



**TINY TROOPS
PRESCHOOL**

EDUCATION PROGRAM

**PARENT HANDBOOK
AND POLICIES**

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WELCOME LETTER



Dear Family,

Hello! Thank you for your interest in Tiny Troops Preschool. If you're changing your preschool or starting preschool for the first time, we understand how difficult it can be for both the parents and children involved. Finding a good preschool that meets your child's needs and at the same time finding a provider to trust with your child can be difficult. It is very important to me to have a good relationship between us to ensure a good experience for your child. Children are made to feel welcome and treated like family.

My name is Tiffany Doucet. I am excited to be the owner, director and main teacher at Tiny Troops preschool. I received my Elementary Education degree from Arizona State University and have been teaching for over 15 years in preschool through 2nd grade. This includes working in 2 different school districts in Arizona, as well as owning, operating and teaching at Great Beginnings Preschool in Mesa, AZ.

At Tiny Troops Preschool, we strive to create a warm and nurturing environment where children can learn, grow, and have fun. We understand that entrusting your child to our care is a big decision, and we want to assure you that we take this responsibility very seriously. Our dedicated team of educators is committed to providing a safe and enriching experience for your child every day. We encourage you to share any specific needs, concerns, or expectations you may have so that we can work together to provide the best possible care for your child. Whether it's discussing your child's daily routine, dietary preferences, or any special considerations, we are here to listen and support you every step of the way.

We have a high academic program, where learning happens through hands on activities, interactive projects, and engaging lessons in the areas of math, science, social studies, literacy, reading readiness, art, music and physical education. In addition to academics, we teach the children life skills such as respecting others, sharing, polite manners, following instructions, responsibility, anger control, and problem management - just to name a few. I feel all of these skills combined are important before children enter a school setting.

Our hours for preschool are 9:00am to 3:00pm. We ask that you respect these hours and be here on time to pick up your children. If needed, we offer before and after school care options. We send out memos and newsletters throughout the year and will notify you of upcoming events. We have 1:1 parent meetings and all families are encouraged to attend family meetings to discuss student progress throughout the school year.

Thank you for trusting us to teach your child.

Tiffany Doucet

Tiny Troops Preschool Director

TINY TROOPS PRESCHOOL



PHILOSOPHY

At our preschool, we believe in providing a nurturing and stimulating environment where children can learn, grow, and thrive. Our dedicated team of educators and caregivers are committed to fostering a sense of curiosity, creativity, and independence in each child. We understand that every child is unique and we strive to create an environment that celebrates and supports their individuality.

In our program, we place a strong emphasis on the importance of respect, kindness, and empathy towards others. We believe that these values are essential for building strong, positive relationships and for creating a harmonious community within our preschool. Through daily interactions and activities, we encourage children to practice empathy and understanding, and we provide guidance on resolving conflicts in a peaceful and respectful manner.

We recognize the significance of early childhood experiences in shaping a child's future. Our curriculum is thoughtfully designed to provide a balance of structured learning and free play, allowing children to develop essential skills while also fostering their natural curiosity and love for exploration. We believe that by providing a solid foundation in early childhood, we can help children build the confidence and resilience they need to navigate the challenges of the future. Creating a safe and inclusive space is at the heart of our philosophy. We are committed to ensuring that every child feels valued, respected, and supported.

MISSION

Our mission is to provide high-quality care and early childhood education that promotes the physical, social, emotional, and cognitive development of each child. We are dedicated to creating a warm and welcoming atmosphere where children can explore, play, and learn through engaging activities and interactions. Our goal is to partner with families to ensure the well-being and holistic development of every child in our care, laying the foundation for a lifetime of success.

CURRICULUM

At our preschool, we are committed to providing a nurturing and stimulating environment for your child's early development. We are proud to utilize the National Association for the Education of Young Children and Head Start guidelines to support children's social, emotional, and cognitive growth. Our StarBrite curriculum focuses on fostering key developmental areas such as language and literacy, math and science, creative arts, and physical development. Through this program, we aim to create meaningful learning experiences that lay the foundation for a lifetime of learning. We are excited to partner with you in your child's educational journey and look forward to witnessing their growth and progress.

TINY TROOPS PRESCHOOL

HOURS OF OPERATION

We are open Monday through Friday from 9:00am to 3:00pm for regular school hours. We offer before and after school care for an additional fee if needed. We follow the FUSD school schedule for holidays and school breaks. In addition, we will follow the lead of FUSD for any weather closures such as snow days.

- **School Days - Monday to Friday:**

- Before School Care: 8:00am-9:00am (additional \$50 per month)
- After School Care: 3:00pm-4:00pm (additional \$50 per month)
- Before or After School Care drop in rate is \$10
- Any child that arrives more than 15 minutes prior to the start of school or is picked up more than 15 minutes after the school days ends will be charged a drop in rate.



FULL-TIME VERSUS PART-TIME HOURS

Full-time childcare is defined as students who attend all five full days of the week.

Part-time childcare is defined as students that attend anything less than five full days.

Preschool fees will not be adjusted for late arrival, early pick-ups or missed days except as noted in the Refunds page.

PROGRAMS OFFERED

Full-Time Care

Full-day preschool services for children 3 years to 5 years.

\$900 per month for 5 full days: Monday - Friday 9:00am-3:00pm

Full day preschool students will receive all academic areas including math, science, social studies, literacy, reading readiness, physical education, art, and music within the full week/full day program.

Part-Time Care

Part-day preschool services for children 3 years to 5 years.

\$625 per month for 5 part days: Monday - Friday 9:00am-12:00pm

Half day preschool students will receive all academic areas including math, science, literacy, reading readiness, physical education, with art, social studies and music occasionally throughout the week.

Adjusted Days and Hours

Adjusted days and hours to traditional part time and full time care is available upon request and permitted provided there is space.

Before and After School Care

These are free play services for students needing extended hours after traditional school hours. No traditional instruction will occur during these hours.

TINY TROOPS PRESCHOOL

LICENSING

Preschool License: In order to provide preschool, I have met all requirements according to the State of Arizona Child Care Licensing. Our facility is under the supervision of the Child Care Licensing department of the Arizona. Quarterly inspections occur to ensure our preschool is upholding the provisions required of a child care facility.



ADMISSION AND REGISTRATION PROCEDURES

All admission and enrollment forms must be completed, and enrollment and tuition fee paid, at least one week prior to your child's first day of attendance.

Upon enrollment at our preschool, a **non-refundable** registration fee of \$150 is required to secure your child's placement. This fee covers administrative costs associated with the enrollment process and ensures that your child's space is reserved. The registration fee is due at the time of enrollment and is separate from any tuition or other fees. Please note that this fee is non-refundable, regardless of the duration of your child's enrollment at the daycare. In addition, we require your last month's tuition as a deposit and will be applied to your child's last month at our preschool providing a 30 day notice is given if your child is leaving midway through the school year. If your child is completing the school year, this deposit will be applied to May tuition.

Based on the availability and openings, our program serves children from 2.5 years to 5 years of age. Children are admitted without regard to race, culture, sex, religion, national origin, or disability. I do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided. If your child has an identified special need, we will require additional forms to meet their needs and communicate with family to create an individual care plan and ensure our preschool is the right fit for your child.

At our daycare, the health and safety of all children in our care are of paramount importance. We recognize the importance of immunizations in protecting the well-being of our community. Therefore, we have implemented the following policy regarding non-immunized children:

We will only accept children who have been fully immunized in accordance with the recommended immunization schedule, unless they have a valid medical or religious exemption. Children who are not immunized will need to provide proper exemption paperwork, as required by state regulations, which will be kept in their files.

Admission Continued.....

An interview and tour of our school will be completed prior to your child being accepted into our program. If, after the interview and tour, we feel that our preschool will be a good fit for your child, you will need to provide the following information prior to or on your child's first day of care:

Through our ProCare Online Registration:

Child Enrollment Record

Permission forms and Emergency Medical Authorization

Health care information and plan (if applicable)

Signed policies and procedures

A physical copy of the following will need to be provided:

Immunization Record

WAITING LIST

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled in my program will be given priority.

NONDISCRIMINATION

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

INCLUSION

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

CONFIDENTIALITY

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children at my program are confidential. We will only release information to the family member(s) who register the children.

ADJUSTMENT/TRIAL PERIOD

Our program is a fun and exciting place for children to experience and learn about their world and make new friends, but it does take time for a child to adjust to a new preschool setting. We will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing and reassuring them of their family's return. We give a 4 week adjustment/trial period. During this time if our staff determines that our preschool is not the right fit for your child, you will be released without penalty.

ADDITIONAL POLICIES

PARENTS UNDER THE INFLUENCE OF DRUGS/ALCOHOL

If you or any other person arrives to pick up your child, and appears to be under the influence of drugs or alcohol, I will encourage you to let me call someone to come assist you. If you leave with your child, I will need to call this concern in to the police and Child Protective Services, as I am a mandated reporter.

ADVERSE WEATHER PRECAUTIONS

Our daycare will be open unless the public school district closes for the day due to extreme weather conditions. In the event that the weather turns bad during the day, please come as soon as it is safely possible. Your child will be well cared for until you are able to arrive.

CLOSING DUE TO EXTREME WEATHER

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent me from opening on time or at all, notification to the families will be announced on a mass message through the ProCare app.

No payment is due for closings due to extreme weather other than the 3 already allotted days, safety is most important. Please drive safely. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange within 1 hour or as feasible given bad weather.

HOLIDAYS AND VACATION DAYS

We will follow the FUSD schedule for all holidays, school breaks, and school closures, including snow days.

Families are responsible for finding back-up care for their children during holidays, provider vacations, and planned or unplanned closings.

PARENT HANDBOOK AND POLICIES

AUTHORIZATION OF PARENTS OR OTHER DESIGNEES TO PICK UP CHILDREN AND HOW I RESPOND TO UNAUTHORIZED INDIVIDUALS PICKING UP YOUR CHILD

A parent has the right to pick up their child, whether they are listed on the enrollment form or not, unless court orders do not allow for this. I will need to have a copy of any court orders.

Your child will only be released to you or those persons you have listed as Emergency and Authorized pick-up Contacts. If you want a person, who is not identified as an Emergency and Authorized pick-up contact to pick-up your child, you must notify us **in advance, in writing**. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification.

If you have an emergency and need someone not listed on the enrollment form to pick up your child, you will need to call and give verbal authorization. That person will need to show their ID. Please notify your pick-up person of our policy. If your child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Authorized Pick-up Contacts. We will stay with your child as long as possible, but after 1 hour of the gym closing, the police will be called and your child will be released into their care.

ATTENDANCE AND ABSENCES

If your child is going to arrive after 9AM, please call me ASAP at (480)-326-1679. We will be concerned about you and your child if I do not hear from you. We will have to call in a Health and Safety check as we are mandated reporters. Unexcused absences or prolonged absences more than one week may be considered unexcused. I am required to contact you one hour after your child is expected to arrive and has not.

Our policy regarding the absence of a child is as follows: The weekly fee remains unchanged. Parents are responsible for securing their child's enrollment spot, regardless of their attendance. Please see the Credits and No Credits section for information on excused absences that will be credited.

WITHDRAWALS

A written notice, 30 days in advance, is required by us when a child is being withdrawn. The last 4 weeks of payment will be from the last month's deposit. Failure to notify will result in the last month deposit to be forfeited.

If a child is withdrawn without 30 days written notice, a full month tuition fee will be applied. 100% of the child's daily tuition is due for that month when the notice is given. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

If your child is requested to immediately leave the program, any payment for future days will be returned within 7 days.



PARENT HANDBOOK AND POLICIES

Summer Preschool

At this time we will not have a summer program. This will become an option if we have enough students that want to continue through the summer. We will send out an interest form in February to determine if we will offer summer preschool. The curriculum for summer preschool would continue our regular program with more emphasis on play and fun.

CLOTHING AND HYGIENE

Please do not send your child to daycare in "dress clothes". Play clothes only. Although I try my best to keep the children clean, even in the best of circumstances accidents happen. Make sure your child has a complete change of clothing here at all times, including underwear and socks.

Please provide a different change of clothes should the one here be used or if the season changes. Provide a summer-type jacket to be left here. Please do not buy a new jacket for this purpose. A hand-me-down from an older sibling or a thrift store find is good enough. Occasionally in the warmer months, a child will come without a coat, due to the warmer temperature in the morning. Should the day turn chillier, he/she will still be able to play outside in comfort.

Children must arrive to daycare dressed in clean, appropriate clothing and should not arrive dirty, in soiled clothing or diapers. All shoes should be closed-toe with hard soles.

T O I L E T T R A I N I N G

Students must be fully potty trained prior to starting preschool. We do not have the equipment to change diapers or pull-ups. Students will be encouraged to use the restroom every 45 minutes to one hour in between different activities and room changes. In the event of an accident, we ask that you have an extra set of clothes including socks in your child's backpack. We will inform you if there was an accident so that you know there are soiled clothes in their backpack. If the accidents continue, we will discuss a program to ensure your student is able to use the restroom independently.

PARENT HANDBOOK AND POLICIES

PAYMENT/LATE PAYMENT

I require payment every month one week prior to the start of the month. The grace period is the 25th of the previous month to the 1st of the month of services. For example, July 25th is when the August payment will be due, and families have until August 1st to pay on time.

We accept the following payment methods:

- Cash
- Checks
- Zelle (danceattackaz@gmail.com), Venmo (Tiffany Doucet @ Attack Cheer Elite)
- Debit/Credit Card via Procure with a 2.7% fee assessed for this convenience.

Please note that all payments must be made in full and on time to ensure the continuous provision of preschool services for your child. Late payments will incur at a rate of 10% for the first 7 days late. After this 7 days, I will apply the final month deposit and families will be notified of a 30 day cancellation.

We appreciate your cooperation in adhering to our payment policy as it allows us to maintain the high-quality care and services for all the children in our care. Thank you for your understanding and support.

RETURNED CHECKS & REJECTED TRANSACTION CHARGES

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

CREDITS AND NO CREDITS

- **When credit will NOT be given** - Credit will not be given if your child does not attend preschool for any personal circumstance, including but not limited to illness, hospitalization, vacation, accident or other instance where the facility is open and accepting students for class.
- **Credits will be given for Inclement Weather** - If we do not open due to inclement weather, on a day that your child is scheduled to attend, your account will be credited 100% daily tuition for that day after the 3 snow days have been taken.
- **Credits will be given for my absence** - There will be credit given for days that I have to close the program on regular scheduled days for any reason, including but not limited to infestation, flood, fire, hazardous environment, all teachers out on illness, etc.

FAMILY VACATION DAYS

Families reserve the right to take vacation days at their discretion but full tuition is required to hold your child's spot.

PARENT HANDBOOK AND POLICIES

WHAT TO SEND FOR YOUR CHILD

- A backpack to hold personal items
- A healthy lunch and snacks clearly marked that do not need to be prepared.
- A refillable water bottle with straw
- At least one change of clothes, socks, and shoes.
- Book bag - once per week for students to check out books from the library
- **Sunscreen/Bug Spray SPF 30:** Parents are to provide sunscreen, bug spray, and any other medication needed regularly.
- **Weather appropriate shoes:** Snow boots, closed toe shoes, etc. We are required to play outdoors daily.

Please label all items brought from home with your child's name: i.e., clothes, lunch box, water bottle, etc. to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

DAILY OUTSIDE PLAY TIME

Outdoor play will not occur if the outside temperature is greater than 80°F or less than 50°F degrees. We will have indoor play in the gym when weather prohibits outdoor play.

TOYS & ITEMS FROM HOME

We request that you do not allow your child to bring toys or other personal items from home. Toys found in the child's possession will be placed in their cubby to be taken home at the end of the day.

Storage, Loss, Damage, or Theft of Provider's or Child's Personal Belongings

Each child will have a backpack that they can leave extra clothes and supplies in. In the event that your child intentionally causes damage to my property or theft occurs, you, as the parent, will be responsible for my compensation. please do not send your child with something so valuable that it cannot be replaced. You can look for lost items and bring found items to the lost and found box located in a cubby in the math and science room. I am not responsible for lost or stolen items.



PARENT HANDBOOK AND POLICIES

MEDIA USE

Television Time: Occasionally our lesson does include television watching. We watch age-appropriate educational videos. Television consumption will not be longer than 30 minutes and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. My focus is to provide your child a positive experience with increased understanding of the world. Alternative activities are available for children during television time.

Electronic Media: We often use videos from YouTube that are previewed and used for educational purposes only. We have a closed private group page on ProCare for the sole purpose of sharing pictures, events and ideas. Please note that after your child leaves our program, their photos may remain on said group page. All information is kept private on the page and will not be used in any other matter, sold or redistributed in any way. Confidentiality is key and we will never release personal information.

MEALS AND MEALTIME

Nutrition: Parents are responsible for meals, drinks, and/or snacks for children . All meals and snacks will be brought to school with the student in their lunch box. We will not prohibit a student from eating anything that is brought to school but we do request that meals and snacks are on the healthier side to help with behavior and self regulation. Occasionally, snacks or birthday treats are provided by the preschool center or brought in by another student for a special event or birthday. If you do not wish for your child to partake in any extra snacks or food, please let us know prior to the school year starting or in the event that a special request

Junk Food: With the exception of birthdays and special occasions, junk food will not be served.

Seasonal Veggies and Fruits: We will be growing veggies and fruits in our playground garden. Students may occasionally be offered to try what they have grown. Please make all known allergies known to Tiny Troops Preschool staff.

Snack time will occur each day at 10:00am and at 1:30pm. Parents are responsible for providing snacks for their own children. Lunch time will be at 12:00pm each day. Half day students will not have lunch at school, so only a snack will be needed.

PARENT HANDBOOK AND POLICIES

BEHAVIOR GUIDANCE AND DISCIPLINE GUIDANCE

General Procedure

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving, help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, and of property, and to learn to understand the results of their actions. NO Corporal punishment of any kind is ever used.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. Physical restraint is not used or permitted for discipline unless it is to refrain from a student from hurting themselves or others.

Redirect: Children most often squabble over toys and possessions. When this happens, we talk to the children to explain why such behavior is not acceptable and offer suggestions for other toys or activities that will redirect the child's attention and generally solve the problem.

Cozy Area Time: If a child is causing a significant disturbance and not responding to the redirection, we will remove the child from the immediate area and have him/her take a brief quiet time to calm down. We will talk to the child to explain why the behavior is not appropriate, offer suggestions, and then leave him/her alone in a safe location where they can be seen by an adult for just a few minutes. The child will then be welcomed back to the activity. This is a last resort at our preschool but sometimes it is necessary for the student to visit the calm down corner in order to gain control over their actions and emotions.

Privilege Removal: When children are hurting things such as toys, using the equipment in an unsafe manner, or fighting over toys etc. The privilege to use the equipment or toys will be taken away from the child, at which time he/she will be redirected to another activity.

Biting: Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. I will work with the families of both to keep them informed and to develop strategies for change.

RESPECTFUL BEHAVIOR: All children and families will be treated with respect and dignity. In return, we expect the same from all families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your child from our program.

Suspension and Expulsion

The provider will conduct observations and documentation of ongoing concerns, progress and accomplishments. This information will be shared with parents/ guardians and action plans will be updated accordingly.

PARENT HANDBOOK AND POLICIES

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of my program. We currently utilize the action plan:

1. Observation of behavior-Redirection, discussion, conscious discipline, positive social behavior activities, and continued documentation.
2. Conversation with family on behavior, continued documentation and observations.
3. Written action plan for desired behavior may include specialist intervention. We have several specialists in our community that contract with our county to support the process, or private Behavioral Health Consultant.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. We make every effort to work with the family and comprehensive services. We are happy to provide contact information if needed. Examples of such instances include: (**Expulsion Policy**)

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on my resources and finances for the child's accommodations for success and participation.

It is important for all children to understand the value of respecting personal property. In the event that a child damages personal property belonging to the preschool, another child, or a staff member, the following policy will be implemented:

1. Notification: The parents or guardians of the child responsible for the damage will be notified immediately. The daycare staff will provide a detailed account of the incident and the extent of the damage.

2. Liability: The parents or guardians of the child will be held liable for the cost of repairing or replacing the damaged property if the damage is greater than \$10 and if the damage is reoccurring. The daycare will provide an itemized list of the damages and associated costs.

3. Resolution: The parents or guardians of the child will be required to reimburse the preschool for the full cost of the damaged property within 7 days. The preschool will provide a receipt for the reimbursement.

(continued on the next page)

PARENT HANDBOOK AND POLICIES

4. Follow-up: The daycare staff will work with the parents or guardians to address any underlying issues that may have contributed to the incident. This may involve discussing behavioral expectations with the child and implementing strategies to prevent similar incidents in the future.

5. Repeat Offenses: In the event of repeat offenses, the daycare reserves the right to take further action, including suspension or termination of the child's enrollment in the program.

By enrolling your child in our preschool, you acknowledge and agree to adhere to this policy. We believe that open communication and cooperation between the preschool and parents are essential in addressing and resolving such incidents.

Tiny Troops Preschool reserves the right to update and modify this policy as necessary.

REST TIME AND EQUIPMENT

We will not be providing designated time for naps during our preschool day. If your student falls asleep, especially as they are getting adjusted to their new schedule, we will allow them a short nap time where they fell asleep, as long as it is a safe environment. Students will be woken up after 20 minutes to continue their school day.



PARENT HANDBOOK AND POLICIES

HEALTH

Dental/Oral Hygiene: Per Arizona State Child Care regulations, you must provide a dental “home” during my application process for your child. Please indicate your child’s dentist, phone number, and address.

Physicals: Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. Families are responsible for ensuring that their child’s physicals are kept up-to-date and that a copy of the results of the child’s health assessment is available upon request.

Children will not be able to attend until an up to date immunization record is submitted to the preschool or the appropriate release is signed and turned in.

The AAP recommends the following schedule: 2 months, 4 months, 6 months, 12 months, 15 months, 18 months, and 24 months old. 3 years, 4 years, 5 years, 6 years, 8 years, 10 years, and 12 years old.

Ages and Stages Questionnaire:

During the initial 5 years of your child's life, the groundwork for success in both school and future endeavors is established. It is imperative to oversee your child's development, and we are committed to assisting you in this journey. The Ages and Stages Questionnaires encompass 20 questionnaires designed to evaluate children for possible developmental delays, and are suitable for children aged 2 months to 5 years. The outcomes of the ASQ will aid in identifying children who may require additional assessment. These questionnaires are intended for completion by individuals familiar with the child.

You are **not** required to complete these questionnaires, but it is recommended and they’ll be offered during the following times:

Infants: 2 Months, 4 Months, 6 Months, 8 Months, 9 Months, 10 Months, 12 Months

Pre-Toddlers: 14 Months, 16 Months, 18 Months, 20 Months, 22 Months

Toddlers: 24 Months, 27 Months, 30 Months, 33 Months, 36 Months

Preschool: 42 Months, 48 Months, 54 Months, 60 Months

PARENT HANDBOOK AND POLICIES

ILLNESS

I understand that it is difficult for a family member to leave or miss work, but to protect other children and staff, you may not bring a sick child to our program. We have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the symptoms listed below. This is not an all-inclusive list.

I will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. Child may require a doctors note to return to childcare. You will be given ONE hour to pick up your child or may face termination. Please also refer to the attached flier, “How sick is too sick”. Child has to be symptom free **WITHOUT** medicine for 24 hours in most cases. We may also close if my/your children have these symptoms or illnesses, in this case, you will need back up care.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than I can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Covid-19 and variants. Will have to follow current CDC and MCPH guidelines at the time.
- Hand, Foot, and Mouth. May not return until fever free 24 hours, sores are scabbed, and are old enough to not mouth toys or drool
- RSV, may return with doctors note and symptom free for 24 hours.

PARENT HANDBOOK AND POLICIES

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours, without medication (since last incident)
- They have been treated with an antibiotic for 24 hours. (except as described above)
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
 - If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

In the event that your child becomes ill and needs to leave care, you will be asked to come pick up your child within one (1) hour. If your child is injured and requires medical attention, you will be notified immediately. Small bumps and bruises are an everyday event for most children at some point in their lives. If you would like to be notified each time please let me know and you will be notified. Otherwise you will be notified at the end of the day via ProCare. Other emergencies will be handled on a case by case basis and emergency services may be utilized.

MEDICATION

All medications need to be directly handed to us with specific instructions for administration. Medications should never be left in your child's backpack or lunch bag, or with your child to administer on their own. We will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- Prescription medications require a note signed by the family and a written order from your child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. A form must be filled out prior to any medication given.
- All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. Medications will be administered per doctors written order. Meds will be kept in a locked box on top of the fridge. A medication logbook will be kept beside the med box. When doctor order runs out, med is expired or no longer needed it will be returned to parent. This also includes all over the counter meds, creams and drops.

(continued on the next page)

PARENT HANDBOOK AND POLICIES

- Non-prescription medications require a note signed by the child's physician. Non-prescription medication will not be administered for more than a 3-day period unless a written order by the physician is received.
- Non-prescription topical ointments (e.g., itch cream) require a note signed by the Family/Doctor, specifying frequency and dosage to be administered.
- All emergency medication will be not locked up, but safely accessible to staff and out of the reach of children. Examples of emergency medication : EpiPen, rescue inhalers, etc. (cont. on next page)

We will discuss during the interview prior to enrollment if I'm/we're capable and able to be trained to provide adequate care for your child requiring medications. I am/we are only able to administer medications once you and your health care provider complete the required authorization forms and health care plan information. The medication will need to be in the original container, with a current prescription and given directly to me. It will be stored inaccessible to children. If your child requires an inhaler or an Epi-pen, I/we require one to be left at the preschool.

COMMUNICABLE DISEASES

When a child in my program has a suspected reportable disease, it is my legal responsibility to notify the local Board of Health or Department of Public Health. I will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- COVID-19
- Any cluster/outbreak of illness

If you or your child have been diagnosed with illnesses such as, COVID, Hand Foot and Mouth, Influenza, E-Coli or any other reportable diseases, please inform me so I can disinfect and sanitize the toys and common areas to prevent any further spread.

PARENT HANDBOOK AND POLICIES

NOTIFICATION OF ILLNESS, ACCIDENTS, INJURIES, OR OTHER EMERGENCIES

First aid will be administered by us in the event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and course of action taken. If the injury produces any type of swelling or appears to need medical attention, you will be contacted immediately. Our program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact. If injury results in a doctor visit or hospital visit, we will be reporting it to the state as soon as possible.

SAFETY

SUSPECTED CHILD ABUSE

I am required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

If you, as the parent, suspects any type of abuse, please contact social services immediately.

CHILD CUSTODY

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

IDENTIFYING RECALLED TOYS, EQUIPMENT, AND FURNISHINGS

How will you ensure the equipment you use has not been recalled? I regularly receive emails updating me on current recalls. I regularly check my equipment for safety and value any input and knowledge you may have. I also use the Consumer Product Safety Commission website to learn about recalls on products. <https://www.cpsc.gov/Recalls>

I am registered with Consumer Safety online to be notified of any and all recalled toys, equipment, and materials. If items are recalled, we will dispose of them.

PARENT HANDBOOK AND POLICIES

SAFETY - DAILY HEALTH & SAFETY CHECK

We pride ourselves in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. We perform daily, monthly, and quarterly written Health and Safety Checklists. Some features that help ensure your child's safety are:

- Working smoke/carbon detectors are on each floor and in each classroom.
- Adequate ventilation throughout our preschool.
- Gates are used on stairways when children under 5 years old are present.
- Fire extinguishers are maintained properly and accessible to staff.
- Toys are age appropriate, in good repair and of a non-violent nature.
- Electrical outlets are covered.
- Pens, pencils and office supplies are age appropriate.
- Knives and adult scissors are out of reach.
- Cleaners, chemicals, matches and fire starters are out of reach.
- The hot water heater is regulated at 120°F.
- Medications are out of reach.
- A well-stocked first aid kit is kept near, and expiration dates are observed.
- We are certified in Infant & Child CPR and Pediatric First Aid.
- Safe grassy areas to play and resilient surface of gravel in backyard
- Yard is free of splinters and harmful objects.
- Safety approved play equipment and toys.
- Yard routinely treated to deter insects.
- Outside areas where children play are fenced, and gate locked.
- Children do not play outside unsupervised.
- Toys are sanitized every week
- Video surveillance is implemented in my program
- Pest extermination quarterly

DANGEROUS WEAPONS

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on my premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

PARENT HANDBOOK AND POLICIES

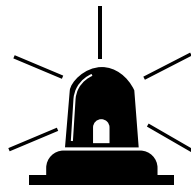
PROHIBITED SUBSTANCES

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of alcohol, or drugs/any substance is required to leave the premises immediately. If you drive with your child while intoxicated, please note we will call 911. I am a mandated reporter and your child's safety is my main priority.

EMERGENCY RESPONSE PROCEDURES

DISASTER/EMERGENCY PLAN FOR EVACUATION

Fire/Tornado/Earthquakes/Flood/High Winds/Hail/Blizzards/Power Outages/Gas Leaks:
Adequate supplies are kept in case of an emergency. We will practice lockdowns, active shooter and shelter in place drills quarterly. If severe storm warnings and/ or tornado warnings are issued, we will proceed to the most central part of the preschool and take cover. We will stay at the preschool unless instructed by emergency personnel to evacuate the home. Parents will be notified if an evacuation needs to take place. Children and providers will proceed to the Home Depot on Route 66. If that location is not safe, the backup location is Walmart for shelter. At that time, reunification with your children will take place; I will call or message you when we are safe and out of harm's way.



PARENT HANDBOOK AND POLICIES

Fire Safety/Radon Testing/Carbon Monoxide Monitor: We conduct fire drills monthly. All children and staff are required to perform monthly fire drills. The children will be taught to evacuate immediately and proceed to the end of the sidewalk and wait by the fence. We will practice our stop, drop and roll techniques along with our crawling on our bellies to the exits. Our facility is fully equipped, on all levels, with a 2A-10-BC fire extinguisher, 2 carbon monoxide detectors, and 3 smoke detectors. Our evacuation plan, shelter in place, active shooter, and lockdown plans are reviewed with the children on a quarterly basis.

LOST OR MISSING CHILD

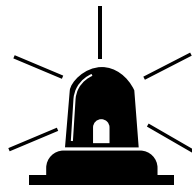
In the unlikely event that a child becomes lost or separated from the group during or leaves the premises, and is not located within [10] minutes, the police, family, and licensing, will be notified in this order.

EMERGENCY TRANSPORTATION

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives. If the situation arrives and we must immediately evacuate, children may be placed in personal vehicles and taken to a point of safety at the Home Depot on Route 66. If that location is not safe, the backup location is Walmart. Children's safety will always be kept in mind.

In the event that we have an emergency that causes evacuation, there is an emergency kit in the car that contains food, water, blankets and emergency phone numbers for the children. If you arrive at the preschool and no one is there due to an emergency, we will be at the Home Depot on Route 66. If that location is not safe, the backup location is Walmart.

For emergencies that require that we take shelter in the preschool, there is an emergency preparedness kit in the office that contains food, water, flashlights and activities. I will make every attempt to text/ call you when I have children in a safe location and have the ability to do so. Your children are my first priority. If I have children in my care that have special needs or require accommodations, we will sit down during your Pre-Admission Interview to discuss the best way to handle emergency situations. I understand all situations are different and not every plan is "one size fits all."



PARENT HANDBOOK AND POLICIES

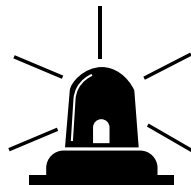
PLAN FOR CONTINUITY OF OPERATION IN THE AFTERMATH OF AN EMERGENCY OR DISASTER

If there is ever a time where I cannot care for your children due to a disaster in our preschool or an emergency that affects my family or life, we will work with Coconino County Public Health Child Care Licensing to find new spots for your children to go to.

Reporting of child abuse, including the name of the county department of social/human services and phone number of where a child abuse report should be made.

Suspected or known child abuse will be reported to Coconino County Child Protection Services. If you suspect child abuse, you should call as well.

Filing a complaint about a family child care home, including the name, address and telephone number of the Arizona Department of Human Services, Division of Early Care and Learning, where a complaint may be filed.



PARENT HANDBOOK AND POLICIES

EMPLOYEE CODE OF CONDUCT

At our preschool, we are committed to providing a nurturing and supportive environment for your child. We hold our staff to the highest standards of professionalism, care, and communication. As parents, you can expect the following from our staff:

- 1. Professionalism:** Our staff will conduct themselves with professionalism at all times, treating both children and parents with respect, courtesy, and kindness.
- 2. Open Communication:** We encourage open and transparent communication with parents. Our staff will provide regular updates on your child's progress, well-being, and any significant developments at the preschool.
- 3. Safety and Well-being:** The safety and well-being of your child are our top priorities. Our staff will maintain a safe and secure environment, adhere to all health and safety protocols, and promptly address any concerns regarding your child's welfare.
- 4. Collaboration:** We value the partnership between parents and staff. Our team will work collaboratively with you to support your child's development, address any specific needs or concerns, and foster a positive and inclusive preschool community.
- 5. Respect for Privacy:** Our staff will respect the privacy and confidentiality of your family and will not disclose any personal information without your consent.

We strive to provide the highest quality of care and education for your child, and we appreciate your trust in our staff. If you have any questions or require further information, please do not hesitate to reach out to our team.

PARENT CODE OF CONDUCT

At our daycare, we believe that a positive partnership between parents and staff is crucial for the well-being and development of the children in our care. We expect all parents and guardians to adhere to the following guidelines when interacting with our preschool staff and other families:

- 1. Respectful Communication:**
 - Parents are expected to communicate with preschool staff in a respectful and courteous manner, whether in person, over the phone, or through written correspondence.
 - Constructive and open communication is encouraged to foster a supportive and collaborative relationship between parents and staff.

(continued on the next page)

PARENT HANDBOOK AND POLICIES

2. Compliance with Policies:

- Parents are required to familiarize themselves with and adhere to all preschool policies and procedures, including drop-off and pick-up protocols, health and safety guidelines, and any specific rules related to their child's care and activities.
- Understanding and complying with these policies contributes to the overall safety and well-being of the children and the smooth operation of the preschool.

3. Confidentiality and Privacy:

- Parents are expected to respect the privacy and confidentiality of other families and children at the preschool. This includes refraining from discussing personal information or concerns about other families or children in public areas or on social media platforms.

4. Positive Engagement:

- Parents are encouraged to engage positively with their child's experiences at the preschool and to participate in activities and events when possible. This involvement contributes to a sense of community and support for the children's learning and development.

5. Conflict Resolution:

- In the event of any concerns or conflicts, parents are encouraged to address them directly with the preschool director or supervisor in a calm and respectful manner. Open and constructive dialogue is essential for resolving issues effectively.

We value the partnership between our preschool and the families we serve and believe that these guidelines contribute to a harmonious and supportive environment for the children. If you have any questions or concerns regarding parent conduct, please feel free to reach out to Tiffany Doucet for further assistance.

SERVICES NOT PROVIDED

Transportation

- We do not provide transportation.

Field Trips

- We do not do field trips during regular scheduled hours. Field trips will be scheduled on weekends for full family participation.

Liability Insurance

- We do have liability insurance required by the State of Arizona Child Care Services.

PARENT HANDBOOK ACKNOWLEDGMENT

Please sign this acknowledgment, detach it from the handbook, and return it to us prior to enrollment.

We, _____ and _____ have read and understand all policies and guidelines of Tiny Troops Preschool.

We agree to abide by all policies stated in the Parent Handbook. We understand that we will be notified in writing of any changes in these policies. Any complaints, concerns, or grievances against Tiny Troops Preschool will be made in writing and will be followed up in a timely manner.

We also understand that any breach of policies may be grounds to terminate preschool enrollment. A two-week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice.

Thank you for acknowledging the policies and procedures we have set up for the safety and welfare of all children in my care. We look forward to getting to know you and your family.

I have received and reviewed the Parent Handbook. It is my responsibility to understand and familiarize myself with the Parent Handbook and to ask questions if I do not understand any policies, procedures or information contained in the Parent Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Provider's Signature