the night before at the latest. Payment will not be required for these sick days and will be deducted from your next month's tuition.

Medicine:

Prescription and over-the-counter medications:

-Parents must sign an authorization and include times for medication to be administered.

All medications must be in original container with pharmacist's or manufacturer's label, child's name, dosage instructions, and current date.

Discipline and Guidance Policy:

- Discipline must be:
- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self control
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and

Requiring a child to remain silent or inactive for inappropriately long periods of time

Procedures for Release of Children:

Parents must notify in writing of all persons authorized to pick-up child(ren). Any person asking to pick up a child that is unknown will be asked to show a photo ID and must be listed as an authorized pick-up. We reserve the right to refuse release of a child to unknown parties or persons appearing under the influence of intoxicating substances.

Open Door Policy:

Parents are welcome to come visit at anytime.

Reasons for Dis-enrollment:

Non-payment or frequently delinquent tuition
On going behavior problems that become disruptive
Failure to pay late fees
Policy Violations

Vaccine Preventable Diseases:

Ashlie's Imagination Station Preschool does *not* require employees to obtain any vaccines.

Medical Emergencies:

All employees, do their best to provide a safe environment through supervising and childproofing. If a child were to have an injury such as a minor bump, scrape or cut, the appropriate first-aid will be given and accident forms will be filled out and signed. All employees do have current First Aid and CPR training. If a major injury or medical emergency happens to occur, the parents will be contacted immediately. If I am unable to get a hold of either parent I will call the emergency contacts given to me. If necessary I will call 911 or the poison control center and your child will be taken to the nearest hospital where you will be asked to meet up with your child. I will do everything I can to stay with your child until you arrive. Parents are responsible for all expenses involved in emergency medical treatment, including emergency transportation, if required. The owners, employees or anyone living at the property will not be held

liable for any sickness/injury of either parent/guardian or child while on these premises.

Animal Policy:

There is a dog. Parents understand that the children will have daily contact with Ollie(dog). She has been vaccinated according to the state requirements and is under veterinarian care for all her needs.

Nap Time:

Preschool children ages 18 months through 5 are required to rest everyday. Naptime hours are 12:30-3:00 and mats are provided. Please provide your child with a crib sheet and blanket to sleep on during nap. Naptime items will be sent home for washing every Friday.

Snacks and Meals:

Morning and afternoon snack is provided. Parents are required to provide their child's lunch. We are not responsible for nutritional value or for meeting the daily food needs for lunch.

Sugar Policy

Please do not send your child to school with sugar. Ashlie's Imagination Station Preschool has a no sugar policy, except for cooking days, birthdays and holidays. Please see your teacher regarding bringing sugar to school for a special occasion.

Emergency Preparedness Plan:

We are required to hold monthly fire drills and a sever weather drill twice a year. Our emergency preparedness plan is posted on the information board in Ashlie's Imagination Station Preschool.

Withdrawal Policy:

Parents/Guardians are required to provide at least a 30 days notice when they withdraw their child. If parents do not provide a 30 days notice then parents will be charged a full months tuition.

Supplies:

- Parents must supply the following items:
- Diapers/Pull-ups
- Wipes
- Creams/Ointments/Powders
- A Water Bottle
- A crib sheet and blanket for nap time
- A complete change of clothes
- Lunches in a lunch box or bag

Drop-Off:

You may drop-off your child between 7:30am and 11:30am.

Absences:

Please notify Ms. Ashlie if your child will be absent. Families will need to pay full tuition to keep their child's spot.

Bad Weather:

We follow AISD's closures closely for safety. If AISD closes due to bad weather, Ashlie's Imagination Station Preschool will also close. If AISD has a 2 hour delay we will open at 9:30 am. If severe weather is to be expected please tune in to local TV stations or radio. You may also check our Facebook page.

First 30-Day Trial:

Once your child is enrolled we will start a 30-day trial period. During this time you can determine if Ashlie's Imagination Station Preschool is a good fit for you and your child. I, as the teacher will also observe and determine if the child and family are a good fit. At the end of this trial period, we will get together to make a decision whether schooling should be continued or not at Ashlie's Imagination Station Preschool. If the decision is to dis-enroll, a 30-day notice is not now required.

Revisions to Handbook and Contract:

There may be revisions made to this handbook and contract. We have the right to make changes in rates and policies, as we deem necessary. Rates can be adjusted only once a year. You will be notified in writing of any changes that may occur.

Important Information

Required notices such as a copy of the In-Home Preschool 's license, most recent license inspection report, emergency preparedness plan and other required notices are posted on the information board in Ashlie's Imagination Station Preschool.

A copy of the Texas "Minimum Standards for Child-Care Homes" is available in the preschool and online.

Child Care Licensing: <http://www.dfps.state.tx.us>

Local Child Care Licensing Office: (512) 834-3195

"Texas law requires caregivers to report suspected child abuse and neglect to the Texas Department of Family and Protective Services or law enforcement."

Texas Child Abuse Hotline: 800-252-5400 or

<https://www.txabusehotline.org>