



Parent Handbook

Please keep for your records



Welcome!

Welcome to Caughlin Club Kidz! Thank you for choosing Caughlin Club Kidz for your family's childcare needs. We understand how important this decision is for you. After meeting the Director, taking a tour of our facility and reviewing this Handbook we hope you will be able to feel confident and comfortable in choosing Caughlin Club Kidz to care for your child(ren).

Caughlin Club Kidz provides a comfortable and safe atmosphere where the children can make choices for themselves. Our program is based on the philosophy that young children learn best through play and age appropriate curriculum that meets the diverse needs of every child. We believe that hands-on learning is how children learn best. Children have a greater capacity for learning when they are encouraged to make their own choices throughout the day. The children are given individual activity time, where they are able to work at their own pace. As children grow and develop they learn the skills needed to work together in group interactions. They will be given these opportunities throughout the day including: circle time (where we sing, dance, act, share and read stories), and group projects (cooking, building, gardening, etc.). Children also need specific time to play and relax. So there will be plenty of time to do just that. During "free" play time, the children have a large variety of choices (writing, coloring, puzzles, blocks, art, manipulatives, dramatic play, etc.). Our Early Childhood Education Program is designed with a structured curriculum and consistent routines that will stimulate the overall growth and development of the children in our care. We understand that every child is different and unique. We consider the WHOLE child in our approach to fostering growth and development. This means that we take into consideration every child's social/emotional, language/literacy, cognitive (math/science), intellectual, and physical development. Caughlin Club Kidz Preschool is a place where your child can strengthen his/her developmental skills. Where they can play, explore, discover, learn, and trust. While the staff's job is to focus on your child's needs, we realize that family involvement is extremely important, and is strongly encouraged. Together as a team, we will strive to help your child reach his/her full potential in life. Our goal is to foster a sense of positive self-esteem in every child in our care. Once children feel confident about themselves, they can accomplish almost any task set before them. Confidence is key to greater learning and success. Your child is a unique individual and we want each child to feel special and appreciated. If your child has special physical, dietary, allergy or other need, please let us know so we can accommodate them.

Your participation in your child's preschool experience is encouraged and welcomed. If at any time you would like to come and observe you are welcome to do so. If you have a special talent, would like to read a favorite book, or just hang out with your child's class, please let the director know. We have an open door policy!

We are very happy that you have chosen us to care for your little one and look forward to getting to know your family.

If at any time you have questions or concerns, please feel free to contact the Director at the center. The center phone number is (775) 747-6072.

Sincerely,

Rhonda Devencenzi and all the phenomenal staff at Caughlin Club Kidz

Director – Rhonda Devencenzi: rhonda@caughlinkidz.com

Policies and Procedures

Introduction

Caughlin Club Kidz is a licensed childcare center. We are licensed through the State of Nevada Child Care Licensing to care for up to 95 children, six weeks old to 18 years of age. This means the facility, staff and care of the children are operated under strict regulations. The State of Nevada Child Care Licensing, Fire Department and Health Department monitor these regulations closely and we are inspected and our license renewed annually. We are also a part of QRIS, which is a quality improvement system that assesses our facility and staff to ensure that we are providing quality care for every child in our facility.

Caughlin Club Kidz is not a part of Caughlin Adventure Camp (School-age Program next door in the Caughlin Athletic Club). That program is not a licensed program. These programs are run separately but are affiliated with each other.

Our Moto

“Dive into Learning”

Our Address

4102 Caughlin Parkway

Our Website

caughlinkidz.com

Our Facebook

Caughlin Kidz

Phone Number

(775) 747-6072

Fax Number

(775)747-6091

Hours of Operation & Late pick-up policy & Fee's

Caughlin Club Kidz hours of operation are from 7:00 a.m. to 6:00 p.m., Monday through Friday. A late pick-up fee of \$1.00 per minute, per child will be charged for every minute late past 6:00 p.m. If you are going to be picking up late, please call the center to let us know.

Holidays & Closures

Caughlin Club Kidz is CLOSED the following Holidays (Closures will be posted):

New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, Christmas Day and the day after or day before (depends on where holiday lies). We will be closed early the day before New Year's, Thanksgiving and Christmas. Please make sure you check the front door for holiday closure reminders. We also close twice a year (every 6-months) for professional development and facility improvements. Periodically we may have to close for a maintenance or facility improvements with no or little notice. We will do our very best to give you as much notice as possible. In the event that your child's regular schedule includes a closure you are still responsible to pay your regular tuition for that day (no refunds), as well as we do not allow a “make-up” day on these occasions.

School Closures – Natural Disasters

Caughlin Club Kidz might have delayed starts or closures due to bad weather and road conditions.

We will communicate this the following ways:

- Inform News Channels 2, 4, and 8
- Post on our Facebook page @CaughlinKidz
- Message via Procure Parent Engagement App

In the case of a natural disaster (snow, power outage, flood, earthquake, health outbreak, etc.), Caughlin Club Kidz may have to close the facility with short or no notice. In the event of a natural disaster, you are still responsible to pay your regular tuition. For example, the facility closes due to a power outage on a day your child attends; you will still be charged your regular tuition for that day (no refunds).

Waiting List

There is a waiting list for all of our classrooms. The waiting list fee is \$50.00. This fee is nonrefundable. This fee insures us that you are serious about attending when there is a spot available. When put on the waiting list you are not guaranteed a start date until one becomes available. You are welcome to call and check on the status of your enrollment, but please keep in mind that current clients and employees have priority over a new client. If you have not paid a \$100 registration fee your spot is not guaranteed.

Enrollment

Upon enrollment, parents must fill out all required paperwork and provide a copy of their child's current immunization records. Within 30 days after their enrollment date, you MUST provide a well-child check-up. If you do not provide immunizations and well-child letter your child will not be able to attend and you will still be responsible for regular tuition until this is provided.

Tuition Rates: All tuition payments are to be paid on a weekly basis through tuition express (required AUTOPAY).

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|--|------------------------|--|
| Waiting List Fee | \$50.00 | |
| Annual Registration Fee: | \$100.00 | (charged on your child's anniversary date) |
| Supply Fee: | \$50.00 | (changed every June) |
| Multi-child Discount: | 10% off one child only | |
| Credit Card Processing Fee of 3.5% for EACH transaction. | | |

See current year tuition rates within enrollment packet. Rates can change every year. Please see our tuition rate form for the year. In most cases, the tuition rates increase every January, but rates are always subject to change with a minimum 30 days' notice.

Other discounts or fees that may apply:

- If you enroll your child for at least 3 days you will receive a discount on a membership at the Caughlin Athletic Club.
- Late Tuition Fee: \$25.00 if not received by Tuesday morning.
- Late Pick-up Fee: \$1.00 per minute, per child (after 6:00 p.m.)
- If payment is made with credit card or debit card, you will be charged a 3.5% (Visa and Mastercard) 4% (Discover and AmEx) processing fee. These fees are subject to change as increases occur.

Infant Deposit:

All infant (6 weeks to 12 months) spots are 5 days a week (No exceptions) this program requires a two week tuition deposit to hold your child's spot in the classroom. If your child does not start on the date agreed you will not get the deposit reimbursed. This deposit goes towards your child's initial enrollment date. If your child starts on the original date the deposit will go towards your child's first two weeks of childcare.

Payments

Tuition Express (EFT) forms are REQUIRED to have on file. You are welcome to request a tuition statement at any time via email or in person. Tuition Express (auto billing) will be debited by Tuesday, if you'd like to pay by check it must be done prior to Tuesday or your account/card will be billed. If you have any questions or concerns, feel free to contact the Director or Assistant Director at (775) 747-6072. You are welcome to pay when you check your child in or out with your credit card at point of sale. Reminder there is a 3.5/4% credit card processing fee for all credit card transactions. If tuition has not been received on time, a \$25.00 late fee will be charged as of Tuesday morning. If a child is restricted from attending due to a parents past due balance, there are NO credits for days unattended. Non-Attendance for past due payments, does not constitute a termination or cancellation in services. Parent is expected to pay any past due balance so their child can continue attending.

We accept all major credit cards, cash and personal checks. Please make ALL checks out to Caughlin Club Kidz. Returned checks (including, but not limited to NSF/Stop payments) will incur a \$25.00 fee.

Refunds

There will be NO refunds of ANY kind. NO EXCEPTIONS!!!

Children's Schedules:

We ask that you provide your children's scheduled drop off and pick up times. This helps us to staff each classroom appropriately. If your child will not be attending his/her regular scheduled day/time, please be sure to communicate that with your child's teacher and director by calling in or writing a note on the Procure app. If your child will be late, please make sure to call in. We will not accept any children during naptime from 12:00 p.m. to 2:30 p.m. due to the disruption of the class. While we strive to accommodate the needs of our families, attending extra days or times is subject to space availability in each classroom and must be prearranged.

If you are needing to alter your child's scheduled days they will be in attendance you will need to give a 30-day written notice or fill out a Change Form. If you are dropping days there is no guarantee that if you need them again they will be available and you may be placed on a wait list for those days until they become available again.

Drop off or Pick up Policy

Everyone authorized to pick up or drop off your child(ren) will need to be listed on the enrollment forms. Only those who are listed on your enrollment packet will be authorized to pick up your child from Caughlin Club Kidz. The person MUST be 18 years old or accompanied by an adult that is on your pick up list in order to pick up your child. We will ALWAYS ask for identification, so be sure they bring their driver's license with them. No child will be released to a person who does not have the authorization from you. We must have the parent's written permission to change their authorized pickup list. You MUST list at least one additional person to pick up your child up from school.

Termination of CHILDCARE

If you are terminating your child's enrollment from Caughlin Club Kidz you MUST give a FULL 30-day WRITTEN notice. If you do not give a written notice you will still be held responsible for paying 30-days after the last day of attendance, including any late fees. If a child is restricted from service due to non-payment/past due balance, this does NOT constitute child has been expelled, therefore if parents remove child from program, the 30 day written notice requirement is still in force.

Vacations

After one FULL year of attendance with no tuition breaks, your family can receive a one-week vacation of tuition payments. You MUST give written notice of all vacations regardless of tuition fees and it MUST be approved by the Director prior to the vacation. The vacation MUST be taken in a one-week period (Monday through Friday), and your child(ren) **cannot** attend. If your account has not been in good standings for ONE-FULL year, your tuition will stay the same regardless of whether your child attends or not.

Returning Children

If you remove your child from our care for any period of time, you will be responsible for paying a \$100.00 registration fee EACH time the child returns. Your child's spot is not held when you withdrawal from the program, so please make sure to check the availability in your child's classroom.

Trained Early Childhood Providers (Teachers)

The teachers are hired by the Director. We strive for our staff to have prior experience working with children and ALL providers are required to be current on the following (required and regulated by the State of Nevada Child Care Licensing):

- State Fingerprinting/Background Check (every 5 years)
- Tuberculosis Test (every 2 years)
- First Aid & CPR Certified (every 2 years)
- Child Abuse and Neglect Class (within 90 days)
- Communicable Disease Class (within 90 days)
- Nutrition Class (within 90 days)
- SIDS Class (within 90 days)
- Building Safety (within 90 days)
- Emergency Preparedness (within 90 days)
- Medication Administration (within 90 days)
- Shaken Baby Syndrome (within 90 days)
- Transportation (within 90 days)
- 30 approved Early Childhood Education credit hours per year.

Your child's teacher will be in the following dress code every day.

- Caughlin Club Kidz shirt or sweatshirt
- Solid color pants or capris'

Babysitting:

If you choose to use any of our staff from Caughlin Club Kidz for private babysitting outside of the center, please be aware that Caughlin Club Kidz will not be held responsible for anything that may happen outside of the center (medical or hospital bills, incidents, accidents,

etc.). You take full responsibility for the staff member and your child(ren). Current or previous staff members may **NOT** babysit a child **DURING** the hours of operation of the Center (**7:00 a.m. to 6:00 p.m., Monday through Friday**). This is a violation of Caughlin Club Kidz Policies and Procedures. The WAIVER AND RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT (included in the enrollment packet) must be signed and returned to us.

Social Media Policy

Caughlin Club Kidz employees are forfeiting the right to befriend a client on any form of social media (Facebook, Snapchat, Instagram, etc.). This policy protects the company, employee and client. Once a client is no longer a client or an employee terminates employment this policy is voided. There are exceptions to this rule, but they must be approved by the director. An example would be you referred a friend or family member to our company.

Snacks:

Caughlin Club Kidz provides a morning snack around 9:00-9:30 a.m. and an afternoon snack around 2:30-3:00 p.m. We provide whole milk for all children under 2 years of age and 1% milk for all children over 2 years old. Lunch is around 11:30 a.m. EVERY DAY. You are required to bring a lunch for your child. Lunch boxes are to be CLEARLY labeled with a cold pack. If we cannot find a meal for your child, we will make your child a lunch and charge your account \$5.00. Meals MUST consist of a WELL BALANCED diet. No soda or junk food please. We are able to warm up lunches in the microwave for 30 seconds, but we do NOT cook meals. ALL lunches MUST be **NUT FREE**.

Reports and Documentation

It is required by licensing that if your child is hurt while in our care you will receive a written incident report. If your child HURTS another child, teacher, or client while in our care you will receive an incident report from within the Procure App. These reports will inform you, the director and licensing of what, when and where it happened. If your child gets hurt there also will be an incident report. You may get a phone call depending on the nature of the injury. All reports (daily's, incident/accident reports, field trip permission slips, etc.) will be filed through our online ProCare app. In the event of a head related injury the parent will be contacted by phone immediately.

If your child comes into our care with something noticeable we will do a NOTE within the app also to have documentation. We will ask you what happened and document it as well.

Child Safety and Protection Laws

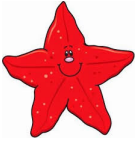
Under Nevada Revised Statute, ALL childcare providers, including the director, are considered **MANDATED REPORTERS**, and MUST report (within one hour) any signs of child abuse or child neglect. If any staff member feels that any form of abuse or neglect is happening, they will not hesitate to make a report to the local Social Services Department and Child Protective Services (CPS). We ALWAYS encourage you to notify the Director and/or staff if your child has a mark on them to avoid Social Services and CPS being called.

Feeding Room

We offer a breast feeding room located behind the front desk in the lobby. This room is for breast feeding mothers to nurse or express (pump) and/or for parents whom want to come in to bottle feed their infant or toddler. We provide a private, sanitary, quiet and cozy area for your child and you to bond. Please feel free to use this room as often as you wish. The classroom is also available.

IN ALL OF OUR CLASSROOMS:

While your child(ren) are in our care, it is still their responsibility to follow the rules of the preschool center. This means they will have to be kind, respectful and courteous at all times! This includes the other children in the center, the staff, toys, equipment and property. If your child is destructive and intentionally breaks any of our property you will be responsible for replacing it. (This does not include day to day use of toys and supplies.) If your child is disruptive and/or will not listen to the staff you will be asked to pick your child up. Please see our Positive Behavior Encouragement Policy for more information. Always be sure to take your child to the appropriate classroom and check in with the staff member in charge. Children are never to be left unattended in any area of the school. For the safety of your child, please check your child in and out each day using the Procure App. Law requires attendance records. Please check the classroom bulletin board throughout the month. Parent info and fun activities to do at home will be posted. Monthly newsletters and lunch menus will also be posted and are available at caughlinkidz.com. Please return any school items that are accidentally taken home to the front desk.



The Starfish - Infant Care (6 weeks to 12 months old):

We will provide your infant with a safe place to play as well as learn. We will give your baby lots of unconditional love and attention. Our precious little babies are so new and delicate to this world they need lots of one-on-one attention. This is why we keep the ratio in this classroom low. There is at least one teacher to every four infants at a time. There are times where even four little ones can seem over-whelming and we want to reassure you at those times the ratio will drop. We want to be sure that all of the babies are getting their needs met. In this classroom your baby will be encouraged to do tummy time, work on hand eye coordination, large motor activities, as well as work on simple day to day tasks. This includes making sounds, eating, sitting up, etc. Each infant will have their own individual goals and objectives to work on. The teachers will keep notes of their development throughout their time in the Starfish classroom. What a fun and adventurous age. In this classroom your child will be encouraged and taught how to walk, talk, to use sign language (please, thank you, sharing, using words, etc.), small & large motor skills, and so much more. We will continue to document your child's development throughout their time here at Caughlin Club Kidz.



Sea Lions- Toddler Care (12 months to 20 months old):

While your child is in our care, we will provide your toddler with a morning snack around 9:00 a.m. and an afternoon snack around 3:00p.m. We provide the low teacher to child ratios in this classroom since the children still need some one-on-one attention. The ratio is one teacher to every five children. This is a very impressionable year; where your child is becoming an independent little person. In this classroom the children will start their journey into learning. We do a lot of praising and encouragement of self-help skills (washing hands, self-feeding, etc.). The children develop so much during this year. The teachers will keep adequate documentation of the children's development in this classroom with an assessment and portfolio binder.



The Jellyfish- Preschool Care (20-30 months old):

In the Jellyfish classroom, we will continue to maintain a one teacher to six children ratio with children ages approximately 20 months to 30 months old. We will provide your child with lots of praise and encouragement in this classroom. We will use a thematic age-appropriate curriculum to teach your child daily. In this classroom, we will focus on social-emotional skills as well as self-help skills, and communication. We will continue to work on communicating verbally as well as through sign language so that children can express their needs. We will begin to introduce more structured circle time activities for 5 to 10 minutes each day in this classroom. Children should be weaned from bottles and use sippy cups in this classroom.



The Sea Turtles – Older Toddler Care (30 to 40 months old years old):

We will provide your child with a low ratio at six children per one teacher. We implement a thematic developmentally appropriate curriculum each week. In this classroom these children are encouraged to participate at circle time for 10-15 minutes through singing, reading, and discussing important thematic topics. They will be learning to follow direction, participate in creative art activities, identify their name, be introduced to sign language, self-help skills (washing hands, self-feeding and toilet training), and how to share and take turns. Children MUST be potty trained by the age of 3.5years in order to move to the next class (the Dolphins). If they are not potty trained by this time they will no longer have a spot to remain in the Sea Turtles.



The Dolphins – Preschool Care (3.5 to 4.5 years old)

In this classroom, we will prepare your child to become confident in directions and tasks put forth. We will provide your child with a thematic age appropriate curriculum working towards Kindergarten readiness. This includes tracing/writing their name and name recognition, art, coloring in the lines, identifying their ABC's, counting, colors, shapes, days of the week, team work, and problem solving. Before entering the dolphin classroom your child must be fully potty trained, although we understand accidents may occur.

Transition Period

When your child gets approximately two weeks prior to their age to move to the next class you will receive a transition packet for that classroom. This packet will introduce you to the new teachers in the class and it will also help you to understand what changes your child will be expecting in the new classroom, along with the new schedule. It will also assist you with pointers on how to make the transition from one class to the next as easy as possible for your child. Please read the transition pack through and ask as many questions as needed.

Holiday Celebrations

We do celebrate ALL holidays regardless of individual beliefs and/or religions. If your family celebrates a holiday that we may not know of please let the director know and we will do our best to include that celebration in our lesson plans.

Birthdays Celebrations

We celebrate Birthdays at Caughlin Club Kidz Preschool. A nice reminder is always welcome. We will do our best to celebrate your child's birthday throughout the day with special activities and songs. It is YOUR responsibility to send something special if you'd like (cupcakes, cake, cookies, treats, etc.) for your child and their classmates. We will serve them during the afternoon snack period (3:00 p.m.). The providers will add special stories, songs, and so forth, to make this a special day for your child and her/his classmates.

Parent Involvement Policy

We strongly believe that your involvement as a parent is very important and that your involvement empowers your child's learning experiences. Please make sure that every day you are interacting with your child's teacher at pick up or drop off to find out how your child's day was and if there is any information that needs to be shared.

As your child's preschool we will do the following:

- Make ALL new parents aware of the centers computer systems, policies and procedures and encourage parents to interact with the children and staff while visiting our facility.
- Inform parents on a regular base about their child's progress.
- Ensure that parents feel welcome to contribute their own skills, knowledge and interests by volunteering in our center.
- Involve parents in shared record keeping about their child, whether formal (ASQ's) or informal.
- Keep parents aware of dress up days, special events (Donuts with Dad, Muffins w Mom, Trick-or-Treating) and scheduled events (picture days, runs, fundraisers, closures etc.)

**Procure Parent Engagement App**

Caughlin Club Kidz uses the Procure App for parent engagement to communicate with our families. This allows parents to get up to date information of how their child(ren)'s day is going including activities as they occur throughout the day. We also use this app to communicate with parents for various events, dress-up days, snow days and facility closures. This app is also a great way for parents, teachers, and staff to have two-way communication to notify of pick-ups, drop off or absences. This app is also how parents are notified of incidents/accidents (unless an injury above the neck occurs you will get a phone call and a report in the app).

All parents **MUST** use Procure to check their child in and out every day. You will receive an email from us with instructions of how to sign in/up for this program. If you do not get an email please reach out to the front desk.

Parent Participation / Volunteering / Observation

Parents are ALWAYS welcome in our facility with no or little notice (this includes before enrollment and during enrollment). Parents are welcome and encouraged to volunteer to help in the classrooms. Parent volunteers may be asked to:

- Help with snack (including set up and clean up)
- Cutting out or copying things for curriculum
- Reading to the children
- Help direct group-centered activities
- Help with end of the day clean up

Please just let your child's teacher know when you want to volunteer so they can make a schedule for you and be prepared for your help. Also be sure to sign in at the front desk in the white binder under volunteer. If you volunteer often you will be required to get a negative TB Test and a Washoe County Sheriffs Card that is required by social services.

Volunteers are always nice to have, but the safety of the children and providers is most important. No strangers are allowed to volunteer. All volunteers must be referred to the director prior to coming in.

Open-Door Policy

We invite you and anyone authorized by you to visit your child while in our care at ANY TIME, with no or little notice. Phone calls are also welcome. Our phone number is (775) 747-6072. While you are visiting, you must follow the center's policies and rules for yourself and your child. Parents may be asked to leave and lose this benefit if they do not abide by Caughlin Club Kidz policies and rules or the child and/or classroom becomes in distress.

Internal Cameras

As a safety feature we do have cameras installed in all of our classrooms, playgrounds and the lobby area. These cameras are recording at all times. They are not open to the public, but for the director to oversee the classrooms. If needed we can access recordings to check for incidents.

Parent/Teacher Conferences

Parent/Teacher conferences will be scheduled at least one time per year. This meeting is just to touch bases in regards to your child and their development in preschool. We will go over your child's recent assessments and child portfolio during this meeting. Parent/Teacher conferences thereafter are available upon request at any time or as needed. Please contact the director for the best time to come in or if you prefer a phone conference that can also be arranged.

Smoking Policy

Caughlin Club Kidz is a non-smoking facility. Smoking is completely prohibited on the campus or in the company vehicles.

Health Policy

If you are contacted to pick up your child due to illness, please pick them up as quickly as possible, within 1-hour (or have someone on your list pick them up) to limit contaminating the other students. A doctor's note may be required on a case-by-case basis in order for your child to return to class.

Please notify the school as early as possible if your child will be absent due to illness. If your child has been exposed to a contagious illness, please notify us immediately and a notice will be posted if/when necessary. We do have requirements by the Health Department to report certain illness so it is important to ensure that we know what is happening when your child is out sick.

****Illness****

Please make sure you have alternative care for your child in case of an illness or emergency. Please keep your child(ren) at home or he/she will be sent home if ANY of the following symptoms arise:

- *Has vomited or has had diarrhea within the last 24 hours.*
- *Has a fever (100°+) or has had one in the last 24 hours.*
- *Has a rash (other than a regular diaper rash).*
- *Has yellow or green nasal discharge. (Unless a doctor's note stating not contagious is presented within a day.)*
- *Has a consistent cough. (Unless a doctor's note stating not contagious is presented within a day.)*
- *Is fussy, cranky, or generally out of sorts and unable to participate in regular classroom routines.*
- *Have symptoms of possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify me at once if your child does have a communicable disease. By law, if a communicable disease has been in the facility, I must post it so that all parents are aware of it and notify Licensing and the Health Department.*
- *Has Pink Eye/Conjunctivitis*
- *Has Head Lice/Nits*

If your child shows any of these symptoms while in our care, you will be asked to pick them up. Your child cannot return to daycare within 24-hour period without a doctor's note that states they are not contagious, and what illness they have. Please be aware, that the director also has the right to OVERRIDE a doctor's note and not accept your child into the learning center. If they feel the child cannot participate in the regular everyday activities, you may be asked to pick your child up from the facility. Please be aware that we have these policies in place to prevent the spread of illnesses to children and our staff across the facility. We do offer a sick waiting area for children to wait until someone comes to pick them up if staffing is available to oversee the child.

Your child may come to school:

- *If a cold is over, but a minor nasal drip remains.*
- *If there has been an exposure to a communicable disease, but we have been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home.*
- *Your child has been without a fever for 24 hours and is able to participate in all activities for the day.*
- *A doctor's note may be required depending on the circumstances.*

A Parental Release for Prescription Medications form is required for the school to administer over-the-counter or prescription medication to your child. Prescription medication must be in the original prescription bottle with instructions and dosage. If the medication is over-the-counter we need a doctor's note with dosage and instructions/reason for use.

Please see the information board located in the hallway near the restrooms for the Health Department requirements. They require us to exclude children for certain conditions. We do not have any flexibility with Health Department requirements.

Emergencies

In case of a serious injury, we will make an immediate attempt to contact you or someone on the emergency contact list. If necessary, we will also (before or after) call paramedics. Until the arrival of a parent and/or the paramedics, Caughlin Club Kidz will be in charge and make all medical decisions regarding the care of your child. You will be expected to assume responsibility for any result in expenses not covered by Caughlin Club Kidz insurance. It is in your child's best interest that you keep up-to-date records in your child's file at ALL TIMES: phone numbers, emergency numbers, and other important health information.

In the case of a minor injury, a first aid kit is available on site. However, first aid can only be administered in an emergency situation. Teachers of Caughlin Club Kids are welcome to wipe a cut off, clean it with soap and water and apply a band aid to your child, but they may not put anything medicated on the injury. All providers are trained in CPR and First Aid, and will administer First Aid or CPR if or when your child may need it.

Evacuation Plan

If we have to leave the facility with your child due to an evacuation of the area (fire, flood) we will put all children in our company and personal vehicles with or without a car seat to get everyone to a safe place. Our first evacuation point is Roy Gomm Elementary at 4000 Mayberry Drive Reno, Nevada. Our second evacuation point will be Reno High School at 395 Booth Street Reno, Nevada. We will notify you as soon as we reach the location safely. The director will post the evacuation on the Procure app. It is VERY important that ALL parents have the procure app.

Outdoor Plan

Unless the weather is extremely bad, we will go outside EVERY DAY! For 15 minutes to 45 minutes, depending on weather, but it is a requirement that the children get fresh air EVERY DAY!! If your child cannot go outside they should not be at school. Please make sure your child has appropriate clothing for the weather so that they are also able to go outside. Reasons we would NOT go outside can include temperature (too cold/hot), smoke, lightening in the area etc. Just because it is raining or snowing is not always a reason we would not go outside. If we are unable to go outside we will attempt to use the basketball court located in the Caughlin Athletic club so that children can get their wiggles out.

Physical Activity Statement

Physical activity in the early childhood setting is very important. Physical activity patterns developed in childhood tend to last through adulthood. We believe children should engage in daily physical activity that promotes health related fitness and movement skill every day. We provide opportunities for all of the children to develop their gross motor skills indoors and outdoors. We include physical activity in several areas of our daily routine and curriculum, including teacher directed outside time and "free" play outside time. We provide lots of things for the children to do. Such as ball games, tag games, hula hoops, jump rope, etc.

Walking Field Trips

Also don't forget about our nature walks around the beautiful Caughlin community. We enjoy taking the children around the community, however we do not permit the children to play in or around the streams, pet the animals or climb trees while we are out. Licensing also does not allow it. When we go on walking field trips your child will need to have the permission slip signed in the enrollment packet. Nature walks will be listed on your child's classroom curriculum forms, if you do not want your child to go and we do not have another classroom available for them to visit you may have to plan to pick up/drop off before or after. We ask that all children are encouraged by the parents to participate in all of our physical activities.

Offsite Field Trips

As offsite field trips do not happen often in our preschool program they do happen occasionally where we will need to use our vans. All children will need a signed permission slip for each field trip and a car seat or booster seat (dependent upon state car seat laws). Teachers who are above 21 years of age can drive the vans. All vans are fully insured and inspected yearly.

Swimming:

In the summer time all of our classrooms get to play in the water.

The Sea Lions (12m-20m), Jellyfish (20m-30m) and Sea Turtles (2.5yrs – 3.5yrs) play in our side yard with sprinklers and water toys. No standing body of water over 6”.

Our Dolphins (3yrs-4yrs) and Whales (4yrs-Kinder) get the pleasure of playing in the Caughlin Athletic Club baby pool once or twice a week. The pool is only 2 feet deep, however, the depth of the water cannot be higher than any child’s chest. Your children are welcome to bring life vests or floating devices to insure they feel and are safe. All classrooms will have a designated day to go swimming every week. The ratios drop to a 1 to 4. Also a lifeguard is on duty while we are swimming. During these times the pool will be open to the public, but each child that is enrolled in our program MUST wear a Caughlin Club Kidz BLUE tank top while in or around the pool.

Please note if the lifeguard calls in to work or we do not have adequate staffing to abide by the 1 to 4 teacher to child ratio we will not swim, however we will still play in the sprinklers. Our teachers will be taking role and counting kids before, during and after swim times. If you do not want your child to swim you will need to pick them up prior to their swim time. We do not always have availability to place your child in another classroom during swim and it is unfair to make them sit out and watch.

Screenings & Portfolios

Every child in our care will receive an assessment screening The Brigance Screen III or ASQ Questionnaire within 30 days of enrollment. These screenings will be done every six months thereafter. They will be kept in your child’s individual portfolio binder in their classroom. These screenings and portfolios are always available for parents to review. The portfolios will consist of the screenings, photos, and art work, writing and teachers anecdotal observations. All of this information will help each of the teachers reach the learning goals and individual needs for each child. These screenings and portfolios will show your child’s progress throughout their time with us at Caughlin Club Kidz Preschool. As each child moves up to the next classroom, their portfolios will follow them, then when they move onto Kindergarten it will be sent home with them.

Referrals

If we or you feel that your child may benefit from being professionally screened for something (speech, behavior, developmental delay, etc.) we have many resources that we can connect you with. Also we provide resources in the front lobby under the parent board. Feel free to reach out to your child’s teacher or the director for any questions or concerns.

IEP’s

If your child is in need of an Individualized Education Plan, we are more than happy to be a part of this process. Our staff will be able to sit in on your meeting to reflect their knowledge of your child’s development. Just let us know when and where.

Inclusion Policy

We understand that every child is unique. We will do our best to include every child no matter what special need they have as long as it’s within our means. We will work with any community resource and families to accommodate a child’s special needs. It is very important that we work as a team to find accommodations to best suit the child’s needs as well as the centers and the parents. We all have to be consistent and cooperative. We do allow specialists to come in and work with your child as needed. They must fill out visitor forms at the front desk before entering your child’s classroom.

Toys from Home

Please do not bring toys from home UNLESS it is your child’s share day. Share toys should be related to the weekly theme or if they are needed to help ease your child’s transition from home to school. Caughlin Club Kidz is NOT responsible for lost, stolen or broken toys from home! Absolutely No Guns, War Toys, or Other Toys of Destruction. NO EXCEPTIONS!!

Child Guidance / Positive Behavior Encouragement Policy

Caughlin Club Kidz uses positive guidance techniques, such as redirection, problem solving and talking it out, etc. We will never withhold food, sleep, outside time or bathroom privileges as a form of discipline. We promote a positive, enriching and compassionate atmosphere for your child. Our goal is to be consistent and fair in regards to child guidance and discipline.

However, if a child exhibits a severe behavior problem, it will be documented in detail as an alert to you and, if necessary, to understand the underlying causes. The director will also receive a copy and may ask for a parent-teacher conference to discuss the situation with you. Sometimes a child may exhibit a temporary, stress related, negative behavior. Many times, with a partnership together, we can help your child through a difficult period. If together, we are unable to find a solution for your child, we may be able to refer you to someone qualified to conduct a further evaluation.

It is very important for parents, teachers and children to know how unacceptable classroom behavior will be addressed. For the most part we have few discipline issues. Young children want to please their teachers and all our teachers use positive rewards to encourage good behavior. Instead of the teacher pointing out poor behavior, our teachers look for good behavior and praise them. The intermittent use of stickers, small toys, or other recognitions also serve as strong reinforces for positive behavior.

Of course, there are instances that require the teacher to change behavior that is disruptive to the classroom. The first step is to always bring the behavior to the child's attention and remind them that this is not something that is allowed in class. An alternative is offered at this time and the behavior is redirected. For very young children, under 3 years old, this is very effective and nothing more is needed or appropriate to use.

In older children, 3 years old and up, redirection still works and is very effective. For the child being disruptive they could be redirected to the sensory bin, library corner or play dough table. The teacher talks to the child about what is happening, and why he/she needs to evaluate their behavior. This is not a punishment, but a learning tool to help the child calm down, reassess what is happening, and become successful in the group again.

Occasionally a child persists in negative behaviors. The teacher will continue talking with the child, even the class about what behaviors are appropriate and what are not good choices. Last, but not least, the child could visit the front desk to regroup their self and talk to the staff member there and see if this calms the child and helps them turn their behavior around. If these attempts to help the child regain control in an age appropriate way fails, the parent will be called and the child will be sent home for the day. If this happens more than once, parent, teacher and director will meet to discuss a behavioral plan. If the behavior continues with all efforts taking place and/or the family is not complying with the plan we may have to withdraw the child from our program. This is our very last resort.

Our obligation to parents and children is to provide a fun and **safe** learning environment for ALL of the children in our care. We take this obligation very seriously. We also realize that there is a wide range of NORMAL behaviors in preschool children. We wish to respect the needs of all of the children, as well as not to disrupt the learning of any child.

Infant and Toddler Policies

Meeting the needs of your infant or toddlers is very important to us. We wish to give your child personal care for feeding, sleeping and play time the desire and need. Please always keep open communication between the center and your family. Let us know how your child did during the night and in the morning. Every day there will be activities added to the Procure app throughout the day so that you know when diapering, feeding and naps were. Staff will also include how the feeding went (ate all, did not finish a bottle, etc) and how long naps were. If you have any special instructions please communicate that with your child's provider.

During the day we will need disposable diapers, wipes and diaper rash ointment for your child. You may bring a diaper bag every day with these supplies or provide us with a week or two supply. We will put a note in the Procure app when we are running low and need more supplies. It is always good to include a change of clothes or two because accidents happen. If we need to change your child's clothes, we will give you the soiled clothes in a plastic bag to take home. We will need a crib sheet and SLEEP SACK (NO blankets) for your child. Please bring it on Monday and take it home to be laundered on Friday. If it becomes soiled, we will send it home and ask you for a clean one.

As indicated as best infant practices and as our policy it is only safest to put infants 12 months or younger to sleep alone, on their BACK, in a crib, free of anything and in their designated sleep sack. If your child rolls over we will keep a close eye on them. All Caughlin Club Kidz staff are required to take Sudden Infant Death Syndrome and Shaken Baby classes, so we can assure you that they understand the importance of this policy and how to care for your baby.

Bottles and sippy cups need to be clearly marked with your child's name and the date EVERYDAY. If you bring small containers, please label those also. Prepared bottles are refrigerated until needed. We will return the containers and bottles to you for you to take home every night and clean. If you want your child to eat certain foods at certain times, please communicate this with your child's teacher. Any uneaten food will be returned to you. We cannot keep food or bottles over night to be used the next day.

Your child's room is cleaned every day, including mopping the floors, vacuuming and spraying toys with bleach and other hard surfaces with disinfecting solution. Toys that are mouthed are disinfected during the day and we are careful to not allow cross contamination. Your child's bed is assigned only to your child. All teachers have been instructed in proper sanitary diaper changing, hand washing and sanitizing procedures to protect your child against infectious disease.

We provide a beautiful private, designated room (behind the front desk) so that our moms can comfortably breastfeed their babies. In this room there is a comfortable rocking chair, soothing noise machine, refrigerator, television, etc. to make it as comfortable as possible for mommy and baby. Moms are also welcome to nurse their baby inside of the classroom.

Biting Policy

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is

most common between thirteen and twenty-four months of age. This means it is a particular concern for the staff in the Toddler/Young 2's room.

For safety and health concerns, we take biting seriously. When it happens it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers. There are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy, or lack of communication skills. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, or attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child in this ages' mindset. The "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a bite incident is as follows:

The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary ice is applied to reduce any swelling or bruising. The biter is talked to on a level that he/she can understand and then is redirected or separated from the group with an activity to do. A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already hard situation more difficult.

- We look intensively at the context of each biting incident for patterns in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an age appropriate manner.
- We try to adapt the environment and work with parents to reduce any child's stress.
- We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child and the behavior is no longer age appropriate do we consider asking a family to withdraw the child.

Diaper changing and Potty Training Policies:

As a parent of an infant and/or toddler we need you and your family to also understand our Diaper Changing and Potty Training Policies. A large portion of our day at Caughlin Club Kids is spent diapering and assisting with toileting. Most children begin toilet or potty training, and many will master it during the toddler years. Every child MUST be potty trained by 3.5 years old and moving to the Dolphins class or there will no longer be a space for that child to attend our facility.

- We document ALL diapers and Potty Training in the Procure App.
- Your child's Diaper will ONLY to be changed on/in the designated changing areas throughout our facility (not on the floor, but on the changing table).
- We change your child's diaper EVERY 2 HOURS or sooner if needed.
- If a child has diarrhea 3 times they MUST be sent home ASAP and may not return for 24 hours unless they bring in a doctor's note stating that they are not contagious and they may return to daycare. This is the ONLY exception!!! The front desk MUST be made aware of any child being sent home.
- Parents provide their children with diapering supplies. ONLY those items will be used on your child. It is the STAFF's responsibility to notify the parent when they are getting close to low on their diapering supplies via the Procure App or a written slip placed on the child's lunchbox.

Parents are to have the following for their child everyday:

Diapers Wipes Ointment Change of clothes

Last, but not least,

Welcome to our close nit family! You and your child will have a great experience at Caughlin Club Kidz. If you have any questions, comments or concerns, please feel free to contact the Director. The number for the preschool is (775) 747-6072. Open communication is the key to successful relationships for all of us!

This Parent Handbook is for your reference. In your child's enrollment packet you are asked to sign that you have read, understood and agreed to abide by these Policies and Procedures. Please be sure to read them carefully. If you have any questions, please do not hesitate to ask the Director.

Thank you,
The Director and all of our phenomenal staff at Caughlin Club Kidz

Parent Handbook Agreement

This parent handbook consists of 14 pages including this one. Please be sure to read and understand ALL of it. If you have questions, please feel free to contact the Director regarding any comments or concerns.

Child's Full Name: _____ **DOB:** _____

Initial ALL bellow:

_____ Caughlin Club Kidz hours of operation are from 7:00 a.m. to 6:00 p.m. A late pick-up fee of \$1 is charged for every minute I am late picking up my child.

_____ We are closed the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, Christmas Day and the day before or day after. Closures are posted in advance.

_____ I understand that Caughlin Club Kidz is NOT a part of Caughlin Adventure Camp (School-age Program in the Caughlin Athletic Club). That program is not a licensed program and these programs are run separately with different Directors.

_____ I understand that if I am removing my child from attendance at Caughlin Club Kidz I MUST give a FULL 30-day WRITTEN notice. If I do not give a written notice, I will be held responsible for paying for the 30-days after the last day of attendance and all late fees.

_____ I understand that tuition is due through Tuition Express. It is REQUIRED to have a form of payment on file for billing (Tuition Express Form). If tuition has not been received on time, a \$25.00 late fee will be charged as of Tuesday morning.

_____ I understand that I am billed on a 52-week year and I am responsible for paying my child's tuition every week with no breaks. Only after ONE FULL YEAR, 52 weeks of attendance with no breaks in tuition and account in good financial status my family will receive a one-week vacation free of tuition payments. I MUST give written notice of all vacations regardless of tuition fees and it MUST be approved by the Director prior to the vacation. The vacation MUST be taken in a one-week period (Monday through Friday).

_____ I understand that my account will automatically be charged on my child's annual enrollment date a registration fee of \$100 and in June a \$50 supply fee.

_____ I have read the illness policy and understand that I am responsible for keeping my child at home if he/she is ill. I also understand that I need to pick-up my child or make arrangements for my child to be picked up as soon as possible (within an hour) if I am called and they are ill.

_____ I understand that if I have a change in phone number, address, schedule, credit card, etc. a "Student Enrollment Change Form" must be completed as soon as possible. If I change my child's schedule a 30-day written notice is required. Prior to filling this form out, I will make sure there is availability in the classroom.

_____ I have read and understand the Biting, the Diapering, and Potty Training Policies and understand that we, as parents have to be involved with this process and will provide my child with what's needed daily to encourage my child's growth in this area of their development.

_____ I have read and understand the statement there will be **NO refunds** of ANY kind. **NO EXCEPTIONS!**

By initialing each of the statements and signing below I was given a full 14 page Parent Handbook and I fully read and understand all the policies and procedures in the Parent Handbook for Caughlin Club Kidz regarding fees, schedules, attendance, health, clothing and other items specified and agree to abide by all that is stated above and within the handbook.

Parent Print Name

Parent or Legal Guardian Signature

Date