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**Parent Handbook**

**Welcome to Our Center**

Location: 4150 West Thomas canyonWinnemucca NV 89445

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Website: smallwonderspreschoolandchildcare.com

**Mission Statement**

***At Small Wonders Preschool and Child Care we believe in providing a high-quality, age-appropriate learning environment that meets the individual needs of each child in a safe, inclusive, nurturing environment that builds a foundation for meaningful early life experiences.***

**Vision statement**

***Our vision is to promote the essential need for early learning that supports high-quality care. We strive to promote an inclusive community, advocate the importance of play and independence, and provide a child-centered foundation.***

**Programs and Services**

Small Wonders is open Monday-Friday from 6:30am-5:30pm. We offer full time enrollment for ages 6 weeks to 5 years. We provide a play -based curriculum and developmental age-appropriate environment. If the family qualifies, we do offer childcare assistance through children’s cabinet.

**Leadership Directory**

Director/Owner: Synthia Kenison

Assistant Director/ Supervisor: Kathryn Simpson

**Philosophy**

We believe that the most important part of quality care is having a safe, developmentally appropriate place for children to learn and grow. Quality care is defined through:

* Small group sizes and low ratios
* Strong bonds and respect between care giver and child
* Educated teachers/ care givers.
* An emphasis on child/ teacher interactions and relationships
* Ongoing training and development for each caregiver
* Efficient communication with families
* A developmentally appropriate curriculum
* Well organized, extensive environments that are constantly changing to provide something new.
* Strong family/ caregiver relations and parental involvement

Children learn best through play and experimentation. We would like to be a home away from home for children. The Most important quality that a caregiver can have is patience. Our goals for the children are:

* To encourage confidence and build self-esteem.
* To nurture each child’s emotional, physical, cognitive, creative, and social growth
* To encourage a natural curiosity about the world around us to instill a love for learning.
* To develop a sense of empathy for others

We have accomplished these goals by:

* Providing a nurturing and loving environment where each child is respected, and their individuality is valued.
* Following a developmentally appropriate curriculum that builds on what children already are capable of and know.
* Making sure there are experiences and materials that they can experiment with that encourage curiosity.
* Providing an environment where children can explore their creativity through play and exploration.
* Creating a daily plan that will make each day predictable and ensure that the children are getting the most out of their day.
* Placing emphasis on emotions and consequences through empowering children by letting them make their own decisions.
* Promoting parental involvement by providing opportunities for families to participate in school activities.

Forming a program that encourages love and trust is the key to a good center.

**Policy and Procedures**

**Hours of operation**-We will be open Monday through Friday 6:30am to 5:30pm.

**Holidays**-We will observe the following holidays:

* New Year’s Day
* MLK Day
* President’s Day
* Memorial Day
* July 4th
* Labor Day
* Nevada Day
* Veterans
* Thanksgiving Day and the day after
* Christmas Eve
* Christmas Day

Tuition will not be discounted for these holidays. We calculate tuition based on an annual enrollment and holidays are considered when we set our annual prices. A recognized holiday that falls on a Saturday may be observed the preceding Friday. A recognized holiday that falls on a Sunday may be observed the following Monday.

**Center Closures**-We will do everything in our power to be open during normal business hours but there might be times we need to close early or not open at all due to severe weather, civil authority closures or other conditions. Should we close early it will be your responsibility to make sure your child is picked up early. Tuition is calculated on an annual basis; therefore, tuition will not be discounted for any center closure, scheduled or unscheduled.

**Confidentially and Children’s Records**-Everything in your child’s record is confidential. No one who is not directly related to the care of your child or affiliated with state licensing agencies will have access to your child’s record.

**Mandated Reporting**-All childcare providers belong to one of the many groups considered mandated reporters for suspect of child abuse and/or neglect. What this means is that despite whether we witness child abuse firsthand or whether we just suspect it we must take action to make sure it is reported and documented. NRS 432B.220

**State Licensing**-We comply with all and any state regulations and requirements. Our center is subject to inspection by state and city health, fire, licensing, and building agencies. If you have any questions about these regulations, please feel free to talk to the Center Director.

**Registration and Enrollment**-All forms provided to you must be completed before your child can start. Your registration fee must be paid, and we must have a copy of your child’s current shot record. Within 30 days of enrolling, we will need a health statement from your child’s physician. All information must remain updated. There is an annual renewal fee that is due every August of $85 per child.

**Tuition and Payment**-Tuition is due the Friday before the week of service. If *tuition is not paid by Monday at noon a $35 late fee will be assessed to your account*. If tuition is not paid by Tuesday morning your child may not return to our center until your tuition and your late fee is paid in full. Repeated failure to pay your tuition on time may result in termination of services. If we receive more than one bounced check, you will be required to pay by cash or money order. There will be a $35 fee charged for any returned check. You may pay your bill through our parent app.

*There is no deduction in tuition for days absent. If a child is absent the entire week, full tuition is due.* We regret this necessity, but our expenses do remain consistent regardless of attendance. We have reserved one space of the licensed capacity of the center for your child, so you are paying for this space not the time your child is in our care.

**Our Rates:** per week

Infants (0-12 months) $265

Toddlers (12-24 months) $240

Toddlers (24-36 months) $215

Preschool & Pre-K (3-5 years) $200

*Additional Rate Information:*

﻿Registration fee and first week’s tuition is due at time of sign-up. Spots are held no longer than two weeks. All registration fees & first week’s tuition are non-refundable.

* Registration fee is $85
* Snacks and meal are included for children 1 and older.

**Indemnification**- by enrolling your child with Small Wonders Preschool LLC you agree to indemnify and hold Small Wonder Preschool harmless from any demands, loss, liability, claims or expenses (including attorneys’ fees), made against them by any third party due to, or arising out of, or in connection with the use of our services or activities. To the maximum extent permitted by applicable law, in no event shall Small Wonders Preschool be liable for any indirect, punitive, incidental, special, consequential, or exemplary damages, including without limitation, damages for loss of profits, goodwill, use, data or other intangible losses, arising out of or relating to the use of, or inability to use, the service.

**Withdraws**-We require a two-week written notice if you are going to withdraw your child. If a two-week notice is not given, you are still responsible for two weeks of tuition. If the tuition is not paid, your account will be sent to a collection agency.

**Termination of Services**-We reserve the right to UN-enroll any child or to terminate services at any time as deemed necessary in our sole discretion with or without race.

**Child Custody-** In the event of a custody dispute or any changes in custody arrangements, it is the responsibility of the legal guardian to promptly inform the childcare center of any court orders or legal documents affecting the child's custody or visitation rights. The childcare center will adhere to these court orders and act in the best interest of the child. We require all legal guardians to provide us with updated custody information to ensure the safety and well-being of the child while in our care. If there are specific restrictions or instructions related to custody or visitation, please provide them in writing to the childcare center. The childcare center will not be responsible for verifying the accuracy of custody information unless notified in writing by the legal guardian.

**Non-Discrimination**- We do not discriminate based on a person’s religion, color, race, gender, age, national origin, disability, or any other factor protected by law regarding enrollment.

**Smoking**-Smoking and/or chewing tobacco is not permitted in or on our property. State law prohibits smoking on any part of the property, including the parking lot, of a childcare facility.

**Childcare Contracts-** The enrollment packet serves as a contract for child care services.

**Child’s Education**

We have spent many years evolving our curriculum. We believe that a child learns best through play. Each lead teacher creates their curriculum plan for their classroom. Our center uses Creative Curriculum, this curriculum is supported and recommended for the Nevada ready pre-K.

This learning style focuses on children’s inherent abilities and strengths. Curriculum time focuses on the children’s natural curiosity and interests. We educate children in early literacy and math skills through subjects they are curious about. The most important component of our approach is that teachers really listen to and reflect on what children are saying and feeling. Our smaller group sizes provide our teachers the opportunity to communicate with each child individually to get a better understanding about what is important to the children.

During choice time, children engage in a wide range of self-selected educational activities with art and science materials, manipulatives, dramatic play props, blocks, library, and many other materials. Teachers use choice time to focus on giving children individualized attention.

**Assessments**

We keep records of documentation through classroom photos, assessments, and written observations. We conduct assessments on each child within 30 days of their enrollment and we conduct assessments every 6 months. These assessments are used to monitor our classroom performance. Adjustments are made to our curriculum based on assessment results. It is our goal to use the assessments to improve our program based on the collective results in each classroom. Each child will have a portfolio after 30 days of their enrollment. Portfolios will contain the child’s assessments, photos of the child and collective work samples. The portfolios will reflect the child’s learning experiences.

We use Brigance assessment as well as the Ages and Stages Questionnaire- Social Emotional Development. Both Brigance and ASQ are reliable assessment tools used around the world for ensuring each child’s developmental milestones are being met. When milestones are not met, we work with families to ensure proper growth and development. If we discover developmental delays that require further screening, we refer families to experts for a second opinion. Completed assessments are provided to all families semi-annually, in the fall and spring during family/ classroom conferences.

We work with developmental experts, therapist, and counselors to ensure the proper growth in every child. Small Wonders welcomes therapists into our center. Additional professional support is always welcome in our classrooms. Our center is open to any additional support a child may need, so you may see licensed therapist in any of our classrooms.

It is always our goal to partner with families whenever possible. We do offer times of availability should any family wish for a member of our staff to attend an IEP/ IFSP or service provider meetings.

**Transition Plan**-When we feel your child is ready to move to the next classroom, we will discuss our transition plan with you. We do have requirement guidelines for each class, once your child meets these requirements, we will transition them according to their needs. We generally transition children in groups in late August, but special consideration is always taken for children who are not being challenged in their current classroom. We want to make sure your child is comfortable with their new classroom, the new teachers, and the new children. We will partner with you to make your child’s transitions smooth.

**Communication and Conferences**-As your child’s first and most important influence you are a full partner in our program. Open and frequent communication between you, your child’s teacher, and the Center Director is crucial. We schedule 2 conferences per year so that you can meet with your child’s teacher to see how your child is doing in the classroom. The conferences are generally scheduled in October and April. We will have sign-up sheets in the classroom so that you can get a time that works with your schedule. If you should at any time need to speak with your child’s teacher or the Center Director, we would be more than happy to set up a time to meet with you. Please, do not hesitate to ask if you would like a conference any time of the year.

**Open Door Policy**-You are always welcome to come in and observe your child and teachers at any time during the day. We highly recommend coming in and observing before you enroll your child. You are welcome to spend as much time as you need in your child’s classroom. This will make you and your child more comfortable with our center.

**Volunteers and Parent Involvement**- Small Wonders believes that a partnership between families and our program is a key element to the success of each child. We provide several activities. We encourage guardians to participate whenever possible.

We welcome all volunteers into our center that comply with state regulations. To volunteer you must fill out a form that we will keep on file, and we must have a current TB test and fingerprints.

**Field Trips and Transportation**- We do offer transportation to and from Grass Valley Elementary School. We offer transportation for the Pre-K program. Please see our transportation policy if this applies to your child.

**Safety**

**Classroom Camera**- Each of our classrooms have cameras for management observation purposes.

**Security Doors** Admission to the center is controlled by locked doors that allow entry only to our staff and family members that have been given a pass code.

**CPR/First Aid**-We require all staff to become CPR/First Aid certified within their first 30 days of employment. Staff who are not certified will not be left alone in a classroom with children.

**Fire Drills/Evacuations-**Fire and Evacuation drills occur monthly. All staff are trained within their first 2 weeks of employment regarding multiple evacuation sites and routes. We also have an extensive disaster plan that is available for parents on request to review.

**Indoor Evacuation-** If there is an indoor evacuation, the children and teachers will remain in the classrooms The teacher will be responsible for locking the door, turning off the light and closing the blinds. The director is responsible for shutting off the air system and checking all the outside doors. When everyone is in the room and counted for, we will seal off the doors with duct tape and heavy plastic. The duct tape and plastic will always remain in the classroom. There will be a canvas tote in each room that will contain duct tape, plastic wrap, whistle, flash light and evacuation plans.

Children and staff will be accounted for using our daily attendance sheets that has each staff and child’s first and last name, as well as their time of arrival and departure.

**Evacuation of the building-** Immediately vacate the building and begin transporting children to the far end of the parking lot.

* All children younger than three years of age will be transported via evacuation cribs and by foot if needed.
* The staff will remain with the children during this entire process, to include staying with them at the evacuation site and ensure proper supervision is provided.
* Coordinate all actions with local emergency units.
* Notify families of evacuation and host facility information.
* With every evacuation, child records will be kept, ensuring parents are notified.

**Disaster/Evacuation Plans**- Every month we preform fire drills, each quarter our staff and children will participate in an evacuation procedure.

**Arrival and Departure**-All children must be signed in and out at the reception desk when entering or leaving the center. Please make sure your child is at the center by 9am. This ensures that the children’s activities are not interrupted.

**Child Related Accidents**- If your child is injured and needs treatment by a healthcare professional, we will try to contact you and/or the healthcare professional you have identified in your enrollment packet. If it were an emergency, we will make sure that your child receives all the treatment necessary until we can get a hold of you. All our staff is CPR and First Aid certified. If your child has minor injuries that do not warrant a medical emergency, the parent will be notified. The parent will be notified through Brightwheel with an incident report. Depending on the injury, the parent will receive a note in Brightwheel and a phone call.

**Releasing your child**- When enrolling your child, you will be required to provide people who are authorized to pick-up your child. Your authorized person will be required to show a picture ID when picking up the children, until they are positively known. We cannot release a child to anyone under the age of 16. If state regulations are more restrictive procedures will be applicable.

**Late Pick-up**-It is very important that you are here to pick-up your child on time. If you know you are not going to make it, please notify the center and arrange for someone on your emergency pick-up list to pick up your child. If your child is not picked up by the closing time and you have not notified the center, we will take the following steps.

* We will try to contact you or an authorized pick-up person.
* If we cannot reach you the Director will determine whether the police or appropriate authorities should be called based on regulations. The authorities will be called if we cannot contact you or an authorized pick-up person 1 hour after we close.
* If the police are contacted and they take the child, a note will be placed on the center door letting you know that your child has been taken and it will provide the contact person’s phone number.
* There will be a $2.00 per minute late charge for every minute that you are late. After three late pick-ups, you will be charged a $35 fee in addition to the $2 per minute. We are licensed to care for children during our operating hours and must report any additional periods that children are at the center. After 5 times, termination of care will be considered.

**Child Care and Health**

**Celebrations and Birthdays**-Seasonal celebrations and birthdays are special times for children. Please feel free to talk to your child’s teacher if you would like to celebrate a special day at the center. You are welcome to bring in a special treat to celebrate your child’s birthday.

**Clothing**- Please makes sure your child always has an extra set of clothes in their cubby. Please make sure that it is weather appropriate. Also make sure that in the winter they have everything to keep them warm while outside. We believe in allowing children to really engage in their work, so children may get messy.

**Food/Nutrition**-We will provide two meals and one snack a day. Breakfast will be served at 9am. Lunch is served between 11:30-12:30 depending on your child’s classroom. Afternoon snack will be served at 3:00pm. If your child has any allergies or special food restrictions, please indicate them on your enrollment papers and let the Director be made aware of them. To qualify to participate on our child and adult food program, you must sign a meal benefit income eligibility application. If you choose not to sign this form, you will be required to provide all meals for your child. There are no exceptions. We follow the guidelines for CACFP. If you choose to pack your child a lunch, you will be required to pack your child a lunch. Your child’s lunch must include an ice pack.

**Allergies-**For the safety and well-being of all children at our childcare center, any child with allergies will have their photograph, allergy details, and a medical symbol posted on the refrigerator within their respective classroom. Additionally, a central display of allergies will be maintained on the main refrigerator in the center's common area. This practice aims to ensure that both staff and parents are well-informed about allergies, fostering a secure environment for every child.

**Choking Hazard Awareness-**We are committed to maintaining a secure environment, and part of this commitment involves addressing the potential risk of choking. To ensure the safety of all children in our care, we diligently follow guidelines to minimize choking hazards. Our staff is trained to be vigilant in identifying and promptly addressing any potential choking risks.

Parents and guardians are encouraged to communicate any specific choking concerns or dietary restrictions their child may have. Additionally, we kindly request that small, easily ingestible items, such as toys with small parts or food items that pose a choking risk, are not brought into the childcare center. Together, we can create a safe and nurturing space for all children to learn, play, and grow.

**Illness Policy**

Our childcare program is licensed for healthy childcare, we do not have accommodations for sick children. If your child has the following symptoms, please do not send your child to the center until they are symptom free for at least 24 hours without medication. At the director’s discretion, a doctor’s note may be required for re-admission.

* 1. Fever of 100.4 or higher (taken auxiliary)
  2. Infectious rhinitis, i.e., colored nasal discharge, or nasal congestion associated with a cough and fever. c. Vomiting, for any reason.
  3. Conjunctivitis – (pink eye) or thick discolored drainage.
  4. Coughing associated with respiratory infection.
  5. Skin rash and/or eruptions of unknown origin.
  6. Parasites, i.e. nits, crabs, lice, etc.
  7. Diarrhea – change in consistency, frequency, color, or odor of stool that cannot be contained.
  8. If a running nose is related to allergies, a child’s medical record must reflect the allergies, or we need a note from the doctor stating that the child has allergies.
  9. Inconsolable, irritable discomfort, If the child cannot participate in normal activity.

All prescribed medicines will be given for well child maintenance following an illness, providing the following conditions are met:

1. It must be prescribed medication in original container. Over the counter medication will not be given unless accompanied by doctor’s note, and written permission by a parent/guardian.
   1. The exact time and dosage must be stated in writing (either 11 am or 3 pm).
   2. Written permission of the parent or guardian must accompany the medication.
   3. For safety reasons, medicine must be kept in the office. Please do not leave medicine of any kind in your child’s backpacks or classroom.

1. If your child is diagnosed with an illness and prescribed antibiotic or medication, it is permissible to return to the Center 48 hours after diagnosis and medication is started with a confirmed diagnosis, in writing, from your doctor.
2. If your child becomes ill at the Center, he/she will be isolated in the office and must be picked up **WITHIN THE HOUR.**
3. Please let us know if your child has or has been exposed to, a communicable disease (chicken pox, mumps, etc.), so we can be alerted to early symptoms. We will notify parents when a child has been exposed to a communicable disease in the Center.
4. Following an illness involving elevated temperature, a child must be fever-free without the aid of fever reducers for at least 24 hours before returning to the Center.

**Medical Records**-We must have a current shot record the day your child starts. Prior to your child’s first day, we will need a certificate of good health from your child’s physician. These are state licensing regulations and there are no exceptions.

**Medication**-Medications will be given in accordance with state licensing regulations.

Parent responsibilities:

* If at all possible, please give your child their medication prior to arriving at the center and after leaving the center.
* In order for us to give the medication you must fill out a medication authorization form.
* Please bring the medication in its original container and give it to the appropriate person. Do not leave it in diaper bags, backpacks, etc.
* All medication must include a prescription label with the child’s name, the specific dispensing instructions, and a current date.
* Medication must be taken home every night.

Non-Prescribed Medication

* A physician’s approval is required for all non-prescribed medications. Obtain a signed note listing all over the counter medication that can be administered with specific dispensing instructions. Please make sure it has the physician’s signature.
* You also must fill out a medication authorization form.
* A physician’s approval is not necessary for topical non-prescribed medications, (i.e.: sunscreen, teething medication, diaper ointment) but you are still required to fill out a medication authorization form. The medication must also be labeled with your child’s name.

**Physical Activity and Health**

* Here at Small Wonders Preschool, we encourage healthy eating habits. We strive to give your child the best during snack times and encourage you to at home as well. Our nutrition goals include:
  + Vegetables, fruits, and whole-grain products.
  + Include low-fat or non-fat milk or dairy products.
  + Serve reasonably sized portions.
  + Encourage lots of water.
  + Limit sugar-sweetened beverages.
  + Limit consumption of sugar and saturated fat.
  + We strive to engage your child in an appropriate amount of physical activity and avoid too much sedentary time. In addition to being fun for all children, regular physical activity has many health benefits, including:
  + Strengthening bones
  + Decreasing blood pressure
  + Reducing stress and anxiety
  + Increasing self-esteem
  + Helping with weight management

Small Wonders Preschool wants to help your kids stay active.

Children should participate in at least 60 minutes of moderate intensity physical activity most days of the week, preferably daily. Fresh air and exercise are important to your child as well. Weather permitting, each classroom will go outside for 30 minutes, twice a day totaling a minimum of 60 minutes a day. The children will go out once in the morning and once in the afternoon. Please make sure your child has appropriate seasonal clothing.

**Sunscreen-** The state of Nevada requires written permission to apply sunscreen to your child. A Sunscreen Authorization Form is included in your enrollment child. We ask parents to provide a new bottle of sunscreen beginning each late spring/ summer. Please, note that if your child has an allergic reaction to the brand we supply, you will be required to provide for all their sunscreen needs.

**Bathing-** Small Wonders will not bathe children for basic hygiene needs. However, if a child becomes ill and vomits or has a diarrhea accident, we will bathe them. We use Equate baby shampoo/soap for these purposes. Please see our illness policy.

**Inclusion-** Small Wonders Preschool believes that inclusion of children with special needs is an important part of Small Wonders community. Small Wonders welcomes specialist from different realms of development into our center to work with children. We understand how important early intervention is to ensure the growth and development of each child. Early intervention can prevent a lifetime of issues for many children.

**Rest Time**-Your child will have a rest time every day. Excluding infants, your child will lay down in the afternoon and nap or rest depending on the child. We will provide your child with a crib, cot, or mat. If your child does not nap, they will be provided with a quiet activity after the children who do sleep are asleep. State regulation does require all children not enrolled in kindergarten to have rest period per day.

We do require each child to have their own pillow and a blanket. Each Friday, this item must go home to be washed and they must be returned the following Monday. Small Wonders will provide the crib and mat sheet. At the end of each week, the nap sheet will be washed and the cot will be sanitized.

**Toileting**-Toilet training is most effective when you, your child, and the child’s teacher work together. Consistent and positive encouragement from adults is how your child will learn toileting skills. Due to licensing regulations, if the child is under the age of 2 years old, they must be in a diaper. Your child will typically start to show interest in toileting around 2 years of age. When this happens, you and the child’s teacher can discuss how you will work together to encourage toilet training. Every child begins toilet training at different ages and progresses at different rates. We will work with each child and family differently. Make sure you have several changes of clothes in your child’s cubby when they are going through toileting training. A written toilet training policy will be given to you when we agree to begin toilet training. At no time will we force a child to sit or remain on the toilet for a prolonged amount of time as these techniques can prolong the potty-training process. All children are supervised when toileting and hand washing to ensure health and safety.

**Biting-** Even though biting is a perfectly normal stage of development, it is important that we maintain a safe and healthy environment for all the children in our care. Biting occurs for many reasons such as teething, a lack of language/ communication skills, frustration, anger, attention, and many other reasons. It is very important that we get cooperation from home to stop incidents of biting. The following is our biting policy:

* If your child bites 2 times for one day, your child will be sent home for the remainder of the day.
* If the biting continues and is severe and constant causing undue stress to the teachers or other students, it will become necessary to terminate your childcare service. Termination is the last resort, so we will work hard with you to help your child. Again, we cannot overcome this problem without help from home, so if we feel that we are not receiving the cooperation needed, your childcare service will be terminated.

Some of the techniques we use to minimize biting in the childcare setting are:

* Shadow the biter so that he/she is always near a provider or within arm’s reach.
* Provide lots of language/ communication help such as “biting hurts your friends” or “we need to use our words, not hurt our friends”, trying to teach each child empathy is vital in overcoming a biting issue.
* Provide teething rings for those for those who need something to chew.
* Provide supportive information to parents who are worried about their child biting and offer suggestions.
* Help children to understand what they are feeling and to make better choices when dealing with their anger.
* Hold conferences with parents and develop a plan of action.

**Personal Belongings**-We encourage your child to bring something for comfort to sleep with at nap time (i.e.: blanket). All personal belonging must be labeled with your child’s name before it arrives at the center. Each child will have their own cubby space to store their belongings. We discourage and *do not allow* children to bring toys from home. Small Wonders Preschool are not responsible for any lost or damaged toys that are brought from home. We have had several problems in the past with toys getting broken or lost at school.

**Transitions-** Transitioning to the next classroom can be a fun and exciting time for your family. To ensure stress free, smooth transitions, Small Wonders follows a transition procedure that will ease each child into the next classroom. Transitions occur once a year, at the beginning of the school year. Transitioning the children with their peers helps to make the process less stressful for the children.

During the first week of transition, the children will visit their new classroom from 9:00 AM until lunch time. They will be accompanied by one of their teachers for the first 3 days or until the children are comfortable with their new caregivers. During the second week, the child will visit their new classroom and return to their room at nap time. By the third week, the transition will be complete, and they will spend the entire day in their new room.

We will occasionally transition a single child to the next room if it becomes necessary or at the parent’s request if the child meets the criteria for the next classroom. Please see *Classroom Goals and Milestones* to determine your child’s eligibility for transitioning to the next room.

**Discipline**- We enhance a child’s behavior through positive guidance, redirection of the child’s behavior and setting of clear-cut limits on behavior. Behavior should always be seen as a teachable moment. Children are not born knowing what behaviors are and are not appropriate. It is our job to teach good behavior, not punish.

At Small Wonders, we believe that it is a big part of our job to help children understand what appropriate behavior is. We believe in guidance over discipline. We must teach children how to behave instead of punishing them. We cannot expect a child to correct a behavior if they do not have the tools they need to understand and replace negative actions with more positive actions.

We will use redirection whenever possible. We use observation techniques to try and stop a problem from happening before it even starts. Children communicate through their behavior. When children misbehave, it usually is a sign that they are frustrated or one of their needs is not being met. We will always try to steer children away from the problem situation and into a different direction. There are sometimes that your child may be asked to sit down in order to regroup. This gives them a few minutes to take a breath and calm down. If certain behavioral problems become an issue, we will devise a plan with you to help your child overcome the problem behavior. Corporal punishment is never permitted.

**Our Behavior Philosophy & Plan**

We enhance a child’s behavior through positive guidance and setting clear behavior expectations by teaching appropriate skills to help children manage their behavior. Every type of behavior should always be seen as a teachable moment. Children are not born knowing what behaviors are and are not appropriate. It is our job to teach good behavior, not punish. It is Small Wonder’s policy not to suspend or expel students.

**Challenging Behavior Defined**

Any pattern of behavior that is consistently disruptive or interferes with learning and positive engagement in the preschool setting. These behaviors are not responsive to the use of developmentally appropriate guidance procedures. Some examples of challenging behavior are, but not limited to physical and verbal aggression, prolonged tantrums, prolonged withdrawal, property destruction and self- injury. (Vanderbilt University, 3a)

**Understanding Challenging Behavior**

Challenging behavior occurs because it works. Challenging behavior is the result of a child’s ability to gain access to something or someone, and/ or their ability to escape or avoid someone or something. Challenging behavior is used as a form of communication by children to get their needs, real or perceived, met. Most adults use reactive strategies which serve as a quick fix for the unwanted behavior without realizing that they are fueling the negative behavior.

Children are not born with positive social skills, the adults in their lives teach them these skills by reinforcing behaviors.

**Strategies Required of Small Wonders Staff to Prevent and Manage Challenging Behavior**

1. Help and teach children to experience, regulate and identify their emotions.
2. Form close interpersonal relationships with families and children.
3. Facilitate learning and social competence through the environment and materials.
4. Be responsive and nurturing to all children by:
   1. Acknowledging distress
   2. Offering comfort
   3. Be attentive to the children’s individual needs.
   4. Help children achieve their appropriate intentions.
   5. Be developmentally appropriate.
5. Track and document each child’s habits and behaviors through use of assessments and portfolios.
6. Monitor progress of social emotional skills development.
7. Obtain information to empathize with each child’s unique struggles and situation.
8. Communicate with co-teachers to solve behavior problems.
9. Communicate with management when you are struggling with specific behaviors.
10. Use self-reflection to consistently respond appropriately to children’s behavior. Know your own temperament and your “hot buttons”.
11. Monitor your environment for appropriate usage.
12. Provide predictability and consistency daily.
13. Model appropriate behavior.
14. Intentionally include social/ emotional development techniques in curriculum.
15. Constantly and consistently communicate with families.

**Challenging Behavior Support System**

It is important to remember that learning new skills takes time. Behavior problems take time to overcome, there is no quick fix. Long term solution to issues requires patients (Vanderbilt University, 3a.10).

**Step 1- Discover the function of the behavior.**

To find out why a child has adopted a particular behavior; we must first find out why. We will accomplish this by filling out detailed incident reports. When solutions cannot be found by using the data obtained through incident reports, we will perform formal observations. The following steps will be taken when encountering challenging behavior:

1. **Create a Behavior Equation-**  Each adult involved will write an objective observation and timeline of the behavior. Teachers will also complete an ASQ- SE for the appropriate age. They will then create an equation that establishes the *Timeline*- *Trigger- Behavior- Maintaining Consequence- Function of the Behavior.*

**When Staff and Families Have Difficulties and Difference**

It is important that we partner with parents in the development and care of each child. We do realize that we will not always see eye to eye and events may be misinterpreted. Most situations can be resolved through thorough communication and reciprocal conversations. We are committed to taking the following steps when difficulties arise:

1. Identify the problem clearly and concisely. It is important to get to the root of the problem. We will use the following questions to come up with a solution to the problem:
   1. How did we get here? When and why did this issue start?
   2. Why is this issue important?
   3. Who is this situation affecting?
   4. What impact is this issue having?
   5. What will be the outcome if this issue is not resolved?
2. Collaborate on developing a solution and come up with a plan.
   1. What solution will benefit all parties involved?
   2. What would all parties like the end result to be?
   3. What will occur when a solution is obtained?
3. Create an action plan. We will use the following questions to create a solution for our problem.
   1. What have we already tried and what were the results?
   2. What would both parties like to see as the outcome to the situation?
   3. What do both parties think needs to happen next?
4. From here, we will work with families to come up with a solution to our differences. At Small Wonders we always put the needs of the children first. We understand that egos need to be put away for the sake of the children. Resolving situations does take team work on behalf of the families and our staff. We are confident that if the children are put first by both parties, resolutions will be made.

**Family Code of Conduct**

We believe that children always come first. When adults put the needs of the children first, all issues, frustrations and disagreements are handled in a respectful nature. Small Wonders requires that parents contracted with Small Wonders always behave in a respectful and courteous manner towards our staff, the children and our families avoiding passive aggressive behavior that is abusive in nature.

Small Wonders main mission is to provide the most appropriate environment possible to ensure that we are helping each child to have the best learning and developmental experience possible. Our highly trained staff spends several hours a day with your child. They deserve to be treated with respect.

Small Wonders will not tolerate the following behaviors towards our staff, other families, or the children:

* Abusive, threatening or harassing communication either in person, by phone, email, text message, social media platforms, written or verbal communication
* Disruptive behavior that interferes with operations
* Threatening to do bodily or property harm
* Excessive or inappropriate phone calls, visits, emails, text messages, voice mails or any other form of communication
* Defamatory, offensive, or derogatory comments regarding our school, staff or owners
* Indirect or direct expressions of hostility
* Acting contemptuous and disrespectful towards our staff
* Behavior or communication that is degrading, harmful or emotionally damaging

Remember, when you put the needs of your child first, none of this will be a problem. It is important to recognize that each person involved with Small Wonders is important from the children to the adults. We will work hard to resolve any issues or concerns in a respectful appropriate manner.

**Staff Training**

Prior to working at Small Wonders, all staff will be required to have a background check (fingerprints) and a tb test. Within the first 90 days of employment, staff will be required to complete specific initial trainings. These topics include: CPR (infant/toddler), first aid, signs and symptoms of illness with bloodborne pathogens, recognitions and prevention of child abuse and neglect, sudden infant death syndrome, child development, lifelong wellness, prevention of shaken baby syndrome and abusive head trauma, building and physical premises safety/storage of hazardous materials, emergency preparedness and response planning, medication administration and the prevention of food allergies and transportation and field trip safety. Staff will be required to complete 24 hours of continued education training each year.

Lead teachers at Small Wonders are encouraged to complete a CDA and/or obtain a degree in early childhood education.

**Infants and Toddlers**

Infant and toddlers are developing trust and emerging with new social emotional skills. Consistent relationships are very important during this phase of development.

**Daily Reports**-We will keep a daily report detailing your child’s day. It will include when and for how long your child sleeps, what and when he\she eats, and when we change their diapers. Your child’s daily activities will be recorded by our parent communication app.

**Clothing**-Please provide 2 complete sets of extra clothes to always keep in your child’s cubby.

**Diapers/Wipes**-Please provide diapers and wipes for your child. We need at least enough for the day but please feel free to bring a package of diaper and wipes and when we get low, we will let you know. We will change diapers every 2 hours while awake and more frequently than that for soiled ones.

**Food**: We do offer breakfast, lunch, and snacks for our infants. If you choose to provide food, all food must be labeled with the child’s name and date when you arrive at the center daily.

**Bottles/Breast Milk**: All bottles must be premade and labeled with the child’s name and the date. All bottles empty or full must go home at the end of the day. We are a breast milk friendly center and do have appropriate means of accommodating breast milk.

**Safe Sleep Policy:** Small Wonders Preschoolwill follow safe sleep recommendations for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS), other sleep-related infant death, and the spread of contagious diseases:

1. Infants will always be put to sleep on their backs until 1 year of age.

2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.

3. No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.

4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.

5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.

6. The infant’s head will remain uncovered for sleep. Bibs and hoods will be removed.

7. Infants will be actively observed by sight and sound.

8. Infants will not be allowed to sleep on a sofa/ couch, chair cushion, bed, pillow, or in a car seat, stroller, swing or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away.

9. An infant who arrives asleep in a car seat will be moved to a crib.

10. Infants will not share cribs, and cribs will be spaced 3 feet apart.

11. Infants may be offered a pacifier for sleep, if provided by the parent and will not be attached by a string to the infant’s clothing and will not be reinserted if they fall out after the infant is asleep.

12. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.

13. Our childcare program is a smoke-free environment.

14. Our childcare program supports breastfeeding.

15. Awake infants will have supervised “Tummy Time”.

\*A safe sleep policy is posted in our infant napping area.

**Infectious Disease**-We all know that infants and toddlers love to put things in their mouths. With that in mind our teachers are required to sanitize toys daily. They are also required to follow the diaper changing policy. The teachers are required to keep noses wiped and hands washed. The cleaner the classroom the fewer germs there will be.

**Pacifier Policy**- At Small Wonders, nurturing each individual child is one of our top priorities. According to the American Academy of Pediatrics, pacifiers have several health benefits, but we understand that children will eventually need to be weaned off their pacifier.

Here are some tips that may help you to wean your child:

* Substitute the pacifier with another item that will comfort and nurture your child.
* Limit use to nap and bedtime.
* If you choose to go “cold turkey” (not recommended) help your child, say goodbye to their pacifier by giving them a count down on when they will stop using it. Also plan a small goodbye celebration where they can commemorate their last day of use.

Whatever you choose, Small Wonders will adhere to your families wishes as long as you are following the same process at home. If your child has their pacifier at home, we will insist that they also get it at Small Wonders. Since pacifiers are used to sooth and nurture children, we recommend you find a substitutional object and slowly transition them off by limiting their daily usage.

*A copy and any changes made to this document and any other policy or procedure will be distributed in writing to each family enrolled in our program, staff and child care licensing.*