



Parent Handbook

Please keep for your records



Welcome!

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

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

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

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

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

Sincerely,

Rhonda Devencenzi and all the phenomenal staff at Caughlin Club Kidz

Director - Rhonda Devencenzi: rhonda@caughlinkidz.com



Policies and Procedures

Introduction

Before your child(ren) start we will provide them with a cubby to store their belongings. We also will provide each child with a cotton bag for their belongings. We ask that your child(ren's) nap belongings fit in this bag and that their lunch boxes/bags fit inside their cubby box. The bags need to hang on their cubby hook along with your child's coat. No matter what room your child is in, please clearly label EVERYTHING, especially lunch boxes, sippy cups, and individual reusable lunch containers with your child's first and last name.

Caughlin Club Kidz is a licensed childcare center. We are licensed through Washoe County Social Services to care for up to 95 children, six weeks old to 18 years of age. This means the facility, staff and care of the children are operated under strict regulations. These regulations are monitored closely by the Washoe County Social Services, Fire Department and Health Department.

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

Our Moto

"Dive into Learning"

Our Address

4100 Caughlin Parkway

Our Website

caughlinkidz.com

Our Facebook

CaughlinKidz

Phone Number

(775) 747-6072

Fax Number

(775)747-6091

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

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

Holidays & Closures

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

New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, Christmas Day and the day after. We will be closed early the day before New Year's, Thanksgiving and Christmas. Please make sure you check the front door for holiday closure reminders. In the event that your child's regular schedule includes a holiday closure you are still responsible to pay your regular tuition for that day (no refunds).

School Closures - Natural Disasters

Caughlin Club Kidz might have delayed starts opening at 9 a.m. or closures due to bad weather and road conditions.

We will communicate this the following ways:

- Inform News Channels 2, 4, and 8
- Change our Voicemail with updated information Call (775) 747-6072
- Post on our Facebook page @CaughlinKidz

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

Enrollment

Upon enrollment, parents must fill out all required paperwork and provide a copy of their child’s current immunization records. Within 30 days after their enrollment date you **MUST** provide a well child check-up.

Tuition Rates: All tuition is paid on a weekly basis in advance.

- Sign-up Enrollment Fee \$50.00
- Annual Registration Fee: \$50.00 (EVERY JANUARY)
- Multi-child Discount: 10% off one child only
- Credit Card Processing Fee of 3% for EACH transaction.

See current year tuition rates within Enrollment packet.

Other discounts or fees that may apply:

- If you enroll your child for at least 3 ½ days you will receive a discount on a membership at the Caughlin Athletic Club.
- Late Tuition Fee: \$25.00 if not received by Tuesday morning.
- Late Pick-up Fee: \$1.00 per minute, per child (after 6:00 p.m.)
- If payment is made with credit card or debit card you will be charged a 3% processing fee.

Tuition rates:

Rates change every year. Please see our tuition rate form for the year.

Infant Deposit:

All infant (6 weeks to 12 months) spots requires a one month tuition deposit to hold your child’s spot. If your child doesn’t start on the date agreed you will not get the deposit reimbursed. This deposit goes towards your child’s initial enrollment date. If your child starts on the original date the deposit will go towards your child’s first month of childcare.

Children’s Schedules:

We ask that you provide your children’s scheduled drop off and pick up times. This helps us to staff each classroom appropriately. If your child will not be attending his/her regular scheduled day/time please be sure to communicate that with your child’s teacher and director. If your child will be late please make sure to call in. If your child is not at school within two hours of their drop off time we will consider them out for the day. We will not accept any children during nap time from 12:00p.m. to 2:30 p.m. due to the disruption of the class. While we strive to accommodate the needs of our families, attending extra days or times is subject to space availability in each classroom and must be prearranged.

Payments

Tuition payments **MUST** be paid on a weekly basis *in advance* (the Friday before the week your child attends). You are welcome to request a tuition statement every Friday either via email or in your child’s art file in the classroom. Tuition Express (Auto billing) will be debited by Tuesday. When checking your child in on the computer your balance due will appear on the screen. If you have any questions or concerns feel free to contact the director at (775) 747-6072. If you do not have a credit card on file you must pay by Monday morning prior to dropping your child off. You are welcome to pay when you check your child in or out with your credit card at point of sale. Reminder there is a 3% credit card processing fee for all credit card transactions. If tuition has not been received on time, *in advance*, a \$25.00 late fee will be charged as of Tuesday morning.

The registration fee is due upon enrollment/registration fee is due in September of each year.

We accept all major credit cards, money orders, and personal checks. Please make **ALL** checks and money orders out to Caughlin Club Kidz. Returned checks or declined credit cards will incur a \$20 fee.

Refunds

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

Drop off or Pick up Policy

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

Termination of CHILDCARE

If you are terminating your child's enrollment from Caughlin Club Kidz you **MUST** give a **FULL** 30-day **WRITTEN** notice. If you do not give a written notice you will still be held responsible for paying 30-days after the last day of attendance, including any late fees.

Vacations

After one **FULL** year of attendance with no tuition breaks, your family can receive a one-week vacation of tuition payments. You **MUST** give at least a 30-day written notice of all vacations regardless of tuition fees and it **MUST** be approved by the Director prior to the vacation. The vacation **MUST** be taken in a one week period (Monday through Friday), and your child(ren) cannot attend. If your account has not been in good standings for **ONE-FULL** year, your tuition will stay the same regardless of whether your child attends or not.

Returning Children

If you remove your child from our care for any period of time, you will be responsible for paying a \$50.00 registration fee **EACH** time the child returns. Your child's spot is not held when you withdrawal from the program, so please make sure to check the availability in your child's classroom.

Trained Early Childhood Providers (Teachers)

The teachers are hired by the Director. We strive for our staff to have prior experience working with children and **ALL** providers are required to be current on the following (required and regulated by Washoe County Social Services):

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

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

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

Babysitting:

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

etc.). You take full responsibility for the staff member and your child(ren). Current or previous staff members may NOT babysit a child DURING the hours of operation of the Center (7:00 a.m. to 6:00 p.m., Monday through Friday). This is a violation of Caughlin Club Kidz Policies and Procedures.

Lunches and Snacks:

Caughlin Club Kidz provides a morning snack around 9:00-9:30 a.m. and an afternoon snack around 2:30-3:00 p.m. We provide whole milk for all children under 2 years of age and 1% milk for all children over 2 years old. Lunch is around 11:30 a.m. EVERY DAY. You may bring a COLD lunch for your child, or purchase a daily HOT lunch for \$4.50 each or a meal ticket for \$45.00 for 10 meals. A Menu will be posted in each classroom and at the front desk.

Cold Lunches: Cold lunch boxes are to be CLEARLY labeled with a cold pack. If we cannot FIND a meal for your child, we will make your child a lunch and charge your account \$5.00. Meals MUST consist of a WELL BALANCED diet. No soda or junk food please. We are able to warm up lunches in the microwave. ALL lunches MUST be NUT FREE.

Hot Lunches: Each month the HOT lunch menu is available at the front desk as well as posted in every classroom. Your child is offered a lunch of the day (see the lunch menu for details). If you wish to purchase a HOT lunch, please pre-purchase a HOT LUNCH MEAL CARD for \$45.00 including tax for 10 meals. ALL hot lunch MUST be pre-paid. You will need to sign your child up each day you want them to have a hot lunch in the white binder at the front desk. We will keep track of pre-paid lunches and notify you when you're down to 3 lunches.

Reports and Documentation

All reports (daily's, incident accident reports, field trip permission slips, etc.) will be filed through our online Kidreports app. Please download this app to your phone. It is a great way for your child's teachers to communicate with you throughout the day as well as get all reminders for the facility.

How to download:

For all iPads and iPhones you will need to download the free app from the App Store. Search for "KidReports" in the App Store, or go to: <http://itunes.apple.com/us/app/kidreports/id490028612?mt=8>

For all Android tablets and smartphones you will need to download the free app from the Android Market. Search for "KidReports" in the market, or go to: <https://market.android.com/details?id=com.kidreports.app.client>

It is required by licensing that if your child is hurt while in our care you will receive a written Accident Report. If your child HURTS another child, teacher, or client while in our care you will receive a written Oh, NO Report. These reports will inform you, the director and licensing of what, when and where it happened. You need to sign that you have read the report and return it to the staff member immediately. If you want a copy of the report please feel free to ask a provider for one. These reports are always left in your child's file and you can see them at any time. In the event of a head related injury the parent will be contacted by phone immediately.

If your child comes into our care with something noticeable we will do a, I Noticed Report. We will ask you what happened and document it on this form.

IN ALL OF OUR CLASSROOMS:

While your child(ren) are in our care, it is still their responsibility to follow the rules of the preschool center. This means they will have to be kind, respectful and courteous at all times! This includes the other children in the center, the staff, toys, equipment and property. If your child is destructive and breaks any of our property you will be responsible for replacing it. (This does not include day to day use of toys and supplies.) If your child is disruptive and/or will not listen to the staff you will be asked to pick your child up. Please see our Positive Behavior Encouragement Policy for more information. Always be sure to take your child to the appropriate classroom and check in with the staff member in charge. Children are never to be left unattended in any area of the school. For the safety of your child, please check your child in and out each day at the front desk. Attendance records are required by law.

Please check the classroom bulletin board throughout the month. Parent info and fun activities to do at home will be posted. Monthly newsletters and lunch menus will also be posted and are also available at caughlinclub.com

Please return any school items that are accidentally taken home to the front desk.



The Starfish - Infant Care (6 weeks to 1 year and/or walking or developmentally appropriate):

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

In the Starfish classroom it is your responsibility to provide your baby with an appropriate amount of the following items:

- Premade bottles with formula or breast milk (CLEARLY LABELED with your child's NAME and date on it)
- Baby Food (CLEARLY LABELED with your child's NAME and date on it)
- Diapers (minimum: 6-7 a day)
- Wipes
- Pacifier/ Binkie
- Spoons and bowls
- Sleep sack (Absolutely NO blankets can be in this classroom for ANY reason.)
- Extra change of clothing (including: pants, shirts, socks and shoes).
- Other: Rash ointment, oral gel, etc.
- ANYTHING ELSE YOU COULD THINK WOULD MAKE YOUR CHILD HAPPY AND CONTENT.
- Please bring in a family photo for us to display to help comfort your child
- PLEASE REMEMBER TO LABEL ALL OF YOUR CHILDS BELONGINGS WITH FIRST AND LAST NAME; Please include the date on food and beverages every day.
i.e. Joey Smith 10/3/14

A Daily Report will be kept to track your child's feeding, diapering, sleeping and any other information throughout your child's day (what they did, exciting things, etc.) on the KidReports app.



Sea Lions- Toddler Care (WALKING to 2 years old or developmentally appropriate):

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

While in The Sea Lion Classroom it is your responsibility to provide your toddler with an appropriate amount of the following items:

Well balanced lunch, cold lunch provided by parent, hot lunch by us..... EVERYDAY!!

- Diapers (minimum: 5 a day)
- Wipes
- Changes of clothes (more than one)
- Sippy cup for each individual drink (Water, Milk, Juice, etc.)
- Blanket and crib sheet (ALL children MUST HAVE A CRIB SHEET)
- Other: rash ointment, oral gel, etc.
- Shoes are required in this classroom EVERYDAY!
- Jackets during the winter time
- Water play clothes during the summer
- Please bring in a family photo for us to display to help comfort your child

****PLEASE REMEMBER TO LABEL ALL OF YOUR CHILD’S BELONGINGS WITH FIRST AND LAST NAME; Please include the date on food and beverages every day. i.e. Jon Doe 10/3/14**

A Daily Report will be kept to track your child’s feeding, diapering or potty training, sleeping and any other information throughout your child’s day (what they did, exciting things, etc.) on the KidReports app.



The Sea Turtles – Older Toddler Care (2 to 3 years old):

We will provide your child with a low ratio at six children per one teacher. We implement a thematic developmentally appropriate curriculum each week. In this classroom these children are encouraged to participate at circle time for 15 minutes through singing, reading, and discussing important thematic topics. They will be learning to follow direction, participate in creative art activities, identify their name, be introduced to sign language, self-help skills (washing hands, self-feeding and toilet training), and how to share and take turns.

While in this classroom it is your responsibility to provide your baby with an appropriate amount of the following items:

- Well balanced lunch, cold provided by parent, hot by us..... EVERYDAY!!
- Pull-ups (minimum: 5 a day)
- Wipes
- Sippy Cup for each individual drink (Water, Milk, Juice, etc.)
- Blanket and crib sheet (ALL children MUST HAVE A CRIB SHEET).
- Lots of changes of clothes
- Other: Rash ointment, oral gel, etc.
- *Please bring in a family photo for us to display to help comfort your child*
- *Icepack in lunch bag if cold lunch; we are able to heat up lunch items*



The Jellyfish- Preschool Care (3 to 4 years old):

We will provide your child with lots of praise and encouragement in this classroom. Along with a thematic age appropriate curriculum that will help your child develop into a preschooler. This includes following directions, sitting at circle time, holding a pencil, art projects, coloring in the lines, singing their ABC’s, counting, colors, shapes, days of the week, team work, and problem solving skills.

It is your responsibility to provide your child with an appropriate amount of the following items:

- Well balanced lunch, cold lunch provided by parent, hot lunch by us..... EVERYDAY!!
- Backpack (Must fit EVERYTHING except for lunch box and water bottle).
- Blanket and crib sheet (ALL children MUST HAVE A CRIB SHEET).
- Extra clothing (including: pants, shirts, socks, underwear and shoes)
- Jacket (We live in NEVADA; you never know what the weather will be.)
- *Please bring in a family photo for us to display to help comfort your child*
- *Sunscreen*
- *Icepack in lunch bag if cold lunch due that we do not have sufficient refrigerator space ; we are able to heat up lunch items.*



The Whales - Preschool Care (4 to school-age children):

In this classroom we will prepare your child for the upcoming school year. Along with a thematic age appropriate curriculum working towards Kindergarten readiness. This includes writing their name, art, coloring in the lines, identifying their ABC's, counting, colors, shapes, days of the week, team work, sight words and problem solving.

It is your responsibility to provide your child with an appropriate amount of the following items:

- Well balanced lunch, cold lunch provided by parent, hot lunch by us..... EVERYDAY!!
- Backpack (Must fit EVERYTHING except for lunch box and water bottle).
- Blanket and crib sheet (ALL children MUST HAVE A CRIB SHEET).
- Extra Clothing (including: pants, shirts, socks, underwear and shoes)
- Jacket (We live in NEVADA; you never know what the weather will be.)
- *Sunscreen*
- *Appropriate clothes for current weather/season*
- *Please bring in a family photo for us to display to help comfort your child*
- *Icepack in lunch bag if cold lunch; we are able to heat up lunch items*



The Dolphins - 4.5/5 years old to Kindergarten:

In this classroom we are preparing your child before starting Kindergarten. We will prepare your child for the upcoming school year in every way we can; academically, routines, behavior, expectations, etc. We will implement a thematic age appropriate curriculum working towards Kindergarten readiness. This includes writing their name, art, coloring in the lines, identifying their ABC's, counting, colors, shapes, days of the week, team work, sight words and problem solving. We have lots of fun activities planned as well. In the summer the dolphin classroom will go swimming in the Caughlin Athletic Club 2 foot pool. The ratio changes to a 1 to 4 as well as having a lifeguard on site. In the summer we also do fun events such as walking to yogurt beach, going to the gym for different classes (Team ball, obstacle courses, relay races, etc.). As well as participating in activities such as the music, dance and Challenge Island coming out to our facility. This classroom does not nap, but will be given a 30 minuet quiet period where the children will work on coloring pages, reading, workbooks, writing, etc.

It is your responsibility to provide your child with an appropriate amount of the following items:

- Well balanced lunch, a sack, cold lunch EVERYDAY!!
- Extra Clothing (including: pants, shirts, socks, underwear and shoes)
- Swim suits, towel and pool shoes.

Transition Period

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

Holiday Celebrations

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

Birthdays Celebrations

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

Parent Involvement Policy

We strongly believe that your involvement as a parent is very important and that your involvement empowers your child's learning experiences.

As your child's preschool will do the following:

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

Parent / Teacher Communication

We provide a communication clip board and drop box at the front door of every classroom. This is where parents can write comments, concern or thoughts to the teachers in the classroom. The drop box is checked daily during nap time by the teachers in your child's classroom. The staff will respond to your concerns or make changes in the classroom. You're welcome to leave your name so the teachers can directly speak to you or you may leave an anonymous note as well. Don't be shy ... communication is very important to us and only makes our facility better.

Parent Participation / Volunteering / Observation

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

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

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

Internal Cameras

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

Open-Door Policy

We invite you to visit your child while in our care at ANY TIME, with no or little notice. Phone calls are also welcome. Our phone number is (775) 747-6072.

Parent/Teacher Conferences

Parent/Teacher conferences are available upon request at any time during the school year. Please contact the director for the best time to come in or if you prefer a phone conference.

Smoking Policy

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

Health Policy

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

Please notify the school as early as possible if your child will be absent due to illness. If your child has been exposed to a contagious illness, please notify us immediately and a notice will be posted.

****Illness****

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

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

If your child shows any of those symptoms while in our care, do not be surprised if you are asked to pick up your child and take them home. You're child cannot return to daycare within 24 hour period without a doctor's note that states they are not contagious, and what illness they have. Please be aware, that the director also has the right to OVER RIDE a doctor's note and not accept your child into the learning center. If they feel the child cannot participate in the regular everyday activities you may be asked to pick your child up from the facility. Please be aware that we have these policies in place to prevent the spread of illnesses to children and our staff across the facility.

Your child may come to school:

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

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

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

Emergencies

In case of an accidental injury, we will make an immediate attempt to contact you or someone on the emergency contact list. If no one can be reached, we will then call the child's physician. If necessary, we will also (before or after) call paramedics. Until the arrival of a parent, the physician, or the paramedics, Caughlin Club Kidz will be in charge and make all medical decisions regarding the care of your child. You will be expected to assume responsibility for any result in expenses not covered by Caughlin Club Kidz insurance. It is in your child's best interest that you keep up-to-date records in your child's file at ALL TIMES: phone numbers, emergency numbers, and other important information.

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

Outdoor Plan

Unless the weather is extremely bad, we will go outside EVERY DAY!!!! For 15 minutes to 45 minutes, depending on weather, but it is a requirement that the children get fresh air EVERY DAY!! If your child cannot go outside they should not be at school. Please make sure your child has appropriate clothing for the weather.

In the winter: ALL children MUST have a jacket, gloves, snow boots and a hat.

In the summer: Please provide a bathing suit & towel (clearly labeled) that stays at school for water play throughout the summer.

Please dress your child appropriately: Remember that many of the art activities can be messy, so, it is best to dress your child in clothes that are easily washable. Please make sure your child(ren) always have a change of clothes in his/her cubby.

Physical Activity Statement

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

In the classroom we continue to provide the children with physical activities as well. Some things we do are music, movement, dancing, walking, lifting, yoga and stretches. We also have the opportunity to use the gym next door to do relay games, obstacle courses, duck, duck goose, running, kick ball, racket ball and basketball.

Walking Field Trips

Also don't forget about our weekly nature walks around the beautiful Caughlin community. We enjoy taking the children around the community, however we do not permit the children to play in or around the streams, pet the animals or climb trees while we are out. Licensing also does not allow it. When we go on walking field trips you will need to give permission for each trip (there will be a classroom permission slip each time) and it will be listed on your child's classroom curriculum forms. We ask that all children are encouraged by the parents to participate in all of our physical activities.

Offsite Field Trips

As offsite field trips do not happen often in our preschool program they do happen occasionally where we will need to use our vans. All children will need a signed permission slip for each field trip and a car seat or booster seat (if under 6 years old and 60 pounds). Teachers who are above 21 years of age can drive the vans. All vans are fully insured and inspected yearly.

Swimming:

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

The Sea Lions (One's) & Sea Turtles (Two's) play in our side yard with sprinklers and water toys. No standing body of water though.

Our Jellyfish (Three's), Whales and Dolphins (Four's) get the pleasure of playing in the Caughlin Athletic Club baby pool once a week. The pool is only 2 feet deep, however, the depth of the water cannot be higher than any child's chest. Your children are welcome to bring life vests or floating devices to insure they feel and are safe. All three classrooms will have a designated day to go swimming every week. The

ratios drop to a 1 to 4. Also a lifeguard is on duty while we are swimming. During these times the pool will be open to the public, but each child that is enrolled in our program **MUST** wear a Caughlin Club Kidz **RED** tank top while in or around the pool.

Please note if the lifeguarded calls in to work or we do not have adequate staffing to abide by the 1 to 4 teacher to child ratio we will not swim, however we will still play in the sprinklers. Our teachers will be taking role and counting kids before, during and after swim times.

Screenings & Portfolios

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

Referrals

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

IEP's

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

Toys from Home

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

Volunteers

Volunteers are always nice to have, but the safety of the children and providers is most important. No strangers are allowed to volunteer. All volunteers must be referred to the director prior to coming in. Additionally, we encourage you (the parent) to volunteer if time permits. Please come by and read a story or participate in an art project! It's a lot of fun and the children enjoy it.

Child Safety and Protection Laws

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

Waiting List

A waiting list will be maintained by the Director. Siblings of children already registered with Caughlin Club Kidz will receive first priority. The families on the waiting list will be honored on a first come, first serve basis. In order to **HOLD** a spot you are responsible for paying the registration fee of \$50.00 upfront.

Child Guidance / Positive Behavior Encouragement Policy

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

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

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

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

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

Occasionally a child persists in negative behaviors. The teacher will continue talking with the child and even the class, about what behaviors is appropriate and what are not good choices. Last, but not least the child could visit the front desk to regroup their self and talk to the staff member there and see if this calms the child and helps them turn their behavior around. If these attempts to help the child regain control in an age appropriate way, fails the parent will be called and the child will be sent home for the day. If this happens more than once, parent, teacher and director will meet to discuss whether the child will be allowed to attend the program in the future.

Our obligation to parents and children is to provide a fun, safe learning environment for ALL of the children in our care. We take this obligation very seriously. We also realize that there is a wide range of NORMAL behaviors between the ages 3-5. Some children are very active, some are calm, some enjoy reading, and some enjoy building. Some can sit at a table and do school work and others may not be able to. We wish to respect the needs of all of the children, as well as not to disrupt the learning of any child.

If at any time you wish to have a conference with our child's teacher(s), please call and one will be arranged. As always your comments and concerns are very important to us and communication is the key to brighten your child's future.

Infant and Toddler Policies

The needs of your infant or toddlers are important to us. We wish to give your child personal care for feeding, sleeping and play time. Every day there will be a My Day form for you to fill out and let us know how your child did during the night and in the morning. If you have any special instructions please write them down.

During the day we will need disposable diapers, wipes and diaper rash ointment for your child. You may bring a diaper bag every day with these supplies or provide us with a week or two's worth. We will write on you're my Day sheet when we are running low and need more supplies.

It is always good to include a change of clothes or two because accidents happen. If we need to change your child's clothes, we will give you the soiled clothes in a plastic bag to take home. We will need a crib sheet and blanket for your child. Please bring it on Monday and take it home to be laundered on Friday. If it becomes soiled we will send it home and ask you for a clean one. Please let us know the usual times that your child naps on the My Day form. We will let you know on the form when your child slept during the day. It is our policy to only put infants 8 months or younger to sleep on their backs. Staff that work with infants and toddlers are aware of the risk factors for SIDS.

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

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

Biting Policy

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of

development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means it is a particular concern for the staff in the Toddler/Young 2's room.

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

Our policy for handling a bite incident is as follows:

The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand; then they are redirected.

A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already hard situation more difficult.

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

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. If after multiple bites in a two week period, after looking at the context of the situation and using age appropriate techniques, we may suspend a child for a length of time. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

Diaper changing and Potty Training Policies:

As a parent of an infant and/or toddler we need you and your family to also understand our Diaper changing and Potty Training Policies. A large portion of our day at Caughlin Club Kids is spent diapering and assisting with toileting. Most children begin toilet or potty training, and many will master it, during the toddler years. Getting the children in our care potty trained before going to the three year old classroom (Jellyfish) is our goal, but every child is different.

- We document ALL diapers and Potty Training on the diaper sheet and the staff member will INITIAL that they changed or sent the child to the restroom as it happens throughout the day.
- We write down diapers on the child's daily sheet as well.
- Symbols you will find on the diaper log and on your child's daily will be as follows:

Children in a DIAPER:

BM = Pooped W = Wet B = Both: Pooped and Wet D = Diarrhea

Children POTTY TRAINING:

Star = Peed in toilet Circled Star = Pooped in Toilet Circled Star & BM = Both: Pooped & Peed in Toilet

- Your child's Diaper will ONLY to be changed on/in the designated changing areas throughout our facility (not on the floor, but on the changing table).
- We change your child's diaper EVERY 2 HOURS or sooner if needed.
- If a child has diarrhea 3 times they MUST be sent home ASAP and may not return for 24 hours unless they bring in a doctor's note stating that they are not contagious and they may return to daycare. This is the ONLY exception!!! The Director MUST be made aware of any child being sent home. The Director can refuse a child even if a doctor's note has been received: If a child is not themselves or cannot participate in the day to day functions of the classroom they may be asked to stay home.

- Parents provide their children with diapering supplies. ONLY those items will be used on your child. It is the STAFF's responsibility to notify the parent when they are getting close to low on their diapering supplies. The staff will write what the child needs on the white board in classroom by the diaper area. If your child does not have their belongings the teacher will call you and ask that you bring it in asap. We do NOT have extras on site.
Parents are to have the following for your child everyday:

Diapers Wipes Butt Ointment Change of clothes

Some Barriers to Potty Training

- Children are not yet ready.** Sometimes toddlers are pushed into potty training before their bodies are ready. It is not impossible to help a child who is not ready to learn to use the potty, but it is definitely more of a challenge. Here at Caughlin Club Kids we do not push a child to get potty trained, we encourage the children with positive reinforcement (words, prayers, bribery, etc.) We will NEVER force or push a child if they are uncomfortable. All children are different and strive differently.
- Families are not yet ready.** For families to be ready to make the commitment, they must be ready to help the child with potty training at home, bring all of the supplies needed, and to work as a team with the teaching staff so the child has consistent reinforcement. Transitioning to using the toilet may involve families emotionally letting go of the baby and embracing the child becoming a preschooler. This may be a process for some families to work through; in fact, they may not even be aware that they are feeling ambivalent about the process. Again positive and encouraging words, educate the family.
- Cultural expectations vary.** The dominant culture in the United States holds the expectation that children will be potty trained by their third year. This is generally thought to be the age of 2 years for girls and the age of 2½ years for boys. Other cultures may believe that children should be potty trained within an earlier or later time-frame. As with all decisions, staff should consult with families to understand their expectations.
- Timing is a factor.** A child may be physically but not emotionally ready for potty training. Perhaps a sibling has newly arrived, a parent is deployed, the family has moved, or other family changes make potty training an additional stressor rather than a welcome task. It is best in these circumstances to delay potty training until the child or family has made it through most of the emotional upheaval in the transition.

Some of the Child Readiness Signs

The child...

- Has understanding of the concept of cause and effect.
- Has an ability to communicate, including sign language, he or she may use words or gestures to indicate the need to use the toilet.
- Can remain dry for at least two hours at a time during the day or is dry at naptime.
- Has bowel movements on a regular and predictable schedule.
- Can follow simple directions.
- Can sit on the toilet, to feel/understand the sense of elimination.
- Shows discomfort over wet or soiled diaper.
- Shows some interest in going to the potty and being more autonomous.
- Is able to pull down and pull up his or her own pants.

Last, but not least,

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

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

Thank you,

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



Parent Handbook Agreement

This parent handbook consists of 17 pages including this one. Please be sure to read and understand ALL of it. If you have questions please feel free to contact the Director regarding any comments or concerns.

Child's Full Name: _____ DOB: _____

Initial ALL:

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

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

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

_____ I hereby agree to comply with the rules, policies and regulations of Caughlin Club Kidz regarding fees, schedules, attendance, health, clothing and other items specified in the Parent Handbook.

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

_____ I understand that tuition is due by Monday morning unless other arrangements have been made. My credit card on file will be ran on Monday. If I do not have a card on file, I must pay on Friday before for the following week. If tuition has not been received on time, *in advance*, a \$25.00 late fee will be charged as of Tuesday morning.

_____ I understand that only after one full year of attendance with no breaks in tuition my family will receive a one-week vacation free of tuition payments. I MUST give at least a 30-day written notice of all vacations regardless of tuition fees and it MUST be approved by the Director prior to the vacation. The vacation MUST be taken in a one week period (Monday through Friday). If your account has not been in good standings for a ONE-FULL year, your tuition will stay the same regardless of if my child attends or not.

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

_____ I understand that if I have a change in address, schedule, credit card, etc. a "Student Enrollment Change Form" must be completed as soon as possible. If I am changing my schedule I have to give at least a two week notice to change the days or times my child is enrolled. Prior to filling this form out I will make sure there is availability in the classroom.

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

_____ I have read and understand the statement there will be NO refunds of ANY kind. NO EXCEPTIONS!!! By initialing each of the highlighted statements and signing below I was given a full Parent Handbook and have fully read and understand all the policies and procedures in the Parent Handbook for Caughlin Club Kidz and agree to abide by all that is stated above.

Parent Print Name

Parent or Legal Guardian Signature

Date