



## Family Handbook

1904 E. 15<sup>th</sup> st.

Last Updated 12/04/2022

## Welcome to Peachtree!

Please read this handbook thoroughly, as it covers essential policies and procedures that govern our school contract agreement and pertain to your Child's care. There is a lot of information, but it will help you understand the type of care, environment, and education your child will receive. If you have any questions, please do not hesitate to contact the school staff or owner.

\* The handbook, policies, and contracts are revised in January each year. \*

### Our Philosophy

Children are viewed as competent, curious, and natural researchers full of knowledge, potential, and interest in connecting to the world around them.

Play is a child's work, and learning occurs during developmentally appropriate, child-centered activities. Children learn concepts best when they are meaningful and relevant to them.

They acquire knowledge through the active exploration of their environment.

Consequently, it is the teacher's responsibility to provide a learning-enriched climate, which offers stimulating and challenging experiences for them. The teacher then acts as a facilitator: encouraging, promoting, and reinforcing a child's attempts, questions, skill development, and discoveries.

Ideas are discussed, investigations are shared, and opportunities are created to extend and build upon theories. We encourage and support the children to work together during play and inquiry and entrust the children to solve problems. A collaborative approach develops respect for many points of view, ideas, theories, and suggestions of individual children as well as the group.

We focus on creating relationships, making connections, and establishing a dialogue between educators, families, and children. We believe that children are deeply connected to family and community and we invite families to take an active role in contributing to the process of discovery and learning.

## Anti-Bias Policy Statement

We believe all children have the right to high-quality early educational experiences that welcome and embrace all forms of diversity. In our community, we acknowledge and respect everyone's unique identity, including their race, gender identity, expression, sexual orientation, religion, ethnicity, abilities, and socio-economic background.

Our goal is to provide a nurturing, inclusive, equitable, and safe environment. We strive for children to gain self-awareness, confidence, and pride in their social identities, as well as express comfort, joy, and compassion for human diversity in our classroom, our community, our country, and our world.

We are committed to open and ongoing dialogue among children, families, and our team at PeachTree. This policy ensures all children, families, educators, and staff are welcome, valued, and treated with equity and respect.

## Minimum Staff Requirements to be licensed by the state of Wyoming

- First aid and infant/child CPR certification must be completed biennially and kept current at all times
  - 16 hours of continuing education annually
  - TB risk assessment or current TB test results, if applicable
  - A child abuse/neglect Central Registry screen done annually
- Full fingerprint-based national criminal history record background check completed every five years
  - National sex offender check results

## Child Records

Each Child in care shall have the following information on file;

- Completed Child enrollment forms;
- Current Immunization record;
- Written authorization from parent(s) or guardian(s) for the following
  - Emergency medical care;
  - Use of swimming or wading pool if one is used and
  - Over the Counter Medication form.

## Hours of Operation:

Monday-Friday 7:45-5:15

Doors open at 7:45 a.m. All children should be picked up from care no later than 5:15 p.m.

We do not provide part-time, Drop- in, or overnight care.

## Days we are closed or will close early:

Any closures will be noted on the website, Brightwheel, Facebook, and on parent communication boards.

No tuition credit is allowed for closed days or any reason. Your total Monthly Fees are due every month. A 30-day notice is required before pulling your Child from the program.

If you chose to remove your Child from school for any month out of the year, and do not pay the full tuition your

Child's spot will be filled. If you choose to take a vacation, your Child's total fees are still due for the month.

A complete list of this year's closures can be found on our school website.

## Fee Schedule:

Fee's are due before the 5th of every month. PeachTree uses a flat price, and this

fee will remain the same for all age groups throughout a family's time at Peachtree. This fee is \$850 per month. Fee's are considered late if paid after the 5th, and a late fee will be applied.

Monthly fee: \$850

Late Payment Fee: \$50

Non-Refundable Application Fee: \$50

**Fees are always due on the last business day of the month, which means you are pre-paying for the month to come. All payments will be paid by the 5th of every month, or a late fee of \$50 will be charged.**

Payments must be made on our website via Square.

If tuition becomes delinquent after 30 days, you will have ten days from notification to meet your financial commitment. Failure to do so will result in your child's removal from school.

There are no refunds on fees if you pay ahead. If you pay several months at a time, please do so after carefully thinking if your child will attend for those months.

### Birthdays and Other Special Days

We would love to celebrate your Child's birthday or another special event at school. Parents may bring in a special snack for the day, and we invite you to join us for the party. Please speak with your Child's teacher to schedule the celebration.

### Program Evaluation

The Center conducts a semi-annual program survey to get feedback from enrolled families. The anonymous survey is a way for families to provide the Center with comments, compliments, ideas, and suggestions. If at any time you have a concern,

please get in touch with your Child's teacher or the program owner.

Abby Lazarus, EdS

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### **Behavior Management Policy**

Our policy concerning behavior management ~ sometimes referred to as discipline ~ is based on the Child's individual needs, the ability of each child to understand what he/she is doing, and the consequences of their actions.

A child is never made to feel that the outcome of an act will result in physical or verbal abuse. Children are not told to "sit out," and "time out" is not used. Positive reinforcement is always encouraged, and children are told what they are doing well. It is the teacher's responsibility to ascertain what has taken place as clearly as possible.

If an altercation between children has occurred, each Child is spoken to with reason and with respect. Each Child is then given the responsibility of approaching the other Child in a friendly manner, with adult supervision, for the children to resolve the misunderstanding. This is done directly related to the Child's verbal ability but can be accomplished even when the Child is not yet talking.

When inappropriate behavior occurs with the adult being the recipient, the Child will be approached either with a reasonable verbal response or with the technique of redirection. Removal from an activity for a short time is used only if it has been ascertained that other responses have failed or if a child is at risk.

There is less likelihood of discipline problems when positive responses and remarks are the norms throughout the day. If a positive base is established in an atmosphere of respect and understanding, inappropriate or harmful behavior becomes the exception. When any staff member feels that he/she cannot manage a situation with a child in an

effective manner, he or she will direct the Child to another staff member and take a break. Staff members assist one another in creating a positive, relaxed atmosphere.

THE FOLLOWING ARE PROHIBITED:

- Corporal punishment, including spanking;
- Verbal or physical abuse, humiliation, neglect, or abusive treatment;
- Speaking to a child in a manner or tone that is disrespectful, sarcastic, demeaning, or threatening;
- Withholding food, drink, or sleep;
- Force-feeding children;
- Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or forcing the Child to remain on the toilet; or using any other unusual or excessive practices for toileting.

**Suspension/Expulsion Policies:**

Our staff is committed to the following:

- Creating a positive environment to nurture self-expression and opportune learning.
- Modeling positive behaviors to ensure children are treated with respect and kindness
  - Be consistent and clear with expectations and rules of the classroom
  - Use redirection and positive guidance and praise appropriate behaviors

Occasionally a situation may arise when a child is having difficulty adjusting to day-to-day life in child care. You should expect as a parent or guardian to work with the staff to create a plan of action in response to any situation that arises. As a program, we do not believe in giving up on a child. We believe it is our staff's job to understand a child and work with the Child and their family during a difficult transition. Ultimately a decision in continuing care will remain in the hands of the owner, Abby Lazarus.

### Biting Behavior in Young Children

The school recognizes that biting is a normal stage of development that some young children go through. It is something they will outgrow in time. Young children who bite, bite for reasons, all normal and developmentally understood.

Common Reasons Why Children Bite Teething, exploring, stress, frustration, imitating behavior, personal space is violated or crowded, lack of vocabulary, a sign of affection, to obtain attention.

### **Classroom Strategies Used To Minimize Incidents of Biting**

We "shadow" the Child who has exhibited biting behavior. We carefully observe the Child who has bitten to determine if there is a pattern when the biting behavior occurs.

### **Action Taken When A Biting Incident Occurs:**

- The Child who was bitten is comforted;
- The Child who bit is firmly told that "biting hurts" while we continue to comfort and focus on the Child who was bitten;
- The bitten area is washed thoroughly with soap and water and inspected for broken skin;
- If the skin is broken, an administrator is immediately notified. Both sets of parents are contacted and advised to call their pediatricians; open wounds on the face or hands are the most vulnerable to infection;
- An injury/incident report is written for each of the children involved;
- Ongoing dialog is kept with parents and staff on classroom and home strategies being used to address and curb the biting behavior;
- Relevant articles are made available to parents and staff.

### Cleaning:

Children will be expected to help clean up after themselves. Our classrooms are kept sanitized and as clean as possible at all times. Handwashing is a must within our classrooms for parent volunteers, classmates, and teachers. Please encourage your Child to clean their messes at home as well.

### Potty time:



Please keep your Child's teacher aware of how you are trying the potty process at home so that we may keep it consistent. Your Child does not have to be potty trained to attend school. If they are training, please make sure they bring a change of clothes, and please make sure we have a supply of wipes and diapers/pullups/underwear for your Child. You will be expected to work with your Child's teacher as your Child learns this new skill. Make sure your Child is ready and brings enough supplies to school.

### **Dress code:**

Please have your children dressed weather-appropriate and ready to play. If staff feels that your child isn't dressed appropriately at any time, they will address the issue with you privately. Your Child will get dirty, so it is not recommended that treasured or valued clothing be worn to school; students should come dressed to work. They should always have a change of clothes inside their backpacks which they are required to bring daily. Your Child should always wear shoes to school. Our students do go outside several times a day, weather permitting.

**Blizzards/Snow Days:** If Laramie County school district #1 closes for a snow day, we will also close. If the weather gets too bad and the district closes early and sends students home before a bad storm, we will also.

**Tornados/Severe Weather:** Weather is monitored at school. We do have emergency plans in place based on specific weather occurrences.

**Fire Drills:** Fire drills are done monthly. In case of emergency, children will exit the building and meet on the other end of the parking lot in the designated area, a safe distance away from the fire. Even if no fire is visually seen, but the alarms go off, we will evacuate. Parents will be notified immediately.

### **Emergencies:**

All staff is CPR/1st aid certified. In serious situations, 911 will be called, and parents are responsible for any charges this may incur. In any and all situations, parents will be called immediately to be notified, even if it's a bruise. After an emergency, all pick-up persons will be asked to provide identification; the brightwheel app has student contact information and will help ensure each student's attendance and pick-up.

Infants will be evacuated by an emergency playpen on wheels. The playpen is located within the baby room, and staff will evacuate through the nearest and safest exit.

All evacuation plans are outlined on the maps you can find located in each classroom of the building.

After an emergency, the building will be closed and will not reopen until it is safe to do so. All parents will be notified of any plans or updates via Brightwheel.

### Lunch/Snack:

Peachtree does not provide meals. Parents will need to pack a lunch daily. Staff is more than happy to warm up packed foods for children in the microwave. Peachtree does serve morning and afternoon snacks.

Parents are asked to bring in one snack per month that will be shared with the class. This can be brought in anytime. You may choose any snack your Child would like to share. We can refrigerate snacks, so go gurts, string cheese, vegetables, and fruit are welcome snacks. Peachtree will provide all other snacks. Children will eat at least two snacks throughout their school day.

### Pickup and drop off:

If someone other than a parent/guardian is picking up your child, they need to show a photo i.d. to staff before being able to remove the child from care. Each time they are to pick up the child parents must let their child's teacher know.

### Food Allergies:

Upon enrollment, please let our staff know if your child has any allergies or dietary restrictions. A food allergy action plan should be filled out, and a discussion about appropriate procedures and parent wishes should be had between staff and parents. All allergies are posted within the classroom.

Weapons Policy: There are no weapons of any sort on the premises. There are no weapons allowed on-premises. I do not allow guns inside the school for any reason, no matter your occupation or license. Please remove all weapons before entering the school.

### Sick children and care:

The facility staff may refuse any child who cannot participate in a regular childcare program due to discomfort, injury, or other symptoms of illness Care. A complete list and explanation can be found in the parent areas at school. Please do not send sick children to school. When all families refrain from doing so, our other families stay healthy, and we do not have an outbreak of illnesses. This works on the honor system. You know, when your child is not 100%, please keep them home if they do not seem well.

### Sick Staff Exclusion:

Sick staff will be replaced with substitute teachers until well enough to return to work.

### Medication Administration:

Medications, both prescription and over-the-counter, are rarely given at school; the only exceptions involve severe or unique problems where the physician deemed necessary that the medication be given during school hours.

With the help of your Child's physician, the parent is urged to work out a schedule of giving medication at home, outside school hours, whenever possible.

Medications will not be administered at the Center unless accompanied by a doctor's authorization, with written approval and instructions from a child's parent/guardian.

The proper form must also be completed and submitted. Each Child's medication is kept in an individual locked medical bag.

As medicine reaches its expiration date, it will be returned to the parent.

Suppose medication is to be administered at school. In that case, all the following conditions must be met:

- A signed request from a licensed physician/dentist specifying the condition for which the medication is to be given, the name, dosage, route, side effect, and specific instructions for emergency treatment must be on file at school. School staff is not authorized to determine when an "as needed" medication is to be given.
- Specific instructions are necessary.
- A signed request from the parent/guardian must be on file at school.
- Medication must be in your Child's original, labeled pharmacy container written in English.
- An appropriate measuring device must accompany all liquid medicines.
- A separate form is required for each medication.

### Outdoor play, swimming/wading pools, and sunscreen:

We do not use swimming or wading pools at school during the summer months. Any special water days will be pre-approved by parents, and permission slips will be signed for each student participating. Sunscreen is to be provided by the parent with the child's name

clearly labeled in permanent marker. A permission slip for staff to apply the provided sunscreen must be signed. Children will play outside when the weather is appropriate; please make sure your child has dressed appropriately for all possible weather conditions when brought to school. Outdoor play is encouraged daily for a minimum of 30 minutes a day.

### Care Plan for children with special health needs:

A diabetic plan will be set with parents upon enrollment. Parents will discuss any devices used to monitor a child's glucose (i.e. Dexcom). This will be a written plan.

Candy will never be used to raise a child's blood sugar. Apple juice is stocked within the school, and this will be the first item used if a child is in extreme danger of crashing. Blood sugar is monitored throughout the child's time in class. Healthy snack options are always available for our diabetics. Parents are encouraged on class party days to prepare a party snack for their Child or to stick around and help staff create a plate of fruit and veggies they deem appropriate for their Child to eat.

### Transportation:

PeachTree does not provide any type of transportation.

### Pets:

We do not have any permanent pets who are fixtures at the Center. However, Mrs. Abby does bring Finnegan. He is a small terrier mix who has been raised at school and attends as a social-emotional support animal when she is in the building. Finnegan has a file at school that we keep updated as he gets required vaccinations.

### Naps/Infant Sleep:

Naps are not required. We follow the Child's lead in what they need from us at PeachTree. Infants to age 2 will nap as they choose. For children above the age of three nap times are offered, children do not need to participate. Those who do not participate will continue with their day and participate in quiet time activities. Naps are a choice for both the parent and Child as each Child gives up napping when they are ready. As a staff, we will work with parents to accommodate any requests. Please be aware a completely quiet, dark room is not available.

Sleeping children under the age of 12 months will only be placed on their back, on a firm flat surface with nothing in the sleep space (i.e., blankets, stuffed toys, pacifier attachments,) for sleeping unless a licensed health care provider signs a waiver.

Please avoid any drop offs or pick-ups during our school's Quiet time when the majority of our nappers are resting. This time is from 12-2 daily.

**Parents are required to provide a bedroll for their child.**

### **Parent Involvement**

We have an open-door policy and love when families come to be in the room spending time with their Child and getting to know their classmates as well as their Childs teacher. Please feel free to volunteer anytime. We would love for you to pop in and read a book or help the children cook or do a fun craft project!

\*\*Peachtree is part of Lazarus Holdings LLC and does hold Limited Liability Coverage.

If you have any questions or concerns at any time with our facility and feel the need to contact our state licenser, please call Michelle Tucker at 307-777-5151. You can also contact DFS to learn about any facility violations.

Facility owner contact information:

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