



**Precious One's**  
Learning Center

Parent Handbook and Contract

Visit our Website: [www.preciousones.org](http://www.preciousones.org)

Email us: [Preciousonesdirector@hotmail.com](mailto:Preciousonesdirector@hotmail.com)

## A note about our Christian base program

We offer a non-denominational daycare/learning center that provides our services to ALL families regardless of faith or religious preference.

Our mission is to offer a Christian-based environment that will assist children to grow intellectually, socially, emotionally, physically, and spiritually. Our goal is to be recognized in the community as leading and strengthening children and all families in a spirit of Christian faith.

We will dedicate ourselves to the safety and well-being of the precious lives left in our care. We will lead by example, and each and every day we strive to be an example of our Savior Jesus Christ.



## ***Welcome to Precious Ones Learning Center (POLC)!***

We are so glad you chose us as your choice for childcare. We realize you have many options and are delighted and honored you chose us! Our center is run by the owner, director, and on-site director. The purpose of this agreement is to outline the policies and procedures under which we operate.

### **History - A note from the founder, Nicole Harris:**

Our daycare began when I became a mother to my first born and desired to stay home with her, yet still contribute to my household. I started off watching a few kids. I then became registered, licensed, and then group licensed. It did not take long to know in my heart that impacting children's lives was where I was meant to be in life. It soon became a dream to someday have my own center. After 12 years of doing in-home daycare, the Lord had a plan for me and led me to make that dream a reality. August of 2013 we were blessed to have opened POLC located on Monterey Way due to an extremely humble, and generous investor Mr. Wayne McDaniel. We gave the building a facelift and some TLC and have enrollment on the rise. We enjoy meeting and getting to know new families. I have been extremely blessed and the Lord has shown me his favor!

### **Admission:**

Our admission policy is non-discriminatory in regard to race, color, sex, religion, national origin, ancestry, and/or physical handicap. Everyone is welcome!

### **Philosophy:**

Here at POLC, we believe learning should be fun, and a bit challenging! We provide a relaxed, child-centered environment which is inviting to the children. Our philosophy ultimately is that our center is a home away from home with lots of love for the children. After all, you have entrusted us to care for your precious children and we all have their best interest at heart. We want this to be a place where they feel loved and secure. Our goal here is to begin to build a positive self-image for the children, where they receive quality, and personal individualized care in a warm loving environment.

## **Our Staff:**

Our staff here at POLC have a genuine love for children and teaching. They are all interviewed strictly with background checks before hired on. Each classroom will be led by a Lead Teacher. The Lead Teacher must have an early childhood education degree and at least 6 months of teaching experience in a center before they will be considered for employment. The Lead Teacher is responsible for implementing lesson plans. The assistant teacher helps carry out those lessons and assist with the daily activities and scheduled events. Each member of our staff is required to have current CPR and first aid training as well as in service hours of attending classes such as: Signs of Illness, Neglect, and Abuse, Basic child development, and Safe sleep.

## ***Important Information:***

### **Curriculum:**



We offer a unique curriculum in a positive learning environment. We provide an educational curriculum integrated with a non-denominational bible based curriculum. Each child's education program is tailored to that child's abilities and the parent's goals. We focus on areas of gross motor, fine motor, and cognitive milestones. We know that every child is different and each progresses in their own way. Allowing a child to progress at their own pace allows them to master their skills on their own schedule. We never want the kids to feel frustrated, only to be proud of their achievements. We provide individualized curriculums for our toddler, preschool, and kindergarten readiness classes. Children graduating from POLC are well prepared for public school upon leaving our care. Our goal is to stimulate their minds and promote learning.

### **Meal Time:**

Children are served breakfast 8:30-9:00, lunch 11:30-12:00, and an afternoon snack 2:30-3:00. Meals served at POLC are with the USDA requirements and Kansas Department of Health regulations. Please have your child (ren) here by 8:30 if you plan for them to have breakfast at the center.

### **Medicine Administration Policy:**

Staff members may administer only medications that can be taken orally, topically, dropped in, or inhaled. Other medications such as injections or suppositories must be given by a parent. If your child needs medicine throughout the day you will need to fill out a medication form for each medication. Whether these are short term/antibiotic or long term, we must have documentation. These forms are required to be updated each year. Please provide medication given to our center in original labeled container with child's name on it. We also have a form for generic medications that can be given as needed based on staff's judgment. By filling out this form you give the staff permission to administer medication such as Tylenol, Orajel, Sunscreen etc... as needed to relieve your child of symptoms.

### **Immunization Record:**

Before your child can attend our center we must have their updated records for our files. Don't forget to bring us a copy of immunization records for your children after each doctor's visit.



### **Hours of Operation:**

We are open Monday - Friday 7:00am - 5:45pm. Please respect our hours of operation and allow staff time to have everything ready and useable for the following day.

### **Weather Policy:**

P.O.L.C is closed when Lawrence Schools, USD 497 closes due to inclement weather. These closed days are paid up to 2 consecutive days. If we are closed for more than two days, no payment is required for additional center closed days. When Lawrence schools close due to extreme temperatures but there is no accumulation, and driving conditions are safe for all involved, P.O.L.C management has the authority to decide if the center should be open for care at their discretion. You can check for school closings on local TV stations. We also send out POLC closing notices via text messages or calls from your classroom teacher, or our private Facebook page.

### **Drop Off Times:**

It is normal for a child to have difficulty separating from parents or cry when being dropped off. Please be brief during drop off times. The longer you prolong this, the harder it is for the child. A smile, a cheerful goodbye kiss, and a reassuring statement that you will be back are all that is needed. In my experience, children are quick to get involved in play activities as soon as the parents leave. We also ask that you do not drop off or pick up during the hours of 12:00 - 2:30 unless it is absolutely necessary. Nap time is in progress during these hours and it is hard for a child to transition easily, as well as disruptive to the children resting.

### **Signing In/Out:**

For safety reasons, and as required by Kansas state law, we require that you sign your child in and out of the classroom each day. This is also a way for us to monitor who the child is being released to. Please let us know if your child will be picked up early so that we can have them ready for you. Also let us know if your child will not be returning the next day if for some reason you are keeping them home/have plans etc. so that we are not expecting their arrival and can staff accordingly. Thank you in advance for keeping us informed!

### **Other Adults Picking up Child/Children:**

We will release children only to those individuals whom you have listed on the emergency contact card or an otherwise authorized parent or guardian. Any individual that picks up a child and is unknown to the teacher in charge will be asked to show picture identification and will be checked on the emergency contact card before they are allowed to leave with the child. Please keep us informed, and give us notification if you plan on having someone else pick up your child.



### **Teacher-Child Ratio:**

- 1 Teacher - for every 3 Infants
- 1 Teacher - for every 5 Toddlers
- 1 Teacher - for every 10 Preschoolers
- 1 Teacher - for every 12 Kindergarteners

1 Teacher - for every 14 School aged children (first grade and older)

### **Classrooms:**

**Note for Toddler Parents:** (12 months - 2 years / 2 years - 3 years)

Placement in the toddler rooms is dependent upon the child's readiness. The general age groups range from 12 months to 2.5 years old and 2.5 to 3 years old. Requirements for the toddler ones room are that your child is no longer drinking from a bottle, and taking one solid afternoon nap after lunchtime. They must also be able to take 3 unassisted steps. We will serve breakfast, lunch, and snack daily. Children will brush their teeth after lunch so we ask that you provide a toothbrush that is clearly labeled with their name. Nap time is usually from 12:00 - 2:30. Each child will have their own mat to sleep on, and you will need to provide a sheet, blanket and pillow for nap time which can remain in the center during the week. POLC will wash all bedding weekly, unless an item has been soiled in which we wash immediately.

In toddler twos room we will begin working on toilet training. We will work on this in a very positive encouraging way. Children will try and use the potty throughout the day and will be changed every two hours or as needed. Toddlers will also be sent home with a daily sheet that communicates their meals, medication, naps, and potty training. Their daily sheets will also share with you their overall mood and any additional notes. Parent cooperation is key for success with potty training! We will begin toilet training between the ages of 18 month - 3 years assuming they are ready by the following guidelines.



- 1) He/she is dry for long periods of time and is indicating with facial expressions/gestures that they are ready to use the restroom.
- 2) He/she has language abilities and can talk enough to indicate when they need help going to the bathroom or needs changed.

Parents will need to provide two changes of clothes during this time. Toilet training will be low-key and non-punitive.

### **Note for Preschool Parents: (3 years - 4.5 years)**

Generally a child should be potty trained before transitioning to the preschool room. Age groups for this classroom consist of anywhere from 2.5/3 years to 4 years old. Our preschool room will have a monthly theme and the children will do preschool curriculum daily. Curriculum includes focusing on certain letters and numbers each month. We will also do craft projects, paint, and other large group activities. Children will learn to work at their own pace and engage in free play, learning centers, organized play, and circle time. Here we start preparation for kindergarten readiness.

Daily reports will NOT be sent home for preschoolers. Please look at our calendars and curriculum postings throughout the month to see what the children are learning about. We will at times send home a monthly sheet with the current month's activities or reminders on them.

Children will brush their teeth after lunch time. Please provide a toothbrush with their name clearly labeled. The preschool nap time is after lunch and the children are encouraged to have a rest period of 1  $\frac{1}{2}$  to 2 hours. Children will nap on a nap mat that the center provides. Please bring a sheet, blanket and pillow for your child. POLC will wash all bedding weekly, unless items have been soiled in which we will wash immediately.

#### **- Part Time Openings**

POLC offers a part time preschool program. Cost will be \$35.00 per day and you may choose 2, 3, or 4 days. We ask that you please inform us of the days you pick so we can staff properly.

### **Note for Kindergarten Readiness Parents: (4 & 5 years)**

This age group is any child age 4 up until they are in kindergarten. This age group will have a schedule similar to the preschoolers. The children brush their teeth after lunch, we ask that you please provide a toothbrush with their name clearly labeled. They will also have a resting period on a mat that the center provides. Please bring your child a sheet, blanket and pillow. POLC will wash all bedding weekly, unless items have been soiled in which we will wash immediately.



## Prices / Tuition

### Deposit:

If you plan to start your children in our care later than one week from the time of our interview, a one week deposit is required to hold the spot. This deposit is required anytime you are requesting we hold a slot for you, or get on our waiting list. This deposit is NON REFUNDABLE. This deposit will be applied to the first week's tuition cost. When your child starts his/her first week, you will not be due to pay for that week. **Payment is due and expected for all the days you are contracted for.** We realize that child care is a major expense for working parents; however, we rely on this business to support our families.

A full day is five hours or more. There will be the same weekly tuition cost for your child, regardless if they are in care for five hours or nine. This is because each child takes up a slot. This also means that we are not a "drop off" care center. When you enroll with us your child has a spot that you are required to pay for whether the child is here or not. Ex: You go on vacation for 2 weeks without paying ahead to hold your child's spot, the center then is able to fill that spot.

### Tuition (Subject to change at centers discretion.)

Toddler Ones (12 mo. - 2.5 yrs.)	\$200.00 per week
Toddler Twos (2 yrs. - 3 yrs.)	\$180.00 per week
Preschool One (3 yrs. - 4.5 yrs.)	\$160.00 per week
Preschool Two (4 yrs. - 5 yrs.)	\$160.00 per week

**\*\*Tuition is broken down to weekly prices but you are welcome to pay weekly, Bi-weekly, or monthly. We ask that you let us know your payment plan so that we can plan accordingly. If for some reason you need to adjust or change your payment schedule communication is key, just please give us some advance notice of your change. This is to prevent us from assuming you have missed a scheduled payment and avoids late payment charges to you.\*\***

Payments are due every **MONDAY MORNING** for weekly and bi-weekly payers. You may pay on Friday for the upcoming week if you wish. We require all families to pay for the up-coming week. **Monthly payments are due on the 1<sup>st</sup> of every month, please note that there are some months that have 5 weeks in the month.**

Please plan and pay accordingly. If payment is not received in full on Monday for week/bi-week payers or on the 1<sup>st</sup> for monthly payers there will be a \$10.00 late payment fee charged to your account per day until payment is received. Example; if you pay on Thursday instead of Monday, add \$30.00 to your payment. Please note that your next week's payment will still be expected the next Monday. Please remember you are paying to hold your child's slot. At the discretion of center Management we are able to cancel your enrollment at any time due to non-payment.

*Paid Holidays that POLC is closed:*

Labor Day

Thanksgiving Day and day after

Christmas Eve, Day and day after

New Year's Day

Memorial Day

Fourth of July

If any of these holidays fall on a Saturday, POLC will be closed on Friday. If it falls on a Sunday, POLC will be closed on Monday.

***Fees:***

**Returned Checks:**

There will be a \$30.00 returned check fee plus any bank charges the center incurs charged to your account if your check bounces. If this occurs once you will be expected to pay cash from then on, unless otherwise discussed with center management.

**Late pick-up:**

POLC closes at 5:45, because of our need for prompt pick-up, we do charge late pick-up fees. Charges are as follows: \$5.00 for the first minute and \$1.00 for each additional minute after. Your teacher will notify office staff, your account will be charged the appropriate amount and you will be notified of the current amount due. If you are running behind please call and let your teacher know. POLC staff asks that you please be courteous of pick-up time, like you, we all have families, appointments, and other obligations that we need to get to at the end of the work day. Thank you for your cooperation!

## Policies:



### Communication:

To provide the best care possible, please feel free to communicate any needs, wants, or concerns regarding your child. It is only through parent/provider contact that a goal of quality, nurturing care can be achieved. You may call/text Nicole at 785-218-2591 during the day up to 9:00 pm. Or email [preciousonesdirector@hotmail.com](mailto:preciousonesdirector@hotmail.com) our website [www.preciousones.org](http://www.preciousones.org). We would be happy to talk with you.

### Child Care Illness:

If a child becomes ill during care at the center, arrangements must be made to pick up the child within 1 hour after you have been contacted.

All sick children will remain in the office until picked up.

Health Department regulations prohibit the admittance of ill children into a child care center. If your child is displaying, or has displayed in 24 hours the following:

- \*A 101 fever (no other symptoms needed)
- \*Rash (that has not been identified by Dr.)
- \*A 100 fever (if combined with other symptoms)
- \*Vomiting (2 or more times during care)
- \*Diarrhea (2 or more times during care)
- \*Nose that runs consistently
- \*Yellow skin or eyes
- \*Rapid or difficult breathing
- \*Sore Throat
- \*Severe coughing
- \*Head Lice
- \*Eye discharge/Pink eye
- \*Constant crying/discomfort

Or if your child simply requires more attention than my staff can give without endangering the health and safety of staff and the other children, then he/she cannot be brought to the center.

\*Please be honest and cooperative with this policy, thank you for your help!\*

After an illness your child is welcome back to the center IF -

He/she has been fever free for 24 hours without fever reducing medicine.

He/she has been free of vomiting/diarrhea for 24 hours.

A doctor sends a note allowing the child to return to our care.

### **Items from Home:**

Bringing items from home is NOT allowed, doing so may cause a favorite toy to be lost or broken by another child as well as causing arguments/disruption in the classroom. This is easily avoided if everyone keeps their own toys at home.

The exception to this is on show and tell days or other special occasions which will be approved by the classroom teacher. Absolutely NO GUM!

Soft stuffed animal-like toys and special blankets will be allowed and remain in the child's cubby until nap time. Parents of course must provide diapers, wipes, facial tissues if child has a runny nose. We also require an extra change of clothing. See parent notes for specific classroom items required.

### **Discipline:**

Our philosophy is that you use discipline to teach children. It should never be humiliating, frightening or physically/mentally harmful to the child. I achieve this through love, consistency, and firmness. NO corporal punishment will be used. The rules are explained frequently to the children so they know the guidelines and what is expected. In order to provide a safe environment where kids can explore and grow, we will follow a discipline policy that incorporates prevention, positive reinforcement, redirection, appropriate guidance, and time out if necessary.

We will start by making sure that the environment is set up with plenty of space and activity choices. We will provide consistency with schedules, routines, and limits. When children know what to expect, they can transition more easily which can prevent many unwanted behaviors. As children play and explore we will praise them often for desirable behaviors such as: sharing, using words instead of physical aggression, and helping each other.

We strive to redirect a child's attention to another toy or activity before the child gets to a point where they act with a non-desirable behavior. However, if it does occur, we will address the situation by offering comfort to any injured child (ren) first, then providing firm loving guidance to the other child.

For children two and older: If a child cannot regain control on his/her own the child will be placed away from the group but still nearby to settle down. Once the child has calmed down we will clearly explain what is appropriate and what is not appropriate for the current situation. After this discussion the child will be allowed to rejoin the group.

For preschool children we will help them learn how to solve problems on their own and find alternative solutions. Our overall goal will be to help the children develop self-control as we set positive examples of how to appropriately act with others.

Last Resort - When a child's behavior is continuously upsetting; a conference will be held with the parents to discuss what action (s) are needed at that time.

### **Termination:**

Your child and the center start on a two week trial basis. This ensures that our center and your child are a good fit together. This also gives you the power to decide to terminate if you feel you want something different. At the end of the two weeks, either the parent or I have the option to terminate enrollment without any notice. After the trial period, care can be terminated with a two week written notice. Payment for the two weeks will be expected at the time the notice is given. In case of non-payment, legal actions can and will be taken. The parents will be responsible for all legal fees incurred. Any abuse or violation of the contract may be just cause for termination. Immediate termination can occur for non-payments, behavior problems, or dangerous parental situations.

### **Child Abuse:**

As childcare professionals, we are required by law to report any form of physical, sexual, or emotional abuse suspected of any child in our care. This includes forms of neglect, such as not using proper restraints in vehicles, or not seeking adequate medical attention.

### **Damages:**

If your child intentionally damages the property through destruction or roughness, parents will be liable for the damages incurred.



### **Parties:**

Parents can provide treats for their child's class on their birthday if desired. Parties will be held for the following occasions: Child's birthday, Halloween, Valentine's Day, Christmas, and Easter. If you would like to provide treats for a birthday/holiday let us know and we can give you the number of children in your child's classroom.

### **Fundraisers:**

There are sometimes the need to raise funds. Periodically we may have some fundraisers to participate in. The proceeds will help the center purchase playground equipment, classroom toys and/or books, learning materials, and field trips.

### **Parents Night/Day Out:**

As one of our fundraising events we will host a parents day or night out. This is a great opportunity to connect with your spouse, have a date night. Or just take some you time, knowing that your kids are safe and having a fun time with friends. Proceeds will go towards classrooms and extra costs for the centers.

### **Referrals:**

Referrals are the best form of compliment we can receive. As a special thank you, we will credit your account \$100.00 after you refer a family that enrolls with us and is in care for 2 weeks. You can use that credit towards your own payments! Make sure to tell that enrolling family who sent them.

This concludes our contract. If you have any questions or concerns please contact our owner Nicole Harris. Thank You!

IF YOU HAVE READ AND UNDERSTAND EVERYTHING THAT IS IN THIS CONTRACT AND ARE WILLING TO FOLLOW IT, PLEASE SIGN BELOW.

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Parent or Legal Guardian

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Date

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Parent

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Date

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Provider/Owner/Director

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Date