



Tiny Acres Policies

Non-Discrimination Policy

Tiny Acres Preschool will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child development services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, national origin, immigration status, religion, age, marital status, sex, sexual orientation, gender identity, socioeconomic status, disability, religion, or veteran status.

Hours of Operation and Ages Served

The preschool program is open to all children from 4 years of age (by August 31st) through 5 years of age. Part time schedule. Hours of operation at the preschool are 7:30 – 11:15 AM or 11:45-3:30 PM, Monday through Thursday.

Payment

The tuition balance is paid in 9 payments of \$25 a school day, beginning September 1, 2016. Tuition payments are non-refundable. Payments are made on the first of the month with a \$25 late fee applied to payments made after the 5th of the month. Payments are made September 2016 through May 2017.

If you pay for the school year all at once, there will be a 10% discount on your tuition.

Privacy Policy

Information pertaining to a child and his/her family is kept confidential by the staff at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal

subpoena. All children's records are kept in the locked file cabinet on site. Persons having access to these records include the executive director and staff. These staff members use these records when assessing children, interpreting the assessment data, and making decisions about the children's development. The file cabinet will be locked and access to the cabinet is limited to the above mentioned staff.

Open-Door Policy

Tiny Acres maintains an open door policy for all currently enrolled families. Parents/Guardians are welcome to visit any time during program hours.

Required Forms

The following forms must be completed before your child can enter the program:

1. **Registration Form/Child Release Authorization** – Child's information and contacts.
2. **Vaccination Form** - Standard FIA health form, must be signed by the doctor.
3. **Permission and Allergy Slip** - A form granting permission for field trips, giving first aid, and photo release etc.

What to Bring

Change of Clothes: Accidents happen! It's good to have an extra set of clothes just in case (socks, undergarments, shirt and pants).

Dress your child for mess: We use smocks, but children can be enthusiastic and will still get very messy and dirty. If you are concerned about an outfit getting ruined, do not let them wear it here. Your child should dress in clothing that is appropriate for the weather and the ranch. During the winter it is particularly important that children bring boots, hats, mittens, and warm coats so that they can play outdoors. We spend a great deal of time outside during the warm weather months. Being able to run, jump, climb, etc is important to your child's development. Please send your child to Tiny Acres in shoes appropriate for these activities. Tennis shoes or sandals with thick soles and straps work best.

Label everything: Remember your child is one of many and although we make every effort to know each child's belongings, many children have the same clothes.

Toys from home: Weapons of any kind are not allowed. Toys from home are discouraged and children are asked to keep them in their backpack. Toys for sharing days are fine. Transition items such as cuddly friends or favorite blanket are always welcome.

Sick Children

Please do not send a sick child to the program. Not only is it better for the child's emotional and physical well-being to remain at home, but a contagious child can affect the health of everyone in the program. If a child becomes ill while in the program, he/she will be isolated from the other children. A parent or designated adult will be contacted to pick up the child.

The following should be helpful in deciding when it is appropriate for your child to attend the program before, during and after an illness. These policies were written with the health of everyone in mind.

1. **Change in behavior:** If this is the only symptom, send your child to the program, but be prepared to be notified if your child has developed other symptoms and needs to be picked up.
2. **Fever:** If your child's fever is higher than 100 degrees orally then he/she should not attend the program until 24 hours after the temperature has remained normal and the child feels well.
3. **Upper respiratory disturbances:** A child with a simple cold may attend the program only if he/she is fully able to participate in the daily regimen of the program. If he/she is lethargic, please keep him/her at home.
4. **Gastro-intestinal disturbances:** If your child vomits or has diarrhea he/she should stay at home and may return after 24 hours of no vomiting or diarrhea.
5. **Pain:** A child who is in pain cannot be comfortable or adequately cared for in a child care setting; therefore, the child should stay at home until the pain has been investigated and the child feels well enough to return and fully participate in the normal routine.
6. **Rash:** If your child has any rash it must be identified by a physician. Your child can return upon documentation from a physician.

*If your child has a minor illness or has one of the above six symptoms and you are unsure about sending your child to the program, please use your best judgment.

Illnesses that Exclude a Child from Attending

1. **Chicken pox:** The child may return after all skin lesions have dried; usually one week after the lesions have started.
2. **Mumps:** The child may return after the swelling is completely gone.
3. **Strep throat:** The child may return 24 hours after the first dose of medication is given.
4. **Hepatitis:** The child may return after a statement of good health has been given by the attending physician.
5. **Impetigo:** The child may return after the first 24 hours of treatment.
6. **Ringworm:** The child may return after the first 24 hours of treatment.
7. **Measles or German measles:** Child may return when the rash disappears.
8. **Lice or scabies:** Child may return after treatment. All nits from lice must be removed prior to returning.
9. **Fever:** Healthcare professionals recommend that sick children stay home until they're well enough to go back to school. This is typically about 24 hours after symptoms begin to improve.

If your child will be absent because of any of the above illnesses, please call the school. The staff will post a sign near the door to alert parents about any contagious diseases. To insure confidentiality no names will be posted.

Immunizations

Children are required to have immunizations as determined by the State of Washington Department of Public Health before they enter Tiny Acres Preschool.

If you choose not to have your child immunized a waiver must be signed and a copy is sent to the Health Department. Please see the director for these forms. A child who has been exempted from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. That child will be subject to exclusion from the program if an outbreak of a vaccine-preventable disease to which he or she is susceptible occurs.

Allergies

Please inform us of any allergies and/or food restrictions. All staff members are informed of the children's allergies. If your child has a food allergy we will substitute alternative foods for snack or you may choose to bring your own snacks.

Medical Emergencies

In the event of an emergency we will contact the parent/guardian as well as first responders/emergency professionals and will begin critical incident protocols if necessary. If parents/guardian cannot be reached and a child needs emergency medical attention he/she will be taken to the hospital as determined by EMS.

Reporting Child Abuse and Neglect

As a licensed child care provider we are obligated to comply with the abuse and neglect reporting laws of Washington. At Tiny Acres, we take this responsibility very serious. Should abuse or neglect be suspected, these steps are the usual course of action:

1. Staff member will discuss the suspected case with the director.
2. The director will observe the child; talk with the child to determine if abuse or neglect is a possible cause.
3. The director may discuss the concerns with the child's parent/guardian.
4. The staff and director will determine if there is a need to notify Child Protective Services.

5. A social worker or representative of the agency will visit the child at home or at the child care facility.