

Lakeshore Happy Day

2022-2023 Parent Handbook

Director: Kelli Statton

Office: 817-596-0100

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TUITION

- **Tuition is \$180 a month. It is a flat fee and not prorated.**
- Currently offering online payments. <https://onrealm.org/Lakeshore/give/mdo>. Payments can also be made with cash or check.
- \$50 Supply fee is due in September (fall) and January (spring)
- Tuition is due on or before the first Tuesday of the month
- Deposits are taken to the bank the Monday after you make your payment.
- Returned checks will be charged a \$5 fee
- We appreciate your prompt attention to tuition payments

COMMUNICATION

- Like us on Facebook. Lakeshore Happy Day
- Our website is: <https://www.lakeshorebaptist.com/copy-of-kids-ministry>
- We send out text reminders about tuition, school events, etc. These will come from each child's classroom teacher via Remind. This will be the most current and rapid way to receive updates.

SCHOOL HOURS & PICK UP GUIDELINES

- Parents will be able to drop off and pick up their child at the classroom.
- We understand life happens, but please try to arrive by 9:20 so your child does not miss the instruction/teaching segments of the day. It can be challenging for a child to acclimate if he/she misses key parts of the day.
- Every child must be picked up by 2:30. Please begin pick up time at 2:20, especially if you have multiple children.
- We will charge families extended fees after the 3rd time picking up late (2:35p or later). It will be a \$10 fee for the first 10 minutes and an additional \$1 for every two minutes after 2:45p. This additional fee will need to be paid once an invoice for extended services has been received
- Please let the teacher or director know if someone besides the parent will be picking the child up from school. Teachers will not release a child to someone who is not on the pick-up list on the child's registration form. Please make sure all people on your child's

pick-up list are prepared to show their government issued ID. Our job is to ensure your child's safety.

CLOTHING

- Make sure an extra full change of appropriately sized and weather appropriate clothes is in your child's bag each day (even if your child is fully potty trained, please include a change of clothes in a plastic Ziploc bag inside of their backpack)
- We recommend closed toe shoes due to the outdoor playground having pea gravel.
- 3s & Pre-K will have recess outside as long as weather permits. 2s & younger will start the year having recess in the gym and in the spring, as weather permits, the 2s class will also go outside.
- Keep in mind the children will be participating in a variety of arts and crafts, some that involve painting. Teachers do their best to cover clothing, but kids can be kids! So please send your child in clothes that will allow your child to explore their classroom.

LUNCH AND SNACKS

- Please send a lunch that does not need to be heated or chilled (besides an ice pack in the bag).
- Please include silverware if needed.
- Please cut up grapes and/or other potential choking hazards or food that is difficult for a young child to eat whole.
- Please send an appropriate amount of food that can be eaten within our lunch period (20-30 min).
- We ask those drinks with screw on lids (not sippy cups...i.e., plastic water bottles) be avoided since they spill more easily.
- Only water is allowed in the classroom. Please do not send a water bottle with flavored drinks or colored drinks.
- Please label the outside of the lunch box with the child's name, so it can be easily identified.
- If you would like to send a special treat for your child to celebrate their birthday, please send sealed, store bought items that have a clear ingredient list. We need this information to ensure the safety of children with food allergies.

HEALTH GUIDELINES (PLEASE READ ATTACHED COVID PROTOCOLS)

- Please understand that we have the responsibility to protect every child. Teachers will contact the director ASAP once a health concern is identified, and parent(s) will be contacted to take the child home.
- Children may not be brought to Happy Day if any of the following conditions exist or have existed in the previous 24 hours.

- Temp of 100.7 degrees or higher --Even if fever is caused from teething. We are unable to know for sure exactly what is causing the fever, and we cannot take a parent's word for it.
- MUST be fever free without fever reducer for 24 hours before returning to school.
- Undiagnosed rash--If your child does have a rash, we need a doctor's note stating it is not contagious.
- Pink eye
- Open skin lesions
- Vomiting or diarrhea
- Severe/uncontrollable coughing (Even if caused by allergies. We are unable to know for sure if that is causing the cough. Children are not comfortable at school when they have this condition either)
- Head lice
- Any symptoms of infectious childhood disease
- Green/yellow discharge from nose and/or eyes
- If a teacher suspects that a child has any symptoms of a communicable disease, they may conduct a health check (ex. Checking under clothes for a rash, checking hair for lice, checking for breathing difficulties or discharge from the nose or eyes, etc).
- If a child shows any of these symptoms while at school, they will be in the office with the director and parents will be called to get the child. If a child is under a physician's care, it is up to the physician as to when the child can safely return to school.
- If your child contracts a SEVERE communicable disease (hand foot & mouth, lice, strep etc.) please call Happy Day immediately, so we can take the necessary precautions. A doctor's release is required for a child to return to school.
- Children who have more than three loose stools within a day will need to be picked up.
- Children who develop a fever of 100.7 degrees or higher will need to be picked up. They will be moved to a nap mat in the office, to allow teachers proper time to sanitize toys or equipment.

COVID Guidelines

- Parents are allowed to drop off/pick up at their child's classroom but cannot enter the classroom.
- Cloth blankets, clothes, and cloth nap mats CANNOT be shared. Plastic mats will be sanitized after every use.
- Temperatures will be taken if there is suspicion of sickness. Daily temperatures will not be taken at this time.
- Staff will disinfect bathrooms, classrooms, playground, gym, library, and any areas that are used by Happy Day several times throughout the day
- Staff and children will use good handwashing techniques with warm water and soap before and after lunch, bathroom breaks, and after recess time.

- If your child has experienced any of the following symptoms in the past 48 hours in a way that is not normal to him/her, **DO NOT** bring them to Happy Day. Please call or email the director, Kelli Statton, and let her know your child will not be at Happy Day.
 - Fever 100.7 degrees or higher
 - Cough
 - Shortness of breath
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Known contact with someone who has a lab confirmed case of Covid-19
 - Confirmed to have Covid-19 or is experiencing any symptoms of Covid-19
 - Traveled outside of the country in the past 14 days

BEHAVIOR GUIDELINES

Lakeshore Happy Day does not permit:

- Corporal punishment, including but not limited to the following:
 - Striking a child directly or with physical objects
 - Shaking, shoving, spanking or any forms of aggressive physical contact
 - Requiring a child, or forcing a child to repeat physical movements
- Harsh, humiliating, belittling or degrading responses of any form including verbal, emotional or physical.
- Confinement of, or isolation of a child or children.
- Deprivation of a child's basic needs, including food, water, shelter, clothing or bedding.

Children at Lakeshore Happy Day are expected to:

- Be kind to yourself
- Be kind to your friends
- Be kind to our things

Unacceptable, consistent behaviors toward staff or students include:

- Spitting
- Hitting/shoving
- Kicking
- Biting
- Name calling/bullying

A child can be sent home ONLY after:

- Consistent redirection/reminding of proper behavior
- Talking to director/assistant director does not correct the action
- Repeated misbehavior within one day

Children are seen as individuals and behavior issues will be treated as such. All misbehaviors will be documented by the teacher and kept in the office. However, extensive misbehavior can result in permanent suspension from the program. Before a child can be permanently excused from the program, the director will organize a meeting with the assistant director, teacher, and parent to facilitate accommodations and appropriate expectations. Accommodations must be in place a MINIMUM of two weeks before a child will be permanently excused from the program.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As a Mother's Day Out, we understand that biting, unfortunately, is a part of a childcare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

- First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
- Parents are notified.
- The "Injury Occurring at School" form is filled out documenting the incident.

For the child that bit:

- The teacher will firmly tell the child "NO! DO NOT BITE!"
- The child will be placed in time out for no longer than the child's age (one year old, one minute).
- The parents are notified.
- The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

- The child will be shadowed to help prevent any biting incidents.
- The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
- The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

- If a child inflicts 3 bites in a one-week period (2 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
- If the child again inflicts 3 bites in a one-week period (2 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 school days.
- If a child once again inflicts 3 bites in a one-week period (2 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.
- If a child, who has been through steps 1 and/or 2, goes 3 weeks (6 school days) without biting, we will go back to step one if the child bites again.
- If a child bites twice in a 4-hour period, the child will be required to be picked up from school for the remainder of the day. This will not count towards the 2-day suspension.