



Selah GymKids

Morning Preschool Policy Handbook

Welcome to Selah GymKids preschool. We provide a quality and loving atmosphere and believe that every child is special and unique. We encourage parental involvement and appreciate your support. Our mission statement:

*“Selah GymKids exists to provide a confidence building program for children,
that is educational and entertaining, where fitness and fun go hand in hand.”*

Positive guidance techniques are used by our staff to enhance a child’s feeling of self-worth. We provide large and small group interaction, which helps children learn cooperation, listening and sharing skills. We also offer self-selected activities that stimulate cognitive growth and creativity, as well as emotional and social development.

PARENT COMMUNICATION

We strive for verbal communication with parents/guardians daily. We also use the Playground app for another form of communication. All Parents/guardians will receive an invitation link to the playground app. Calendars will be posted on the playground app monthly. Calendars include your child’s snack day, curriculum, upcoming events and closures. We offer parent-teacher conferences two-times a year. Our preschool operates on the same calendar as the Selah School District.

DROP-OFF/ PICK-UP PROCEDURES

A parent or designated adult, 18 years or older, must accompany children to and from the building, making contact with a teacher before leaving. The adult dropping-off/ picking-up must sign their child(ren) in/out using an Ipad located at the classroom entrance at the west end of the building. Each family will have their own assigned PIN number. If someone other than a parent/guardian is picking-up the child, verbal or written permission from the parent/guardian is required before we can release the child. Once permission is obtained, staff will ask for verification of identity. ID will be checked and must be current. Parents must promptly pick up at the end of your class time. For each minute your child is here past the end of class you will be charged \$3.00 a minute.

RESTROOM REQUIREMENTS

All children must be fully potty trained. We ask that before coming to class your child uses the restroom at home. Please provide one set of extra clothes sealed in a gallon zip lock bag labeled with their name. This will remain in their backpack when at school in case of occasional accidents or spills.

CUSTODY/ PARENTING PLAN/ RESTRAINING ORDER

When there is a parenting plan, custodial plan or restraining order in place that affects the eligibility of a biological parent's right to pick up their child, we require a copy of the court ordered plan. If we do not have the set plan in our possession, we cannot withhold a child from their parent/guardian. Any custodial disputes need to remain outside of our facility.

SAFETY

Safety is our number one concern. We take every precaution to ensure staff and children are in a safe, healthy, feel-good environment. All of our staff have taken first-aid/CPR and blood-borne pathogens courses.

In the event a child gets hurt while in our care, we will assess the injury and aid to the child as needed. If it is a serious injury we will call 911 and parent/guardian immediately. An accident report will be completed describing the accident in detail. The accident report will be viewed and signed by a parent/guardian and kept in the child's file.

If a child exhibits destructive or harmful behavior toward others, he/she will be removed from the situation immediately and sent home for the day. An incident report will be completed, documenting the child's behavior. The incident report will be viewed and signed by a parent/guardian and kept in the child's file. If the destructive or harmful behavior continues, the child will be disenrolled from the center. Parents/guardians will be held responsible for any damage to Selah GymKids property due to a child's destructive behavior.

MEDICAL

In accordance with the Washington Administrative Code, we must observe all children for signs of illness when they arrive in the morning and throughout the day. We will notify parents/guardians right away if the child develops signs or symptoms of illness. In addition, we must exclude children and staff with the following symptoms from care:

- Vomiting (two or more times in a 24-hour period)
- Diarrhea (three or more times in a 24 hour period or contains more than a drop of blood or mucus)
- Open or oozing sores or wounds, unless properly covered with cloth or bandages
- For suspected communicable skin infections such as impetigo, pinkeye, ringworm and scabies. The child may return 24-hours after starting antibiotic treatment,
- Lice or nits
- Fever of 100 degrees Fahrenheit or higher and who also have one or more of the following:
 - Earache
 - Headache
 - Sore throat
 - Rash,
 - Vomiting,
 - Diarrhea, or
 - Fatigue that prevents participation in regular activities

Selah GymKids requires all students and staff to be free from any of the above signs or symptoms (unless noted otherwise) for a full 24-hours before returning to the center.

Your child's space in our program is confirmed by your tuition, and will not be reimbursed to non-attendance or possible special circumstances.

Children and staff that have a reportable disease may not be in attendance at the center unless approved by the local health authority.

We will notify families in writing when children and staff have been exposed to infectious diseases or parasites.

A parent/guardian is required to notify center staff of any medical conditions their child has that requires special attention or considerations. These may include, but are not limited to, seizures, asthma, and severe allergic reactions. We will provide a Plan of Action form for each medical condition and must be completed by a parent/guardian and the child's physician. The Plan of Action will help us understand the medical condition and the steps to follow should he/she need special attention.

If your child has food allergies please notify staff right away. If medication or medical attention is required when your child comes in contact with the allergen, a Plan of Action form will need to be completed by a parent/guardian and the child's physician. Refer to medical conditions for more details. As a safety precaution, we *will* ask that parent/guardians provide snacks for their child. Though we will take every precaution, we cannot guarantee that a child will never come in contact with the food they are allergic to.

SNACK

Each child is asked to bring snacks for preschool. You will find your snack day on your class calendar posted on the playground app. The number of times per year will depend on the size of the class. We ask that you bring healthy snacks. If you need ideas your teacher would be happy to provide them. We serve snack family style to help the children learn how to pour and count. Because of this we ask that you bring things in larger containers instead of individually wrapped, or in juice boxes. On your child's snack day, they get the opportunity to be teacher helper and line leader for the day. Each child will have a VIP snack day close to their birthday. This day they may bring a small treat along with their regular snack to share with the class. On your child's snack day they may also bring something from home to share with the class.

HEALTHY DISCIPLINE AND SUPERVISION

The purpose of discipline is to help children learn basic human values, problem-solving skills, and to take responsibility for their own choices. Our staff has been given clear guidelines on the discipline policies used in the center and have been trained in positive discipline techniques.

We are consistent and follow daily routines. We give choices and use short concise instructions. We use positive reinforcement for the behavior we want by ignoring negative behavior.

PARENT/ CHILD CODE OF CONDUCT

We expect that all who come into our facility conduct their behavior in a kind, productive, and respectful manner. Physical or verbal abuse is not permitted. Any child or adult considered abusive will be immediately dismissed from our program. We have the right to refuse service to anyone.

PAYMENTS

Auto payments are charged on the 1st monthly and a \$25 fee will be charged for all declined payments.