

Froggie Frontier Preschool & Childcare

2011-2012 Parent Handbook



About Froggie Frontier

Froggie Frontier is a developmentally appropriate preschool program that focuses on nurturing the physical, social, emotional, and cognitive development of children in a Christian based environment.

Daily activities include reading, writing, and math readiness, art, music, movement, and science. We use program materials from Zoo Phonics, Brain Gym, Math their Way, and others. Children learn through play, and there are many opportunities for our students to develop their creativity, self-expression, and problem solving skills by exploring the classroom and learning centers during free choice time. During our preschool program, we strive to maintain a ratio of one adult to every 6 children. During extended day hours, our ratios go up, but at no time do we exceed the state limitations of a 1:12 ratio.

Admission Policies

Froggie Frontier is open to all healthy children who are toilet trained. Prior to enrollment, a facility tour, pre-admission health history and interview with parent will take place to ensure that Froggie Frontier is able to adequately meet the needs of each incoming student and to determine placement in the appropriate class. All students will be accorded equal treatment and access to services without regard to race, religion, color, national origin, or ancestry. Froggie Frontier is licensed by the California Department of Social Services, Community Care Licensing (License #093615992) to serve up to 36 children ages 3 through 6 years of age. We offer services for preschool age students up to those students entering first grade.

Our Staff

Our owner/administrator is a credentialed teacher who has taught in the Buckeye School District for the past 13 years. She continues to teach Kindergarten in a job share situation, which allows her to spend half of her workweek here at Froggie Frontier. During her ongoing tenure as a Kindergarten teacher, she has seen the standards change and demand much more of the students. This makes a child's preschool experience more important than ever. She has developed a well-balanced program that recognizes the importance of allowing kids to learn through their play, while still exposing them to the skills they'll need in Kindergarten.

All staff members are carefully screened, highly qualified employees that are CPR and First Aid certified. They meet or exceed the State of California Department of Social Services Title 22 requirements, which means that they have successfully completed college coursework in Early Childhood Education, been fingerprinted and have passed a criminal background check. They keep current in recent developments pertaining to the Early Care and Education Field by attending regular in-house trainings and participating in professional workshops and seminars. More importantly, they love working with kids and provide a warm and welcoming environment for your child.

Class Descriptions

3 and 4 year Old Program

We offer developmentally appropriate, hands-on activities and emphasize the teaching of beginning social skills such as using words to express thoughts and feelings, respecting the feelings of others, taking turns, and listening to and following directions. Children in these classes will enjoy art, music and movement, circle time, dramatic play, physical play and science explorations. Pre-reading, writing (fine motor development), math explorations and Christian values will be woven throughout the curriculum.

Tadpoles: This class is designed as an introduction to preschool for the 3 year old and 4 year olds who will not be entering Kindergarten the following fall. Children must be toilet trained.

2, 3, and 5 day options available; 8:30 - 11:30 A.M.

Pre-K Program

We focus on Kindergarten readiness while offering developmentally appropriate, hands-on activities in a Christian environment. Children will still enjoy exploring and engaging in art, music and movement, physical play, science, dramatic play and circle time, but there will be a greater emphasis and more time spent on pre-reading (letter recognition and phonics), pre-writing (dictation, name writing, correct letter formation, cutting practice) and math (number recognition and writing, math explorations and developing number sense.)

Pre-K Froggies:

This class is for students entering Kindergarten in Fall 2011
*2, 3 or 5 day options available; 8:30 - 11:30 A.M. (OR)
M/W/F; 12:30 – 3:30 P.M.*

Optional Programs

Lunch Bunch Program:

Kids can stay an extra 45 minutes after the preschool program ends to eat lunch and play with their friends. Need a little extra time to get things done? Send your child to school with a lunch and enjoy a little more time to yourself. This program is offered on a space available basis only. Sign up sheet will be available at the sign in counter.

Limited # of spaces available:

Monday – Friday; 11:30 A.M. – 12:15 P.M. (\$5 per day)

Lily Pad Corner Program (Extended Care Program):

Extended care hours will be available if enough students require this service. In the event that not enough of our clients have this need, we can refer you to childcare providers in the area, some of whom can transport your child to and from Froggie Frontier.

*Monday – Friday: 7:15 A.M. – 8:30 A.M. (limited to 18 students) and
11:30 – 5:30 P.M. (limited to 18 students)*

Parent Participation Program:

You are your child's first teacher and we want you to be an active part of your child's first school experience if your schedule allows. We offer a discount on tuition for those parents who are able to contribute 4 hours per month to the program. In the event that you are unable to provide the required amount of time in any given month, you will be billed at the regular tuition fee and a credit for parent participation will not be given.

We prefer the required time be done in the classroom during our small group instruction and center time. In order to work in the classroom, you must sign a health statement form, confidentiality agreement and have a clear TB test. If you chose not to work in the classroom, there are limited opportunities to work at family events throughout the year, do cleaning and repair projects at the preschool, and to work on projects at home. However, please note that it is not the center's responsibility to come up with projects for you to do at home to fulfill your required time. Prep. envelopes (projects that can be done at home) will be placed out by the time clock and are available on a first come, first served basis. Please be sure that when turning in completed work, you put your name on the form so you receive the appropriate credit.

Daily Schedule

7:15 – 8:30 Optional Extended Care Hours/Free Choice

Main Program

8:30 – 8:50 Arrival, Table Activities & Activity Tubs

8:50 – 9:05 Opening Circle (calendar, flag salute, morning prayer, weather, Hopping Helper, name activities, active song, fingerplay or poem, literacy, direct instruction, story)

9:05 – 9:45 Small Group Instruction
(focuses on art, science, math, pre-reading and writing, fine-motor development, etc.)

9:45 - 9:55 Music & Movement Activity

9:55 - 10:30 Restrooms, Hand washing, Snack and Outdoor Play

10:30 – 10:45	Phonological & Phonemic Awareness Activities, Zoo Phonics (3 X a week); Faith Builder, Social Skills (2 X week)
10:45 – 11:15	Indoor Choice Activities (dramatic play, building blocks, manipulatives, etc.)
11:15 – 11:20	Clean Up
11:20 – 11:30	Closing Circle
	<u><i>Optional Lunch Bunch & Lily Pad Corner</i></u>
11:30 – 12:30	<i>Lunch & Outdoor Play</i> (<i>Lunch Bunch Program: 11:30 – 12:15</i>)
12:30 – 12:45	<i>Restrooms/Story</i>
12:45 – 2:30	<i>Rest/Naptime (Quiet activities available for non-nappers)</i>
2:30 – 2:45	<i>Wake-up, clean up, restrooms, hand washing</i>
2:45 – 3:45	<i>Snack/Outside Games/PE/Free Play</i>
3:45 – 4:00	<i>Afternoon Circle (Story and Movement Activity)</i>
4:00 – 4:30	<i>Teacher Led Activity (Art Activity, Science Experiment, Game, etc.)</i>
4:30 – 5:00	<i>Indoor Discovery Time (Choice Time Activities)</i>
5:00 – 5:30	<i>Activity Tubs or Table Activities, Library Corner, Listening Center & Clean Up (Kids are welcome to help teacher with clean up activities)</i>

Financial Obligations

Annual Registration Fee:

A non-refundable registration fee of \$45 is due when you enroll your child as a new student. As a returning student, an annual non-refundable registration fee of \$35 is due at the time you enroll your child for the following school year.

Enrichment/On-Site "Field Trip" Fee:

In lieu of the high materials fee that many centers charge, you will be billed a nominal fee to help offset the cost of the many enrichment programs that we bring to the center. (Examples may include Discovery Center and Zoo Outreach Programs, Nature's Critters, etc.) The average cost for a 5-day a week student is \$15 per school year. You will be informed of any charges ahead of time and will have an opt out option if you do not wish for your child to participate.

Tuition:

Your first month's tuition is due prior to your child's first day of attendance. In the event that your child's first day of attendance is after the beginning of a month, your tuition will be pro-rated and that amount will be due before your child's first day of attendance.

Two options are available for tuition payment.

- 1) You can opt to pay the same each and every month as reflected below.

Monthly Rates and Fees:

	<u>Preschool Program</u>	<u>Extended Care</u>
2 days a week:	\$184*/\$214**	\$185
3 days a week:	\$264*/\$294**	\$262
“ “ P.M. class:	\$234*/\$264	
5 days a week:	\$453*/\$483**	\$429

* indicates Parent Participation Price

**registered members of St. Stephen's Lutheran Church and Sierra Moms receive 10% off preschool tuition

(OR)

- 2) You can pay for the number of instructional days each month. Since the number of instructional days changes month to month, so will your payment. Please refer to the Payment Option Form you will be given at the time of enrollment for the number of instructional days in each month. Clients choosing this option are not eligible for the parent participation, St. Stephen's Lutheran Church or Sierra Moms discounts.

Optional Services:

Lunch Bunch Program:	\$5 per day (child brings own lunch)
Occasional Extended Care:	\$5 per hour

Discounts:

Discounts are offered for those parents signed up in our Parent Participation Program, registered members of St. Stephen's Lutheran Church, and active members of Sierra Moms as reflected above. Only one discount applies. In the event that a parent is unable to meet the parent participation agreement in any given month, the regular tuition will be collected.

Due Dates/Methods of Payment/Late Fees

August tuition is due prior to your child's first day of school. After that, you will be billed by the 5th of the month and tuition (and fees for optional services) is due by the 10th of the month. Accounts not paid by the 10th day of the month will be charged a late fee of \$10 per calendar day until paid in full. All payments are to be made by check or money order payable to Froggie Frontier. If you ever have a question about your monthly invoice, please email billing@froggiefrontier.com. Staff does NOT have access to your account and will be unable to help you with a billing question.

Returned Check Fees:

If the bank returns your check for insufficient funds, you will be assessed a returned check fee of \$25.00 and tuition, returned check fee and late fees will need to be paid by money order. Late fees are assessed as described above and are \$10 per calendar day from the date tuition was due until the date tuition, late fees and returned check fees are received by the center. Upon notification of a returned check, you will have two working days to bring in a money order or cash to cover all fees owed. If you do not meet this financial obligation your child will not be admitted to the center until all applicable fees have been paid.

In the event of a second returned check, all future tuition fees will need to be paid by money order.

The center reserves the right to terminate enrollment at any time for non-payment of fees.

Late Pick Up Fees:

There will be a late pick up fee of \$2 per minute assessed for any child not picked up by 11:30 a.m. (Preschool Program), 12:15 p.m. (Lunch Bunch Program) or 5:30 p.m. (Lily Pad Corner Extended Care Program). This late fee will be reflected on your next month's invoice. Chronic lateness (defined as the third time late in one calendar month) will require double late fee. Once labeled "chronic", the client must not be late for two consecutive months in order to have this label lifted.

Lunch Fees

If your child attends the Lunch Bunch or Lily Pad Corner program and you forget your child's lunch, there will be a charge of \$4 to supply lunch for your child. Should you be late in picking up your child from the preschool program, your child will automatically be provided with a lunch at 11:45 a.m. This fee will be reflected on your next month's invoice.

Missing Stamp/Signature Fee:

You, or a designated adult as listed on your child's form, must stamp and sign your child's timesheet when dropping off and picking up from the center each day. Failure to clock and sign your child in and out of school properly will result in a fee of \$2 per missing clock-in/sign in as this places the center in violation of childcare regulations.

Late Pick-Up for Ill Child Fee:

When a child becomes ill at the center and needs to be sent home, you or a designated representative as listed on your child's form, needs to pick your child up from the center within one hour of notification of the illness. Because we isolate ill children whenever possible, this requires one-on-one supervision, which causes the center to incur extra staffing costs. For this reason, failure to pick your child up within one hour will result in a \$15 late fee, plus \$15 per hour fee thereafter to partially cover this extra staffing expense.

Vacations/Medical Absences:

There is no refund or pro-rated tuition available for client vacations, holidays, or absences. When children are scheduled for vacations, we may adjust our staffing accordingly or allow others to take their spot. If you return early, or your plans change, PLEASE call before bringing your child in, so we can ensure that we have adequate staffing to meet the needs of your child.

Termination of Enrollment

Children benefit most when their school program and their home share a similar philosophy of teaching and discipline. Should either Froggie Frontier or the parent feel that the child is not benefiting from the program, either party may terminate enrollment with **written** notice to the other party, at least **ten working days** prior to the final day of attendance. If tuition has been pre-paid and there is an account balance following the required ten working days, this amount will be refunded within 30 days.

Change in Fees

In the event that Froggie Frontier changes the fees to any of its programs or services, you will be provided with 30 days written notice of any such change.

Enrollment Requirements

Prior to child's first day of attendance the following must be submitted:

- Registration and Emergency Information Form
- Child's Preadmission Health History
- Physician's Report & TB Clearance
- Consent for Emergency Medical Treatment (2 part form)
- Immunization Records
- Admission Agreement
- Financial Agreement
- Payment Option Choice Form
- Parents' Rights Form

- Personal (Child's) Rights Form
- Enrollment Fee of \$45 first year/\$35 every year thereafter
- First Month's Tuition

What to Bring the First Day

- Change of clothes in a zip lock bag clearly marked with child's name. This should include underwear and socks. These will remain at the center for child's use in case of accident or spill.
- Nutritious non-perishable lunch (if participating in the Lunch Bunch or Extended Care programs).
- Blanket and special doll or stuffed animal for naptime, marked with your child's name (if participating in the Lily Pad Corner program).

What to Wear to School

Please send your child dressed for play in clothes that can get messy. Active outdoor play is beneficial to children. We go outside daily unless it is raining or a "spare the air" day. Please dress your child appropriately for the weather and send your child to school wearing sunscreen during the warmer months. (We are not allowed to apply sunscreen to your child.) Be sure to label all outdoor garments. Girls should wear shorts underneath their dresses. Closed toe shoes such as tennis shoes are highly recommended. Summer sandals must have a back strap. We try to foster as much independence as possible, which includes encouraging the children to fasten their own clothes. It helps if you provide clothing that is easy for your child to manipulate. This is especially important for toileting issues.

Daily Procedures:

Arrival/Sign-In

Children are welcome to arrive for the preschool program beginning at 8:25 a.m. Each child has a time sheet that must be stamped and signed daily. Children are required to be clocked and signed in daily by a parent, legal guardian or other adult who is listed on your child's form. Please use your full name only when signing in your child (no initials). Please escort your child to their classroom and check in with the teacher. Please do not allow children or siblings to run into the classroom or onto the playground on their unattended.

Departures/Sign-Out

Please arrive on time at the close of your child's program. You or a designated adult as listed on your child's form, must stamp and sign your child's timesheet before taking him/her from the center for the day. Again, a full name and time that the child is picked up is required on the child's log. Failure to clock and sign your child in and out of school will result in a missing sign in/sign out fee of \$2 per missing clock stamp/signature.

Please let us know if someone other than yourself will be picking up your child from the center. This person must be listed on your child's form, be at least 18 years of age, and will be asked to show a photo I.D. We will be unable to release your child to anyone

not listed on his/her form or without prior written authorization. For this reason, please provide a thorough list of those people authorized to pick up your child on your child's enrollment form. Please also note that we are required by law to release a child to a biological or custodial parent unless we have been provided with copies of court documents that state otherwise.

There will be a late pick up fee of \$2 per minute assessed for any child not picked up by 11:30 a.m. (Preschool Program), 12:15 p.m. (Lunch Bunch Program) or 5:30 p.m. (Lily Pad Corner). This late fee will be reflected on your next month's invoice. If we are unable to reach you within an hour from the time that your child's program ended, and have been unsuccessful in contacting the people on your child's emergency contact list, we have no recourse but to call Child Protective Services (CPS) to report the steps we have taken to locate you and request their assistance.

Nap

If your child participates in the Lily Pad Corner program, California State Law requires that provisions be made for all children less than five years of age to have a nap or rest period. We also encourage the older children to rest quietly as well. Each child will be provided with a sanitized mat for this time. Please provide a blanket, labeled with your child's name, for use during this time. These blankets must be taken home EACH week, on your child's last day of the week for laundering.

After approximately a half hour, any child who is still awake will be allowed to do a quiet supervised activity.

Nutrition

Nut-Free School: We are a nut-free school. If your child participates in the Lunch Bunch or Lily Pad Corner programs, please do NOT send your child to school with food items containing nuts or nut products.

Snack:

We provide a nutritious snack, daily in the preschool program and in the Lily Pad Corner program. Each snack shall include at least 1 serving from each of 2 or more of the four major food groups. A weekly snack menu can be found posted on the parent bulletin board.

Lunch:

If your child attends the Lunch Bunch or Lily Pad Corner programs, please provide a nutritious lunch for your child and remember to include any utensils your child will need. We cannot refrigerate, prepare, or heat lunches for the children, so please plan accordingly. When preparing your child's lunches, please remember to provide small portions that your child can easily eat him/herself, and try to keep meals low in sugar. Please don't pack nut products, candy or soda pop of any kind. If you need suggestions for healthy lunch choices, please ask. We do not allow the children to share lunches. If you forget your child's lunch, your child will be provided with one at a cost of \$4, which

increases by \$.50 for each lunch provided by the center, with a maximum charge of \$6. This fee will be reflected on your next month's bill.

Other School Policies and Misc. Information

Birthdays

We love helping a child celebrate a birthday. We let our birthday child be our special helper for the day and provide them with a special birthday crown. If you would like to send in a special snack to share with your child's class, please check with your child's teacher for classroom allergies and for the number of individual servings that will be needed. Please make sure the snack is something that can be easily served such as popsicles or cookies and that is also low in sugar if possible.

School Holidays and Closures:

We follow the Buckeye Union School District school schedule and will be closed the following:

Labor Day – Sept. 5

Veteran's Day – Nov. 11

Thanksgiving Break - Nov. 21 – Nov. 25

Winter Break/Christmas - Dec. 19 – Dec. 30

Martin Luther King, Jr. Day – Jan. 16

Lincoln's Birthday/Staff Development Day - Feb. 13

Washington's Birthday - Feb. 20

Spring Break: Apr. 2 – Apr. 6

Last Day of School: May 24 or May 25 (depending on child's schedule)

We may provide an extended care program during the Thanksgiving, winter, & spring breaks at an additional charge if enough clients need this service. We will have a sign up sheet the month prior to these school closures to determine need. Should not enough clients need this service, we will provide contact information for childcare providers in the area upon request.

Froggie Frontier will follow the same action taken by Buckeye Union School District (BUSD) in the event of a school closure due to snow. If BUSD closes its El Dorado Hills schools, then so will Froggie Frontier. Every attempt to contact you will be made if this action is taken. You can also tune in to local television and radio stations or visit www.buckeyeusd.org or www.froggiefrontier.com to access this information.

Other Policies

Video/DVD/TV Policy

Videos, DVDs and TV viewing are used only for special events, curriculum enhancements, non-napping children in the Lily Pad Corner program, or on occasion, during recess time in inclement weather. Any TV programs shown are chosen only from select networks (such as PBS) and videos and DVD's have been previewed by Center staff or a member of the Parent Participation Program to ensure that they are age appropriate and don't contain violence or inappropriate behavior or language. For this reason, we ask that children do not bring in videos or DVD's from home to share.

Photo & Media Policy

We take photos of the children for use throughout the classroom, on bulletin boards, student folders and for viewing by parents, guardians, and staff. Photos and videos of your child will not be used for advertisement, school publications or the school website without your permission.

Rights of the Licensing Agency

Froggie Frontier is licensed by the State of California, Department of Social Services. The Department of Social Services has the authority to interview children or staff, and to inspect, audit and/or copy childcare records, without prior consent. The Department of Social Services has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Tobacco-Free School

Froggie Frontier is a Tobacco Free School and no smoking of any kind is allowed by staff, parents and the general public at the school, church or around school and church grounds.

Dogs at School

Because of potential allergies and general safety, dogs are not allowed inside the school or playground unless they are Seeing Eye dogs or companion dogs, or are part of a school event or instructional program.

Discipline Policy

Our staff is trained in positive discipline techniques. We focus on teaching children to use their words to express their feelings and solve problems with others. We use frequent role-playing exercises with the children so they can learn appropriate ways to socialize with others. When misbehavior occurs, we will verbally discuss ways to handle the situation, use re-direction and/or positive reinforcement whenever possible. If these techniques do not work, staff may remove a child from a group area for a "time-out" as long as visual supervision can be maintained. A timer will be used and the length of time will be the same as the child's age. (Example: A three-year-old child is in time out for no more than 3 minutes.)

Staff will gently, physically remove a child only if:

- a) the child is hurting another individual
- b) the child is in danger of being hurt
- c) the child refuses to leave an area as required.

If a child is crying or disrupting the rest of the children, the child will be removed to a quiet area of the room, away from the group and be calmed. The child's parent will be informed when physical removal is necessary. An incident report will be completed and needs to be signed by the parent.

Children often react to what we, as adults, might consider "minor" changes in their lives. Please keep us informed about things that might be occurring at home so we can offer

extra support to your child as necessary. We believe in working together with the parent to make sure each child's experience in preschool is a successful one.

In the event that a child is continually struggling with behavior issues, we will require a parent/teacher/administrator conference in order to establish a plan to help your child. This might result in the use of a behavior chart, reward system, behavior contract or other strategies. After 2 weeks, a follow up parent/teacher/administrator conference meeting will be conducted to review the changes in behavior and to make modifications as necessary.

Continual disruption of class and/or lack of respect for staff and/or other children will result in a phone call to the parent requesting immediate removal of the child from the center for the day. The second call for removal within thirty days will result in two-week probation. If there has not been an acceptable behavioral change in that two-week period, or if the behavior returns, then the child may be dismissed immediately. In the event that a child becomes violent or is considered dangerous to the health or safety of self, other children, or staff, the administrator reserves the right to dismiss a child with a 24-hour written notice to the parent.

Our Discipline Policy shall be in accordance with Section 101223, Personal Rights from the State of California Department of Social Services as follows:

Each child receiving services from a Child Care Center shall have rights, which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality:

California Department of Social Services - Community Care Licensing
Division
River City Regional Office
8745 Folsom Blvd. Suite 200
Sacramento, CA 95826
(916) 229-4530

- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.

- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Health and Safety

The health and safety of your child and the other children at the center is our top priority. A daily health review is given when each child arrives at the center. The center reserves the right to determine whether a child is well enough to be in attendance that day. Refunds or “make-up days” are not given for absences due to illness.

Please keep your child home if he/she:

- has a fever or has had one during the previous twenty-four hour period.
- has a heavy, colored nasal discharge.
- has a constant cough.
- Have symptoms of a communicable disease* (symptoms may include: reddened eyes, sore throat, abdominal pain, nausea, diarrhea, and fever).

Your child may return to school:

- If your child has a written doctor’s release to return to school
- Twenty four hours AFTER all symptoms are gone
- If the incubation period for a communicable disease has passed.*
- If your child has been fever free, without medication for 24 hours

***Communicable Disease Policy**

Please notify the school at once if your child has a communicable disease so that we may notify other parents of possible contact and/or exposure. Any child with a communicable disease must have a written doctor’s release before returning to the center. Communicable diseases include but are not limited to: conjunctivitis (pink eye), chicken pox, encephalitis, fifth disease, head lice, hepatitis “A”, hepatitis “B”, hepatitis “C”, impetigo, measles, meningitis, mononucleosis, mumps, pin worms, ringworm, salmonella-shigella (gastroenteritis), scabies, streptococcal infections (scarlet fever, strep throat), tuberculosis, whooping cough.

Illness/Injury/Emergency

If your child is seriously injured or becomes ill at the center, you will be notified immediately and expected to pick your child up promptly from the center. If you cannot be reached, we will continue on to the list of people you provided on your child’s form that can pick your child up from the center. Your child must be picked up within 1 hour of notification of illness. Failure to do so will result in a \$15 per hour fee. In the event of an urgent condition, and one of the child’s parents or legal guardians cannot be reached, we will contact the physician or dentist listed on your child’s emergency form or have your child transported to a local hospital for care.

Medications

Medications, both prescribed and over the counter, may be given by the Administrator or approved staff if the following criteria are met:

- Medication is in the original container

- A note from a physician gives permission to dispense medication, indicates date, time and amount to be given and has both the physician's signature and the parent's signature.

If the above criteria are not met, center staff will NOT administer medication. A parent is welcome to come to the center to dispense medication to his/her child.

Emergency Procedures

Froggie Frontier has a well developed and complete emergency response plan that has been coordinated with local agencies and that clearly identifies the specific actions for any emergency situation. These are posted next to the fire alarm and exit door in the front classroom. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the year so they will be familiar with how to respond in an emergency situation. If evacuation of the school is necessary, we have designated two locations for relocation of the children depending on the type of emergency. The children will first be relocated to the St. Stephen's Lutheran Church. In the event that the church facility is not safe, our designated meeting spot is located at 936 Olson Lane (at the corner of Latham Avenue).

Pesticide Regulations

The Healthy Schools Act of 2000 protects your right to know when certain pesticides will be used at your child's school or childcare facility. In the event that Froggie Frontier uses pesticides at its facility or playground, you will be provided with specific information on the pesticides to be used prior to their application. You may access more information at www.schoolipm.info

Parent Communication & School Visits

Communication:

We encourage honest, open communication. The staff truly wants to work with you to provide the best preschool experience possible for your child. Please feel free to ask questions at any time. If you have a concern or need to have a private conversation, please schedule a time to conference with your child's teacher and/or the director before or after school. We want to be able to give you our full attention, and this is difficult when we are responsible for teaching and supervising the students. You can expect to receive a newsletter about twice a month via email. Parent/teacher conferences will be held twice a year for Pre-K students, and one time a year for Preschool Students. If you have any questions, please do not hesitate to ask.

School Visits:

Throughout the year, we have several family events here at school that you are encouraged to attend. You are also welcome to visit your child's classroom or drop by the center at anytime.

We look forward to a great year with your child!