



## Family Handbook of Policies and Procedures

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Welcome to Tumbleweeds Child Care Center, LLC

The early childhood years are a very special time in your child's development. Great changes occur in this relatively short period of time as children learn to communicate, increase their intellectual awareness, and make great physical strides. In recognition of the crucial importance of these years, Tumbleweeds Child Care

Center, LLC has created a program tailored to meet the needs of your child at each stage of development.

The educational goal of Tumbleweeds Child Care Center, LLC is to utilize fun and creativity and to foster a love of learning. We challenge our students by promoting inquiry and discovery through exploring the world around them. This instills a sense of confidence in their ability to master new situations and tasks through reasoning. Your child will be exposed to a variety of teaching methods so that they will be able to enter elementary school with a sense of ease. Our teachers are professionals who are trained in the early childhood field and they understand that young children learn best through play, when they are in a safe and nurturing environment.

One of our priorities is open communication with the families of the children in our care. We will work together so that your child can receive the learning experience he/she needs and deserves. Keeping this in mind, we would like to take this opportunity to share a few thoughts with you.

\* If your child is new to a preschool environment, or if this is a new school for him/her, you should expect a period of adjustment. Some children may cry on their first day while others experience a delay of their emotions, possibly two to three days. Your family can make this adjustment easier by discussing all the positive and fun aspects of school with him/her.

\* On your child's first day of school, the teacher will welcome you when you arrive. Settle your little one with a smile, a cheerful kiss goodbye and reassuring words. The teacher will assist your family at this point. Feel free to call during the day to check on your little one at any time. If, at any time, you feel the adjustment period is protracted, please discuss this with us. We will be happy to schedule a time to meet with you to make the transition as smooth as possible.

\* Tumbleweeds Child Care Center, LLC has a Wellness Policy that we enforce to provide a healthy learning environment for all the children in our center. We ask that you abide by this Policy to keep the children's environment as healthy as possible. If your child is ill, please keep him/her home for the day. Please notify us by 9:00 am when your child will be unable to attend.

\* Please keep us informed of anything that may affect your little one's behavior, sleep habits or eating schedule. We want to do all that we can to make him/her happy and comfortable!

Best regards,

Alyssa Lavoie (Owner) & Stacy Gardner (Center Director)

## Introduction

Tumbleweeds Child Care Center, LLC provides a full range of child care services to children in infancy through school age. We take the responsibility of caring for your children seriously. We work to nurture their emotional, cognitive, and physical development. Our staff and teachers are committed to partnering with parents to encourage a child's growth, while instilling the knowledge and love of learning.

We currently offer child care and preschool services, as well as after school care and summer camps. Our curriculum focuses on early childhood brain development through play based activities with tools and programs to encourage cognitive development in children. Each of our classrooms provides kids with a clean,

healthy, and safe environment, where they are encouraged to create, build confidence, and explore. We are proud to have a team of loving teachers who feel called to teach young children.

## Waiting List

Admittance to our center is in high demand. If our classrooms are at capacity, you may place your child on our waiting list, and as soon as an opening becomes available, you will be contacted. Siblings of current students will be given priority. To be placed on the list, simply fill in the Letter of Intent located at the last page of this handbook or at our website [www.tumbleweedschildcare.com](http://www.tumbleweedschildcare.com). When enrollment is offered to an applicant, we require a decision within 48 hours, and enrollment must begin within two weeks. If enrollment is not accepted, the applicant will be removed from the waiting list. If at a later date it is decided that the child should be put back on the waiting list, a new Letter of Intent must be completed and the applicant will be placed on the waiting list based on the date recorded on this new form.

## Mission and Vision

We, at Tumbleweeds Child Care Center welcome all children into our program. We believe in the value and uniqueness of each child we serve. We believe in a community of families and teachers working together to provide a high quality, safe, stimulating and positive environment that enhances and fosters the physical, emotional, cognitive, creative and social development of each individual child, through play-based learning and discovery. We provide opportunities for each child to learn, participate and to truly fit in. Our teachers consider the needs of all children when planning, implementing and evaluating the program.

## Philosophy

Tumbleweeds strives to provide a top quality early childhood education to the children of this great community with caring and compassionate teachers, filled with love and creativity. We believe that early childhood experiences are crucial in the development of our youth, and that they are one of the most important resources of our future. Each teacher strives to offer an environment that is high in quality that stimulates the child's senses, creativity and imagination, to meet the needs of the total development of each child. Our program is designed to help children develop habits of observation, questioning and listening while building a positive self-esteem and respect for themselves and others. Our teachers are partners with our parents working to meet the needs of both the children and their families.

## Communication

Good communication between parent and provider is essential to any child care program. When a new family joins our class, it is imperative we communicate openly about any concerns or questions that may arise, as well as share a similar child care philosophy. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for your child(ren). Sensitive issues will be discussed in private.

To further facilitate communication between parent and provider, Tumbleweeds uses Kinderlime to explain some of the activities and happenings within our classroom, the current curriculum topics, upcoming events, closures, or any other pertinent, fun information that may be of interest to our families.

## Enrollment Policy

There are several forms that we must have completed and in our possession before we can assume the responsibility of caring for your child. NO EXCEPTIONS. This is required by the state and if children's files are incomplete, it can cause us to lose our license. All forms must be updated every year, sometimes sooner, according to need. The forms are as follows:

- Signed Enrollment & Parent Contract

- Child Care Registration and Emergency Information Form
- Child's Health Record (will need to be filled out by a physician)
- Sunscreen/Field trip Permission Slip
- Media Use Form
- Allergy Plan & Forms if applicable
- Immunization Records

You are required to keep the center informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

## [Withdrawl](#)

Two weeks written notice is required for withdrawing, for any reason. If the required two weeks is not given, parents will still be charged for that period, even if their child does not attend.

## [Transitions](#)

Children grow so fast and before you know they are ready to move to the next classroom. Transition to the next classroom is generally done in September center-wide. Occasionally it may make sense to transition a child to the next classroom mid-year. The staff will discuss the transition with the parents prior to any transition changes being made.

## [Attendance Policy](#)

Tuition is based on a 52 week calendar for regular care and a 10 month calendar for AM preschool/pre-k only care, with both being paid weekly. Your spot allows you to attend 5 days per week. We do not offer discounted tuition for attending less than 5 days per week.

A parent should notify the center by 9:00AM whenever a child will not be attending on a scheduled day. You may notify us with a call or by sending a message through ProCare. Teachers attempt to wait until everyone has arrived to start their activities, so timely notification is appreciated. We also ask that you let us know if your child is ill, enabling our staff to track any illness, which may occur at the center.

## [Tuition Payment Policy](#)

Your specific rates will be outlined in your Registration & Parent Contract. Tuition payments are due every Friday for the following week of service. We do not credit for vacations, absences, center closings, holidays, children's illness, inclement weather, pandemic, emergency closures that cause a safety hazard or licensing violation or acts of God. The weekly rate is a flat fee and is due each week. Payment may be in the form of cash, check ([please make check payable to: Tumbleweeds Child Care Center](#)), or through ProCare via ACH or credit card. A late fee of \$25 will be charged to the account if tuition is not paid in full by 12pm on the Tuesday following the due date.

**NSF CHECKS** If a check is returned for non-sufficient funds, you will be required to pay all fees that are incurred as a result of the returned check and subject to a \$35.00 service charge. Childcare services will be

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immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, we will only accept cash or credit card payment from that point forward.

## [Registration Fee/Late Fees](#)

A deposit of two week's tuition is required when you register your child, which will be applied to your child's first two weeks of enrollment. A two week written notice is required to terminate service. Therefore, this deposit will be forfeited if you choose not to begin with Tumbleweeds Child Care, LLC. This contract may be terminated at any time, for any reason by either party with a proper two week written notice.

A late fee equal to \$1 per child per minute past 5:30pm will be charged. Late fees will be added to your account and must be paid with the following week's tuition. This will be strictly enforced, and habitual tardiness may result in termination of services. If a parent or other pre-authorized person cannot be reached after closing and your child remains at our center longer than 30 minutes past closing, the local county department of Social Services or police will be called. During this time, we will provide appropriate activities and snacks for your child.

## Hours of Operation

Normal hours of operation are Monday through Friday from 6:30a.m. – 5:30p.m.

We maintain an open door policy for parents during business hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate you taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner.

**SNOW DAYS & DELAYED OPENINGS:** To ensure the safety of our teachers, Tumbleweeds will open at 7:30am instead of 6:30am on mornings that the Wilton/Lyndeborough SAU calls a snow day or delayed opening due to weather. If there is a closure or delayed opening, a note will be sent via ProCare.

## Drop-off/Pick-up Policy

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief as the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Upon arrival each morning, children must be signed into the ProCare app. Children are to be escorted to their designated classroom or area and transferred to the supervising staff member. The staff will do everything that they can to assist in a smooth transition.

When picking up children at the end of the day, parents must sign their children out using the ProCare app.

Drop-offs are not permitted from 11am-2pm. Drop-offs during this time cause too much disruption to the class' routine during lunch and nap time.

Sign-in/out attendance is reviewed by the state licensing personnel and is used to determine staffing requirements. Once a child is removed from the supervising staff member it becomes the responsibility of the person picking up the child to provide supervision. **Please guide your child safely in the parking lot.**

We will only release the child to his/her parents, or someone else on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child the day before. Please inform emergency contacts, or people designated to pick up your child, that if the staff does not know them, then we will need to ask for identification at the time of pick-up in order to release the child. We will NOT release the child without proper identification. We do not mean to offend anyone, but we take the safety of our children extremely seriously.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact will be immediately notified by phone. If the Director is unable to contact a parent or emergency contact, the child will not be released. Should a person become uncooperative with the center's policy regarding the release of the child, the local police will be notified. Tumbleweeds Child Care Center, LLC will not release a child to any parent, relative or other authorized adult who appears to be impaired using drugs or alcohol. In this event, a parent or emergency contact will be called.

## Parent Access

A Parent of a child enrolled in Tumbleweeds Child Care, LLC, shall be permitted free access, without prior

notice, throughout the center whenever the child is in attendance. In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to Tumbleweeds Child Care, LLC. The orders of the court will be strictly followed. We cannot go against a court order even if the parents want us to.

## Closed Days

The following is a list of the days that Tumbleweeds will be closed each year:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Teacher Workshop Day (end of August)
- Columbus Day
- Labor Day
- Thanksgiving Day & the day after
- Christmas Eve
- Christmas Day

## Clothing and Attire

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please do not dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. You will be expected to provide an extra change of clothing for your child. Accidents will happen, and it is always helpful that when they do, there is clothing that we can change your child into. **Children must wear sneakers or closed toed shoes.** Jellies, sandals and dress shoes are uncomfortable and dangerous for an active child, as they are slippery and do not provide the support necessary for running, jumping and climbing.

## Personal Belongings

Little ones have a difficult time sharing with others. For this reason, we ask that toys from home stay at home. We offer many different toy options for all our children within their classrooms. Our preschool program children are allowed to bring a toy from home on show & tell days only. Please do not bring any toys with small parts that may cause a choking hazard. We are not responsible for any loss or breakage of personal items. Please be sure all personal items are clearly marked with the child's name.

## Supplies

Families are responsible for supplying diapers, wipes, a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a sleeve of diapers to be stored here and we will let you know when your supply runs low. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. We will request certain items for different times of the year, such as boots or snowsuits. **All items need to be labeled with your child's name.** You must maintain these items at all times. Please keep in mind that if you do not bring a needed item, it may prevent all of the children from going outside.

## Daily Schedule

Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allow the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule (see Daily Schedule in classroom welcome packet) to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or

dropping off their children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

## Snack & Lunch

Our daily schedules include an A.M. snack, lunch and P.M. snack. Please send a lunch box with an ice pack if necessary containing your child's snacks and lunch.

Please be sure your snack and lunch choices are appropriately prepared prior to sending in each day. This means food should be pre-cut to an age appropriate size and ready to eat. For children under 3 years old, please refer to the snack/lunch handout in the new enrollment packet. Hot lunches are allowed and we are happy to heat items up, but please send in items that are pre-cooked and just need quick heating in the microwave. For example: mac n cheese is acceptable as long as it is cooked/prepared and just needs to be heated. We do not accept the microwaveable mac n cheese cups that need to be made.

Your classroom welcome packet provides more detailed information regarding snacks and lunches specific to that age group/classroom. Please be sure to speak with your child's teacher if you have any questions or concerns.

## Toilet Training

Toilet training is one of the many developmental children acquire between the ages of 2 and 4. As a developmental skill, it must be reached in a child's own time.

Our program has been designed and scheduled to provide ample opportunities to foster this skill. While focus remains on this developmental milestone, academic activities for older 2s and young 3s are presented and reinforced daily. Together we can begin this process when your child shows signs of readiness:

- Language skills, the ability to say "potty" or some other term which indicated that your child needs to use the toilet
- An interest in staying dry or clean
- Self-help skills, the ability to dress and undress themselves
- Staying dry for longer periods of time throughout the day.
- During this process, diapers should be replaced by pull-ups, and then by regular underwear once success with pull-ups is achieved. As accidents are inevitable, a large supply of pull-ups and extra clothing should be on hand.

It is not a good idea to dress your child in overalls, pants with difficult fasteners or \*onesies\*. This will be frustrating for your child. Your child's readiness is something we can discuss because consistency between your home and school will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience; punishments for accidents are very inappropriate. Tumbleweeds Child Care Center, LLC staff uses positive feedback and routines to encourage children during toilet training time. Successes are praised and accidents are addressed calmly and appropriately.

We ask that you begin toilet training at home during a weekend or vacation after which, we will follow through and encourage your child here. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience.

### Naps/Quiet Time

There will be a designated nap/rest time each day (see Daily Schedule). All children must either nap or rest quietly during this period. Quiet music is played, the lights are dimmed, and it is a period of relaxation for both nappers and non-nappers. Those children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities such as books or puzzles to occupy themselves, on their mats, while their classmates rest.

Although we make every effort to meet each child's individual rest needs, it is difficult to guarantee a specific length of nap time, or wake-up time, as a child's rest needs vary with activity level, sleep patterns the night before, etc. It is equally difficult, and in opposition to our child-centered program, to keep a child awake/wake them early if he/she wants to rest.

Infants will rest on an individual schedule of time and length. Infants will be placed in the crib lying on their backs, unless a medical reason supported by a physician's note states otherwise.

Pacifiers will only be offered to the upstairs children during nap/rest time.

### No Shoes/Indoor Shoe Policy

Our children often play on the floor. In an effort to keep the center clean and minimize exposure to germs, we do not allow street shoes to be worn in the center. Children must wear slippers, socks or indoor shoes in the building. Please keep in mind that we practice fire drills monthly, and we do not stop to put our regular shoes on during our fire drills.

### Indoor/Outdoor Play

Indoor play: We provide a variety of age-appropriate toys for indoor play. Although the toys are categorized in centers, during free play time we believe it is an important part of your child's learning to explore outside the confinements of structured areas. Dolls may ride on trains, or Legos built into race tracks need cars to drive on it. Limiting imagination only stifles creativity, and we believe this to be a fundamental part of your child's education. After play time, all toys will return to their designated areas. These activities help promote good health in our children. We try to instill a love for physical movement early on, so that they carry it with them into adulthood.

Outdoor play: We will play outdoors everyday that weather permits. We have a wonderful play area, equipped with climbers, sandbox, etc.. We also have sidewalk chalk, paintbrushes and other tactile toys making outdoor time an enjoyable event for your child. Other outdoor activities will include walks within the neighborhood and water play (sprinkler and small pool during summer). When weather does not permit outdoor play, great lengths will be taken to do more music and movement and physical activities inside.

Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times.

### Water Play Days

During the summer, we will turn on the sprinkler or pull out the water table any day weather permits us to. Without a swimsuit or change of dry clothes your child will not be able to participate in outdoor water play activities. Please remember to replace clothes and swimsuits that are wet every day of the summer!

On water days it is helpful if your child wears his/her swimsuit under his/her clothing, brings a towel, a plastic

bag and a full change of clothing. Please remember to bring the wet suit and towel home every evening.

Sunscreen should be applied at home in the morning prior to drop-off. Sunscreen will be reapplied periodically throughout the day by your child's teacher. You will need to label your sunscreen bottle and complete a topical authorization form.

## Behavior Policy

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

Here at Tumbleweeds Child Care Center, LLC we want all of our children to succeed in daily life, which includes social skills, good listening skills, following directions and kindness towards others. We work in cooperation with all parents to bring about good social skills and manners. In simple terms, we teach by example and guide the children in becoming considerate people and good friends. On occasion, we encounter a child who is uncooperative, unable or unwilling to follow direction and/or physically hurtful and unkind toward other children and teachers. We do our best to work with children displaying any of these issues by involving their parents in the form of meetings, consistent communication, and notes for positive reinforcement. With parents permission, we will also consult with behavioral experts outside of Tumbleweeds.

When appropriate, we will ask parents to obtain an evaluation by early intervention, the school district or another private organization selected by the parent. If after three months, the child has not shown improvement and/or the parent has not taken action to try to help the child, he or she may be disenrolled from our program.

## Biting Policy

Biting is a developmental behavior for toddlers. Many children communicate through this behavior. However, excessive biting can be harmful to other children and to the staff. This biting policy has been developed with both circumstances in mind. As a childcare center we understand that biting sometimes happens. Our goal is to help identify the problem and resolve the biting issues. If the issue becomes ongoing and cannot be resolved, this policy serves to protect all children and staff that are involved.

**When biting does occur:**

For the child that is bitten:

1. First aid is given to the bite. It is cleaned with soap and water, and an ice pack is applied. If the skin is broken, the injury is covered with a bandage and the parent is called.
2. An accident report will be written up for the parent to sign at pickup.

For the child that is biting:

1. The teachers will firmly tell the child "NO, thank you (name) It is not nice to bite!"
2. The child will be redirected to another area/quiet time area.

**When biting continues:**

1. The child will be shadowed to try and prevent further incidents.
2. The child will be observed to help determine what is causing the child to bite (teething, communication, frustration, etc.)

**When biting becomes excessive:**

1. If a child continues to bite without progress, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If a child is biting excessively in a one-day period and causing harm to other children or the staff, the child will be required to be picked up from childcare for the remainder of the day.

## Wellness Policy

The staff at Tumbleweeds Child Care Center, LLC do everything possible to promote a healthy environment for children. The teachers will make sure they wash their hands before and after meals, before and after sensory projects, after toileting and diapering, after coming in from outside, and after wiping their noses. Our teachers also wash their hands before serving meals and snacks, they wear latex or vinyl gloves while diapering or assisting a child with toileting, when they encounter any bodily fluids, and at all times required by the licensing department. All mouthed toys are disinfected several times daily, and preschool toys weekly or more often if needed.

These policies, together with the cooperation of parent(s) or legal guardian(s) in keeping a child home when he or she is showing symptoms of illness, will help cut down on the spread of illness throughout the center. Teachers cannot properly care for children who are ill and perform their duties to the rest of the class. Exclusion from care is warranted whenever a child's needs exceed the capability of the teachers or when the child cannot participate in all activities. The center understands that it may be difficult for families to make alternate arrangements when a child may be too ill to attend the program, but by maintaining a healthy environment and reasonable health policies, all children will benefit.

If a child does arrive in the morning showing signs of ill health, the center will be unable to accept him/her. The exception is if a licensed physician/nurse practitioner has examined the child and indicated in writing the child can participate in all activities, including outdoor play, without risking his or her health or the health of others.

The following are guidelines to help us determine when illness prevents us from caring for your child in a safe and effective manner:

- Diarrhea -stool that cannot be contained by a diaper or underwear, or stool that contains blood or mucus.
- Fever of 100 degrees Fahrenheit or higher
- Illness that prevents the child from participating comfortably in program activities. • Illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.
  - Unusual lethargy, irritability, persistent crying, difficulty breathing, or other manifestations of possible severe illness.
  - Vomiting 1 or more time(s) during the previous 24 hours, unless vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration
  - Mouth sores, unless the child's physician or local health department authority states the child is noninfectious.
  - Rash with fever or behavior change, until a physician has determined the illness is not a communicable disease.
  - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids, or skin surrounding the eye), until examined by a physician and approved for readmission, with treatment
  - Impetigo, until 24 hours after treatment has been initiated.
  - Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours.
  - Head lice, until morning after the first treatment
  - Scabies, until morning after treatment has been given.
- Chicken pox (varicella), until all lesions have dried and crusted (usually 6 days)
- Whooping cough (pertussis), until 5 days of appropriate antibiotic therapy has been completed.

- Mumps, until 9 days after the onset of parotid gland swelling.
- Measles, until 4 days after the disappearance of rash.
- Return to daycare for all other diagnoses should be decided in consultation with the local health department.

If a child becomes ill during the day, their parent(s)/guardian(s) will be notified immediately. The child will be given the opportunity to rest or be diverted with activities in an isolated, supervised area until a designated release person can collect the child. The parents will be notified and if they are not available the emergency contact people will be called. Please make sure that you have someone available to pick your child up within one hour (60 minutes). Also, please make sure we have updated numbers for everyone. Children who are sent home due to illness will not be readmitted to the center until they have been symptom-free for 24 hours. Therefore, a child who has been sent home ill cannot return to care the following day. The only exception to this requirement is if a licensed physician/nurse practitioner has examined the child and indicated in writing that the child is able to participate in all center activities without risking his or her health or the health of others.

## **Medication Policy**

Tumbleweeds Child Care Center, LLC will administer prescription medication only with the written authorizations of the child's parents or legal guardians and the child's medical practitioner. All medications to be administered by the center must be provided by the parents or legal guardians. Since the administration of medication imposes an additional responsibility on faculty and having medication in the center is a potential safety hazard, it is imperative that parents and Tumbleweeds Child Care Center, LLC follow all state regulations, and Tumbleweeds Child Care Center, LLC policies and procedures. All prescription medication must be in its original box with the child's prescription label on it.

The parent or guardian must give the first dose of medication at home to see if the child has any type of reaction. Medication taken once or twice daily must be administered at home unless the child's medical practitioner specifies in writing that it is medically necessary for the child to be given the medication during school hours. Center staff may only determine when to give medication on an "as needed" basis if the child has an action plan for the meds. Specific instructions are required.

Tumbleweeds Child Care Center, LLC will not administer non-prescription pain reliever, vitamins or homeopathic medications, unless prescribed by a doctor to treat a non-transient medical condition (for example, a condition other than a cold, cough, or flu) and the parents/legal guardians provide (1) written authorization of the parents or legal guardians, and (2) written authorization from the child's medical practitioner specifying that it is medically necessary for the child to be given the medication during school hours.

Tumbleweeds Child Care Center, LLC will not administer the following unless we have the note from the physician. A note from the physician for the following is only good for 7 days and a new note must be obtained every 7 days to continue use.

- Acetaminophen/Ibuprofen for teething, fever or pain
- Topical teething products
- Cough/cold medications

Tumbleweeds will not administer medication that:

- Is expired;
- Requires to ask a doctor for their age group
- Is not in the original container;
- Does not have the corresponding authorization form and Medication Log entry completed by a parent or legal guardian;
- Is not accompanied by written instructions from the child's medical practitioner; or
- Is prescribed for someone other than the child. For instance, siblings may not share medication.

## **Severe Allergies**

A parent or guardian must comply with the requirements above as well as complete a Severe Allergy Action Plan for allergy medication that a child needs to have at the center, always, including Epi-Pens. These forms must remain on file at the center; parents or legal guardians must update the authorization forms every 12 months (or earlier if required by state regulations).

## **Asthma Action Plan**

If a child requires emergency asthma medication, the medication must always be kept at the School, and the parent/legal guardian and medical practitioner must complete an Asthma Action Plan for the child.

## **Seizure Action Plan**

If a child has had seizures in the past, an emergency seizure plan must always be on location including and medications to be given. This plan must come from the child's physician.

**Any other medical issues, please see the director.**

## **Topical Products**

Any over-the-counter diaper ointments, lotions, lip balm, or sunscreen required by a child must be labeled with the child's first and last name. The parent must complete an authorization form for these products. This authorization is valid for 12 months unless state regulations direct otherwise.

## **Reporting Suspected Child Abuse**

We are required by the State of New Hampshire to report all instances of suspected child abuse or neglect. When a staff member has information or evidence of suspected child abuse, the Director or Owner will be informed, and the Division of Children Youth & Families is contacted and given this information. We do not notify families that a report has filed.

## **Medical Emergencies**

For those rare instances where a child requires additional medical treatment, immediate action will be taken. The immediate needs of the child will be met by a staff member, while another member initiates the Emergency Medical System (EMS). Once medical treatment is in route, the parents will be notified. The EMS team will then assess the situation and determine where the child will receive the next level of treatment. It is crucial that your child's Emergency contact form is current.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Tumbleweeds Child Care Center, LLC and its employees will not be held liable for any sickness or injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.

## **Emergency Procedures**

In the event of an emergency concerning the safety of the children in our care, such as a fire, flood or evacuation of the center for any natural or unnatural reasons, we will take the children out of the affected area. Parents will be notified via the ProCare app or telephone as to where the children will be taken.

Our primary point of contact will be either on the side grass area on property or in front of FRES (Florence Rideout Elementary School). If for some reason this is not far enough, we will then take the children to the Wilton Fire Station.

notified as soon as possible of any such emergency and the location in which we are at.

A copy of our full Emergency Operation Plan is available at any time and hanging up next to the front door.

### **Termination Policy**

Tumbleweeds reserves the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations

### **Recalls**

On a regular basis, [www.cpsc.gov/](http://www.cpsc.gov/) website will be checked for the list of product recalls that may be found within our preschool. Any toy, equipment or furnishing found to be on this list, will be removed from the home immediately.

### **Revisions to the handbook**

Our families will sign a yearly revision to this handbook and the accompanying contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

# LETTER OF INTENT FOR TUMBLEWEEDS CHILD CARE CENTER, LLC

Today's Date: \_\_\_\_\_

I hereby state my preference to waitlist my child(ren) on the Tumbleweeds Child Care Center waiting list. Child(ren)'s name(s) and age to be listed below.

Name of Child	Date of Birth	Current Age	Date Wishing to Enroll On

I understand that when enrollment is offered a decision is required within 48 hours, and enrollment must begin within two weeks. If enrollment is not accepted, the center will move on to the next person on the waitlist.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent Names \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

Email (s) \_\_\_\_\_

## Waiting List

Students will be considered for admission on a first come, first serve based on the date of Letter of Intent. The child will stay on the waitlist until admitted to our center or upon parent declining position for the child.



I acknowledge that I have a duty to read and understand the contents of Tumbleweeds Child Care Center, LLC's Family Handbook. Tumbleweeds admits children to programs on a space available basis, without regard to race, religion, creed, color, national origin, or sex.

I also understand that Tumbleweeds Child Care Center, LLC, in its sole discretion, may change, alter, modify, amend, or rescind any of its policies and procedures stated in the Family Handbook from time to time without prior notice.

I have received and read this Acknowledgment of Receipt, know and understand its contents, and sign the same of my own free will.

Parent Signature Date

Parent Signature Date

