

Kid Prints, Inc



MISSION

Loving, teaching, and nurturing children in a home away from home.

VISION

To be a part of the community and your family for generations.

VALUES

Family, Education, Integrity, Compassion, Imagination, Safety

210 South 5th Street
Sundance, WY 82729
(307) 283-2682
Kidprintsinc@gmail.com

PRESCHOOL PARENT HANDBOOK

WELCOME

We are honored that you have become a part of the Kid Prints family. We share a small amount of your child's life and are privileged to be given the opportunity. Our mission is loving, teaching, and nurturing children in a home away from home. We believe in family, education, integrity, compassion, imagination, and safety.

Our caring team is dedicated to providing the most comfortable and happy environment for your child. We strive to stimulate educational growth, ensure love and acceptance, in a safe, secure, personal environment for each individual child.

We look forward to working together to help your child grow and learn. Welcome to the Kid Prints family!

CREDENTIALS

- Kid Prints, Inc. is licensed by the Department of Family Services. All non-confidential records relating to Kid Prints, Inc.'s licensure are available for inspection by the public upon receipt of a written request.
- In accordance with Wyoming Department of Health recommendation, tuberculosis (TB) testing is required of all employed caregivers having contact with children.
- First aid and infant/child CPR certification must be completed biennially and kept current at all times for all employed caregivers. Proof of completion of training will be maintained at the center.
- The director and full-time and part-time employees are required to complete a minimum of thirty (30) clock hours of continuing education biennially. Proof of completion of education will be maintained at the center.
- All emergency and/or evacuation drills shall be practiced on a monthly basis. All occupants including; children, visitors, and caregivers will participate.
- A portable fire extinguisher is available in the facility, as well as a posted evacuation plan.
- Kid Prints, Inc. is a tobacco and alcohol-free facility.
- Kid Prints, Inc. does not permit open and/or concealed carry of firearms.

ADMINISTRATIVE POLICY

COMMUNICATION

- Good communication is of the utmost importance. When a new family is welcomed into our center, we want to be sure that we can share openly about any questions or concerns that may arise. We welcome questions, feedback, or discussions. Sensitive issues may be discussed in private at a mutually agreed upon time.
- It is our mutual responsibility to communicate on a regular basis. This includes any concerns you may have with staff and/or the care your child is receiving.
- Open communication will be promoted by using written notes, computer software programs, as well as informal conversations.
- In case of suspected child abuse or neglect at the Kids Prints, Inc. center, parents should contact the Wyoming Department of Family Services.
- If you feel your concerns are not being met by Kid Prints, Inc., you may contact the child care licensor at 307-687-5211 or the local Department of Family Services (DFS) office.

HOURS OF OPERATION

- Kid Prints, Inc. Preschool hours are set prior to the beginning of each school year. The calendar and hours will be posted on the Kid Prints, Inc. website, as well as given out to every parent. Kid Prints, Inc. Preschool does follow the Crook County School District schedule to include late starts, early outs, etc. Parents will be notified of schedule changes for any circumstance and missed class time will be made up on another day.
- Parents/guardians who pick up their child late will be subject to the late fee policy of Kid Prints, Inc. See the Late Pickup Policy.

- From time to time, the facility will be closed due to inclement weather or emergencies. There is no reduction in tuition as a result of such closings. In the event of any other closings, your monthly tuition will be adjusted accordingly.
- We will keep our child care program open as long as possible during a national disaster. As long as we are open, you will be required to pay a full-time rate to keep your spot, if you decide to keep your child away from our program during a national emergency, you will either pay your rate or be moved to the waiting list. If we shut down completely, we will charge 10% of your original bill to keep bills paid.

LATE FEES

- For children who accompany a preschool spot a \$5.00 per minute late pickup fee will be assessed for each minute after your designated preschool section for each child. Please refer to the *Late Pickup Policy*.
- You must notify Kid Prints, Inc. in advance when special circumstances arise when you may need services beyond business hours.

RELEASE OF CHILDREN

- For the safety of the children, it is our normal procedure to release the child(ren) only to his/her parent(s) or guardian(s).
- No child will be released from Kid Prints, Inc. to anyone other than the parent(s)/guardian(s) without prior arrangements.
- Parents/guardians may designate individuals authorized to pickup the child(ren) in the enrollment packet. Photo identification will be required for pickup.
- Preschool will release on time. Please don't expect your child/children to come out any earlier than your designated preschool section.

SIGN IN & OUT

- We are required by law to have a record of child attendance numbers. A computer system will be used for record-keeping purposes. Kids Print staff will be signing your child/children in and out.

PAYMENT

- You will be provided with a bill at the beginning of each month. If you choose to leave part way through the school year you will still be responsible for the remainder of the school year bill, unless the leave is approved by the board as excusable.
- Payment is expected for services rendered and will be **due by the end of the first week of the month**. If payment is not received, your child will not be able to attend Kid Prints, Inc. until payment has been received.
- Failure to pay could result in loss of your child's place at Kid Prints, Inc. Preschool. Returned checks will be assessed fees payable in cash or money order for:
 - A \$35.00 returned check service fee
 - The full amount of the check
 - Any additional fees incurred by Kid Prints, Inc. as a result of the check not clearing
 - If two checks are returned, you must pay in cash thereafter

RATES (preschool rates)

- See Kid Prints, Inc. Rate Schedule attached.
- Rate Schedule is subject to change at the discretion of the Board of Directors. Notification will be provided to parents/guardians a minimum of 30 days prior to the implementation.

EARLY DROP OFF/LATE PICKUP POLICY

- Morning preschool runs from 8:00-11:00 am Tuesday and Thursday unless a holiday is scheduled in. Parents/guardians who pick up their child/children after 11:10 am will be subject to a late fee of \$5.00 per minute for each minute after 11:10 am for each child.
- Afternoon preschool runs from 12:00-3:30 pm Monday-Thursday unless a holiday is scheduled in. Parents/guardians who pick up their child/children after 3:40 pm will be subject to a late fee of \$5.00 per minute for each minute after 3:40 pm for each child.

ENROLLMENT AND REQUIRED DOCUMENTS

- All required documentation and forms must be fully completed, signed, and returned before your child attends the center, including but not limited to the following:
 - Parent Handbook Acknowledgement
 - Discipline Policy
 - Child Enrollment Forms
 - Immunization records, which must be updated each year by August 1st.
- All children must be fully immunized according to the CDC schedule, unless a Wyoming State Certified Exemption is provided.
- Children MUST be 3 years of age as of July 31-they may NOT be enrolled into preschool if their birthdate is after the stated date.
- Child MUST be toilet trained and out of diapers or pull ups.
- A \$25 non-refundable registration fee is due with your preschool application to hold your spot.

ADMINISTRATIVE RECORDS

- Kid Prints, Inc. will keep a copy of the required documentation and forms above.
- In addition, Kid Prints, Inc. will maintain the following records:
 - Incident reports of injury or illness occurring while a child is in the center's care
 - Documentation of discipline
 - Documentation of suspected abuse or neglect reported to the Wyoming Department of Family Services (DFS)

REPORTING BY KIDS PRINTS, INC.

- All providers/caregivers are required by the Wyoming Department of Family Services rules to report cases of suspected child abuse or neglect.
- Should a parent/legal guardian arrive to pick up a child and are impaired or intoxicated, they will be immediately reported to law enforcement.

VIOLATION HISTORY

- To obtain a violation history on this licensed child care center, please go to www.findchildcarewy.org or you may contact the center's child care licensor.

TOBACCO, ALCOHOL and FIREARMS

- Kid Prints, Inc. is a tobacco and alcohol-free facility.
- Kid Prints, Inc. does not permit open and/or concealed carry of firearms.

FIRE DRILLS

- Fire drills shall be held on a monthly basis. All occupants including; children, visitors, and caregivers will participate.
- A portable fire extinguisher is available in the facility, as well as a posted evacuation plan.

DISASTER and EMERGENCY PLAN

Below are the guidelines and actions we will follow in the event of a disaster or emergency.

● Evacuations

- If emergency situations dictate, children will be evacuated to:
- On Site: On the North Side of the Building, in the grass, near the walking path toward E. Cleveland St.
- Off Site: On the North Side of the Building, across the street, on the corner of S. 5th and E. Cleveland St.
- Parents and guardians will be contacted when it is deemed safe for the staff to do so.
- Required materials/supplies during evacuations:
 - Attendance sheets Or Tablets with ProCare attendance tracking.
 - Classroom emergency packs (include: emergency numbers, medical release forms, and first aid kits). These are also on our Emergency Tags.
 - Additional items (as needed):
 - Necessary medications
 - Cell phone(s)
 - Food
 - Water
 - Diapers

● Fires

- Evacuation of the building will occur, quickly and calmly through the nearest exit.
- Staff and children will gather at the predetermined evacuation site, which is on the North side of the building, in the grass, near the walking path toward E. Cleveland St.
- Account for staff and children immediately.
- Call 9-1-1 from outside the building.
- Do not re-enter the building until cleared by the Fire Department.

● Intruders/Suspicious Person(s)

- Calmly alert other staff in the center.
- Shut and lock all doors.
- Close blinds and/or curtains
- Turn off all lights
- Keep everyone away from doors and windows.
- Stay out of sight.
- If deemed safe, exit the building.
- Call 9-1-1.

● Severe Weather

- Gather staff and children inside the building away from exterior walls and windows.
- Account for all staff and children.
- Gather the classroom emergency packs in the event they are needed.
- Close off all non-essential rooms, when appropriate.
- Monitor local weather via radio or other means.
- Notify parents/guardians when it is deemed safe to do so.

TRANSPORTATION

- We will walk children to nearby activities when the opportunity arises. Transportation via motor vehicles will not be provided.

SUPPLIES and MATERIALS

Parents/Guardians must provide the following items for their child:

- Extra set of clothing

- During winter months, snow pants, coats, hats, gloves, boots, etc. must be provided in order for your child to participate in outside winter activities.
- Please provide sunscreen for each of your children.

Please make sure your child's name is clearly marked on all items.

PERSONAL BELONGINGS

- **Please DO NOT bring personal belongings unless it is show and tell day.**
- Child may not bring in guns, swords, and toys that could hurt another child.
- If sending an item to show & tell the center or preschool is not responsible for damages.

DISCIPLINE

- Discipline will be consistent, clear, and understandable to the child. Good behavior will be encouraged and praised. When disciplining a child, positive guidance, redirection, and setting clear limits that enable a child to become self-disciplined will be used at the center. Children will be encouraged to respect others, to be fair, and learn to be responsible for their actions. Aggressive behavior toward others is unacceptable.
- The following discipline **shall not** be used:
 - Punishment associated with food, rest, or toilet training
 - Physical discipline of a child
 - Abusive or profane language
 - Any form of humiliation
 - Any form of emotional abuse
 - A child can be removed from a group, but not isolated
 - Behaviors of a child may be ignored, but not the child
- Discipline will be administered in accordance with the Discipline Policy.

ILLNESS and EXCLUSION FROM ATTENDANCE

- In accordance with CDC and AAP recommendations, Kid Prints, Inc. may not admit a child who has or is suspected to have any of the following illnesses/symptoms of illness specified below:
 - Severe diarrhea
 - Severe pain or discomfort
 - Acute vomiting within a period of twenty-four (24) hours
 - Difficult or rapid breathing
 - Yellowish eyes or skin
 - Sore throat
 - Fever over 100° F
 - Severe coughing
 - Untreated head lice and/or nits
 - Untreated scabies
 - Untreated ringworm
 - Conjunctivitis (pink eye)
 - Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria.
 - Skin rashes, excluding diaper rash, lasting more than one (1) day.
 - COVID-19
- **Kid Prints, Inc. may require a child to be seen by a physician if they are suspected of having a contagious or communicable disease, and provide a physician's note allowing the child to return to the center.**
- **Parents/Guardians must notify Kid Prints, Inc. of any illness or injury, including but not limited to those listed above.**
- **The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is able to be picked up from the center.**

ADMINISTRATION OF MEDICATION

- As required, all employees have received training on the administration of prescription and non-prescription medication. Medications can only be given by employees when:
 - A parent has completed a medication form and the medication is a prescription with the correct documentation on it.
 - Medications are in their original manufacturer's container and transported and stored safely.
 - Any deviation from the recommended dosage must be accompanied by a physician's written instructions.
- The administration of medication will be documented.

CHILD TO STAFF RATIO REQUIREMENTS

- Kid Prints, Inc. is required to comply with the Wyoming Child Care Licensing Rules, including the child-to-staff ratios found here: <https://dfs.wyo.gov/providers/child-care/>

CONFIDENTIALITY

- The Executive Director of Kid Prints, Inc. shall maintain a confidential file containing each child's records, which shall be subject to access only by the Executive Director, Preschool Teacher, Board of Directors, state licensor, and the child's parent/legal guardian.

CARE OF CHILDREN BY KID PRINTS EMPLOYEES OUTSIDE OF WORK HOURS

- Employees of Kid Prints, Inc. electing to watch and/or care for children attending Kid Prints, Inc., or any child(ren) other than their own, outside of the Kid Prints, Inc. work hours and premises, are acting outside the boundaries of their employment. Employees are not covered by Kid Prints, Inc. insurance and need to disclose this to the parents and/or guardians of the child(ren).

DISCIPLINE POLICY

Discipline will be consistent, clear, and understandable to the child. When disciplining a child, positive guidance, redirection, and setting clear limits that enable a child to become self-disciplined will be used at the center. Children will be encouraged to respect others, to be fair and learn to be responsible for their actions. Aggressive behavior toward others is unacceptable. Good behavior will be encouraged and praised.

Kid Prints, Inc. utilizes the “Think Seat” as a form of discipline. The child will be directed to sit in the “Think Seat” when an undesirable behavior occurs. This allows the child to think about their actions. When the child is ready to discuss the misbehavior that led to the “Think Seat”, a caregiver will discuss the behavior with the child. This allows the child the ability to learn to make better choices.

Unacceptable behavior, of a more serious nature, is described as, but not limited to:

- Intentional physical violence towards others; including staff members, other children, or other adults
- Intentional verbal abuse
- Intentionally putting others in harm’s way
- Intentionally biting others

If unacceptable behavior, of a more serious nature, occurs, Kid Prints, Inc. will use progressive discipline as listed below:

- First Occurrence: Parent(s)/guardian(s) will be contacted to discuss the incident. This will be considered the first warning. The parent(s)/guardian(s) will be required to sign an incident report stating their knowledge of the incident. The parent(s)/guardian(s) will be reminded that if this type of behavior continues, the child may be expelled from Kid Prints, Inc.
- Second Occurrence: Parent(s)/guardian(s) will be contacted to discuss the incident. This will be considered the second warning. The parent(s)/guardian(s) will be required to sign an incident report stating their knowledge of the incident. The parent(s)/guardian(s) will be reminded that another incident may result in the expulsion of their child from Kid Prints, Inc.
- Third Occurrence: Staff will contact the parent(s)/guardian(s). The child will be expelled from Kid Prints, Inc. at that time.

Suspension/Expulsion Policy

At Kid Prints we strive to make every child’s experience a positive and nurturing environment however sometimes behavioral issues may arise that create a difficult learning environment for children. If we find your child is continually exhibiting inappropriate and disruptive behaviors we will share our concerns as well as our intervention methods with you through written documentation and a phone call and/or conference. Every effort will be made to connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension.

Kid Prints, Inc. will follow the above listed progressive disciplinary policy. Kid Prints, Inc. reserves the right to expel the child at any time, if necessary.

I/we have read the above policy and agree to the terms set forth.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

PARENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Parent Handbook and Policies for Kid Prints, Inc., and agree to comply with the provisions herein.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

LATE PICKUP POLICY

Morning preschool runs from 8:00-11:00 am Monday/Wednesday or Tuesday/Thursday. Parents/guardians who pick up their child/children after 11:10 am will be subject to a late fee of \$5.00 per minute for each minute after 11:10 am for each child. Afternoon preschool runs from 12:00-3:40 pm Monday-Thursday. Parents/guardians who pick up their child/children after 3:40 pm will be subject to a late fee of \$5.00 per minute for each minute after 3:30 pm for each child.

I/we have read the above policy and agree to the terms set forth.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

ACTIVITY AUTHORIZATION

Kid Prints, Inc. will occasionally take children on walking activity trips, and/or to and from summer activities and library activities. I authorize Kid Prints, Inc. to take my child on walking activity trips.

I/we have read the above policy and agree to the terms set forth.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

PHOTO AUTHORIZATION

Kid Prints, Inc. may wish to use photographs of children within the facility classrooms or in outdoor activities, on bulletin boards, and in newsletters. Kid Prints, Inc. may also submit pictures to the local newspaper and post on our facebook page. The names of children will not be released with any photographs to the newspaper or on facebook. Photographs will show children participating in activities and learning. I consent to the use of my child's photograph for these purposes for Kid Prints, Inc.

I/we have read the above policy and agree to the terms set forth.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Transportation

I know a majority of the students attending preschool also attend the daycare at Kid Prints (those that don't please make sure to inform me how your child will be getting picked up after class). However, please make sure you notify me if there is a change in where your child will be going after class. A message through Class DoJo or email will be appreciated. **A verbal gesture from your child will not be accepted, I need written instruction.**

- My child _____ will be transferred back to Kid Prints daycare after preschool. At this time I will be responsible for the hours billed.
- My child _____ will be picked up after preschool.

Signature: _____ Date: _____

Snacks

A snack schedule will be emailed to you monthly and I will also have the snack schedule posted on the "Parent Info." board that is outside of our classroom. If you need a paper one, please let me know and I will print one off for you. Please make sure you provide snacks for the entire class. At this point, there are **6 students in the Morning Class, and 14 in the Afternoon Class**. If there are any other food allergies I need to be aware of that your child has, please contact me ASAP. If your child has multiple allergies, we do ask that you provide your child with a snack. We **HIGHLY** recommend healthy snacks. However, on your child's birthday they are welcome to bring a special treat and I will make sure I schedule their snack day on their birthday or close to it. Summer birthday's will be scheduled in the months of April and May. For holiday parties, I ask that parents volunteer for each holiday party to bring in snacks (Halloween, Christmas, and Valentine's Day) . I will have a sign in sheet at the Kid Prints entrance to sign up for the holiday party snack day.

Show and Tell

On your child's last day of class for the week, they will be allowed to bring in **ONE** small toy to school to share with their classmates. If your child happens to forget (it happens 😊) they may share a story or classroom item or just say pass. Once the students have shared their beloved show and tell, they will get to play with their item during free-time. Students have the opportunity to share their show and tell with others, however, they don't have to. If they chose to not share this will be across all friends. I would recommend that you don't send your child with something that is breakable or valuable. Students must keep their show and tell in the bucket until it is time to share. **Please do not have your child bring in guns, swords, or other toys that could harm another child.**

Birthdays

Birthdays are very special to you and your child. I want to recognize your child's special day at school in an appropriate manner. As stated above, your child will be scheduled to bring in a special treat for the snack on their birthday or near their birthday. Summer birthdays will be celebrated in April and May.

PLEASE NOTE: If you send party invitations to school, please include the **ENTIRE CLASS!**

Clothing

I understand that preschoolers may still have some accidents, please make sure to bring a full set of clothing that is labeled with your child's name (shirt, pants, socks, and underwear). We will be moving around a lot, please make sure your child is in comfortable and appropriate

clothing for all of the many “messy” and active activities. Once the weather changes, students are expected to bring the appropriate cold weather clothing (jacket, snow pants, mittens/gloves, hat, and boots(cowboy boots are not snow boots)).

Daily Behavior Plan

Good behavior and learning go hand in hand. Simple class rules will be established and used on a daily basis to ensure your child experiences a positive and safe learning environment.

Even at the preschool level, children need to learn the importance of accepting responsibility for their actions. I will be using a positive teaching method with the students. My focus is on the good things the students do rather than the bad, so I will reinforce those actions with a variety of rewards (fun games, class party, extra recess time, ect.).

I will be using an online system called Classroom Dojo. You have all received an email from me with the access code to get signed in to check your child's behavior (please let me know if you need me to re-send the link). The students will be earning points based on their behavior throughout the day. The more good choices the student makes, the more points/rewards they earn (green zone). We will be adding chips to our jar as a class and will have a big class celebration when the jar is full. Sometimes a child may have to move down (hitting a student, purposely breaking something or ruining property, biting, ect.). If the student is in the red zone due to the negative points, your child may have to visit the refocus area for a short amount of time. In preschool, the refocus area will be a designated area in the classroom that the child will go to refocus. The child will be asked to discuss what happened, how they could do it differently next time and will be expected to apologize to the people involved. In rare cases, if the student has had to move down multiple times, they will have to stay in from recess or miss free time depending on the severity of the action. I encourage you to discuss your child's behavior with them when necessary. We want to help them understand what they need to do differently. Our main goal is to reward positive behavior/success rather than punishment. If you have any questions or concerns with your child's behavior please contact me.



Communication



Here are some ways you can contact me:

1. **EMAIL:** I check my email every day, however, if you're needing an immediate response, choose a different contact method. kidprints.prek@gmail.com
2. **CLASSROOM DOJO MESSENGER:** After you have signed up for Class DoJo, you will be able to message me just like a text message. I will have access to that on a daily basis,

this may be a quick way to contact me if you need an immediate response (since I will have access to the app on the classroom tablet). This is a great way for quick communication!

3. **NOTES:** Notes may be sent home in their daily home binder to ensure they will get to me.
4. **PHONE:** The staff at Kid Prints can give me your message if you call with any instructions, questions, or concerns. (307)-283-2682

Ending notes....

I encourage you to speak with your child on a daily basis about school activities and how his/her day was. Please realize that how your child views your feelings about his/her school and teachers directly affects how (s)he feels about them. I am beyond grateful to have your child in my class and look forward to working with you this school year! Thank you for your support, it is going to be a wonderful year!

Ms. Shannon

Preschool Rate

\$25.00 a week for 2 days per week (3 and 4-year-old class morning)

\$50.00 a week for 4 days per week (4 and 5-year-old class afternoon)
