

Parent Handbook



Greenleaf Friends Academy (GFA)
Daycare and Preschool
20565 N Academy Rd
Greenleaf, ID 83626
(208) 455-1673

Revised January 11, 2022

Thank you for your interest in GFA Daycare and Preschool!
Enclosed you will find information about our program and all our policies. If you would like to enroll your child, please call (208) 455-1673 to schedule a date and time to tour our facility and fill out the registration information.

We look forward to meeting you!

Mission Statement and Philosophy

We are committed to providing our students with a child centered, faith based, and academically driven program in a nurturing, playful environment.

We believe children learn best during play. Our learning environment is very child friendly with many manipulatives, colorful images, objects to explore, and many different things to do and make. Our program offers a wide variety of activities: group lessons, stories, self-guided play, music and movement, arts enrichment, crafts, and cooking. Our goal is to help guide the child into the world with a sense of respect for self, others, God and to also develop a lifelong love of learning.

0 – 18 months (Nursery)

This group is nurtured and cared for by our teachers that try and follow schedules set by baby and parent. The nursery has many age appropriate furniture and toys. The nursery also has ample room for babies to have “tummy time” as they learn to roll over, crawl, and walk.

18 months - 3 year old class

These classes will focus on socialization, beginning language arts skills, and beginning math concepts. Learning to share and interact with others is foundational to a child’s development and future success. Cooperation, personal boundaries, and conflict resolution are key skills to teach at this age. Letter, shape, number, and color recognition are also taught using a variety of teaching methods and styles.

3 – 5 year old class (Pre-K)

These classes will emphasize phonemic awareness, pre-spelling, handwriting, and number value concepts. Recognizing and matching a sound with a letter is a key step in learning to read so the class focuses on phonics daily. Matching a quantity with a number is a basic math skill worked on which then advances into simple addition, patterning, and sequencing. Handwriting is also a concept highlighted each week in class and then also encouraged to be continued at home with the child’s parents. We also continue to guide the children through conflict resolution and acceptable social interactions to help ease them into the school years ahead.

Bible Education

Each day we will teach Bible stories. Bible education are taught to instill proper moral behavior, ultimately developing a sense of community and moral responsibility within each child.

Statement of Non-Discrimination

Greenleaf Friends Academy admits students regardless of race, gender, color, and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. GFA reserves the right to select students based on academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with the school and to abide by its policies.

Facility Hours

GFA Daycare and Preschool has many different programs that serve the families of the community, offering a half day preschool, full-time daycare, and extended care program. We take ages starting at 3 months to 12 years.

Our facility opens at 7:00 am and closes at 6:00 pm Monday-Friday. We try to remain open most of the year for those parents that work, but any closed days will be known in advance. GFA Daycare and Preschool typically follows the GFA main school inclement weather closings and delays. If GFA main school is closed or opening late due to inclement weather, the daycare/preschool will close with the same schedule. You should also check the Brightwheel app for closing and late openings announcements. All children that attend the half day preschool or the full-time daycare will participate in our preschool session from 9:00 am – 12:15 pm. Those attending full-day will continue on for lunch at 12:15 when the preschool program is concluded.

We ask that all parents be respectful of the facility hours. There is a late fee charged for late pick-ups after the first minute. For the half day preschool program, the late charge begins at 12:16 pm and is \$1.00 per minute after that. The late charge for daycare or extended care pick-up begins at 6:01 pm and is \$1.00 per minutes after that. An additional \$25 on top of the \$1 per minute will be added every 15 minutes after 6:30 pm. Please keep in mind that our staff members have families to get home to and we all appreciate prompt pick-ups.

***Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed accordingly.**

Daily Schedule

7:00-8:00 Drop Off
8:00-9:00 Free Play
9:00-9:45 Circle Time (Pre K starts)
9:45-10:00 Wash up/Snack
10:00-12:00 Classes/Crafts
12:00-12:15 Circle Time
12:15-12:45 Lunch (Pre K ends)
12:45-3:00 Rest Time
3:00-3:15 Story Time
3:15-3:30 Snack Time
3:30-4:00 Outdoor Play
4:00-5:00 Free Play
5:00-5:15 Story Time
5:15-6:00 Free Play (indoor/outdoor)

Enrollment Procedures

Parents may pick up child care application and forms from the facility during regular hours (7:00 am to 6:00 pm). Upon confirmation of enrollment into the program, the \$45 registration fee and the first month's tuition will be due at this time. The registration fee and 1st month's tuition is nonrefundable and will serve as a security deposit to secure a child's space in our facility. At the end of the month, your child (ren) will need to have started the program, if not started, another month's tuition will be due or the space will be lost. The only exception will be for families with infants. Families with infants may pay the \$45 registration fee plus one month tuition to hold a spot. The infant will need to start the program at the age of 3 months, if not started, another month's tuition will be due or the space will be lost.

Parents are required to sign a Parent Handbook agreement stating they have read and agree with all policies and regulations in our handbook. Parents must also submit a current immunization report if not listed in the state database (IRIS) no later than the first day of enrollment. Immunization reports are required as the child receives updates. It is the responsibility of the parent to report to the Director any change of address, telephone numbers (home or work), employment, emergency contact person and medical information.

Re-enrollment fee of \$45 is charged when a child is dropped from the program by the parent or facility and re-enrolled at any given time within the same year. Also a child will be dropped from the program if a child has missed 30 consecutive days with no communication. If parents wish to continue services, and if the slot is still available, the \$45 re-enrollment will be requested upon entering the program.

Arrival and Departure Policy

All parents must sign children in upon arrival and out upon departure using the Brightwheel app. Each parent will have their own unique code, this code is used to sign your child in and out and will be assigned once application and forms are returned. Staff will not receive children before 7:00 am and pick up time is 6:00 pm.

To prevent unnecessary accidents, parents are asked to accompany their child (ren) from vehicle to facility and facility to vehicle. Do not allow your child the freedom to run or roam the building or parking lot. GFA will not be held liable for accidents, incidents, or injuries that may occur to children who are not under the care of GFA staff. When children are released from the class to parents/guardians, they are no longer under the care of GFA staff.

We understand the importance of family unity, however if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report it. GFA will abide by this law.

Items Needed by Parent to Ensure Quality Care

WE ARE A PEANUT FREE FACILITY

For 3 months to 18 months please see attached “Infants to 18 months Check List” (2 pages) provided at the end of the handbook.

For 18 months to 5 years of age, parents will need to provide breakfast for children brought in between 7:00 am to 8:30 am. Parents will also need to provide a lunch and extra snacks in lunchbox for 5:00 pm snack time. Parents are able to buy hot lunch from the main school cafeteria for cost of elementary lunch. Staff will provide a 10:00 am and a 3:00 pm snack. Parents are responsible for providing the following items:

- Bed roll or small blanket for nappers
- Diapers and/or pull ups (staff will let you know when running low)
- Special wipes (we provide Parent’s Choice wipes)
- 2 sets of seasonal changing clothes – (include socks and under clothes)
- Sippy cup(s)

Note: When potty training begins, please dress children in clothes that will help increase independence of this new skill. Clothes to avoid: overalls, onesies, jumpers, and body shirts.

***Personal toys and money should not be brought to the facility**

Payment Policy and Schedule

Registration Fee

There is a \$45.00 registration fee due on receipt of the child's application for Preschool, Daycare, or Extended Care. This is a non-refundable fee that will hold the child's spot in our program.

Payment Schedule

Payments are on a pre-pay arrangement policy. Payment is due monthly on the 5th and/or the 25th of the month. There is also an option for bi-weekly payments. If payment is not received within 10 days of due date, a \$35.00 late fee will be charged. If full payment is not received prior to the next invoice (1st of the following month), we ask that your child not return to the program until the payment is received, understanding that your child's spot, might not be held.

There will be a \$35 service charge for all returned checks, in addition to a \$35 late payment fee. When the facility receives two or more returned checks from a parent, we will no longer accept checks as a method of payment. Returned checks must be paid with a money order, cash, or debit/credit card.

Each child's tuition is an ongoing fee, which is due monthly. If you need special payment arrangements please feel free to contact the Director.

***We do not pro-rate sick days or closure days. This includes scheduled holidays that we are closed. We also do not have make up days or roll over days. The contracted monthly payment stays the same.**

Sibling Discount

There is a 15% discount given to a second sibling attending GFA Daycare and Preschool. The discount will be taken off the lesser tuition amount. For any siblings past the first two, the discount is 10%.

Please see attached rate sheet at the end of the handbook.

Forms of Payment

GFA receives online tuition payments through FACTS Tuition Management System (FACTS TMS). Through FACTS TMS, families will be charged a one-time annual fee of \$50.00. **This is a separate program/app from Brightwheel.** You will receive an email with details to enroll your child (ren) in order to make online payments. If any payments are returned, they will be rescheduled. Fees are subject to change.

Termination Policy

Childcare program may terminate at will with no reason given. If childcare is terminated, there will be **no refunds**. Please adhere to all policies outlined in parent handbook to avoid termination.

Scheduled Closures

The facility will be closed on the following days:

New Year's Day	1-day
Dr. Martin Luther King Day	1-day
President's Day	1-day
Good Friday	1-day
Memorial Day	1-day
Independence Day	1-day
Labor Day	1-day
Thanksgiving	2-days
Christmas	2-days
New Year's Eve	1-days

Please look for posted dates on all main entrances and bulletin board. Please add them to your personal calendar as soon as possible.

***We do not pro-rate sick days or closure days. This includes scheduled holidays that we are closed. We also do not have make up days or roll over days. The contracted monthly payment stays the same.**

Attendance Policy

If a child does not come for 30 consecutive days without communication, he/she will be dropped from the program. We understand that children miss days due to vacations or illness, but in order to keep our teacher's salaries steady, we do not pro-rate sick days.

We also are unable to make up days missed or swap days because we have to keep our student to teacher ratio at a comfortable number. The only exception that will be made is vacations that we are made aware of at least two weeks in advance. There is a 25% discount given for one week vacation per calendar year (January to December). Other than that, **the monthly payment stays the same unless otherwise stated.**

If a parent decides to withdraw from the program, a two weeks' notice is required. Any parent failing to do so, will be charged their normal tuition rate regardless if child attends the remainder of scheduled days or decides to leave early. All balances will be sent to collections after 30 days of the last day the child attends the program.

Sick Policy

At GFA Daycare and Preschool we value the health and safety of our children and staff. If your child is sick, please leave them at home. If a child becomes sick while at school, we will call and ask that you come pick up the child within a one hour period. Staff will use their best judgement when evaluating children. GFA reserves the right to make the final determination of exclusion due to illness.

If a child has the following:

- a temperature of 100.5° or higher,
- diarrhea (2 within 30 minutes),
- vomiting,
- signs of pink eye (redness, swollen, drainage/gunk in eye),
- head lice,
- or unexplainable rash,

Parents will be contacted immediately. If there is a serious injury and/or medical problem the parent and/or the local rescue squad may be contacted for assistance.

We understand that there may be underlying conditions for different children so we will try to be flexible, but it is our goal to keep everyone healthy, so if your child does present with a fever we ask they are home and fever free **without fever reducing medication** for 24 hours before returning to the school. We also ask that children that are vomiting or are having diarrhea are home showing zero symptoms for 24 hours before their return.

This also includes pink eye. We ask your child be on antibiotics and gunk free for 24 hours before returning. We understand this is difficult, especially for working parents, but it is also difficult to be short staffed due to illnesses. Please to be respectful to the other children, their families, and the staff by keeping sick children home.

In order for the staff to administer medication it must be prescribed by a doctor unless it is an over-the-counter medication, which can be given only as recommended by the label. Please help us by signing and dating a Permission to Administer Prescription Medication form. Make sure all medications are in the original container and the date, child's name, doctor's name, and dosage are plainly stated on prescribed medications.

According to Idaho Department of Health and Human Services, we are unable to accept a child (ren) with a diagnosed communicable disease (measles, mumps, chickenpox, etc.) or obvious acute illness. Therefore, please do not send your child to the facility when he/she is sick or has signs of a possible contagious disease. If your child has a communicable disease, please keep him/her home until the symptoms have subsided and has a doctor's release.

***Most staff members are first aid and CPR certified.**

Medication Authorizations

Staff members may not administer medication to any child unless a parent has completed a Medication Authorization Form. Parents must indicate a start date and end date, a reason for the medication, and the dosage or medication cannot be administered. Child's name must be on medication with legible handwriting. If a child becomes ill while at Greenleaf Friends Academy Daycare and Preschool and a parent requests that medication be given, verbal authorization can only be given to the Director and/or Assistant Director. A Medication Authorization Form will be completed by the Director and/or Assistant Director and must be signed by a parent upon pick-up. A message from parent through the Brightwheel app is also acceptable.

Medications must be stored in the cabinet above the microwave (non-refrigerated medications) or in the highest bin (refrigerated) while in use at Greenleaf Friends Academy Daycare and Preschool. The Medication Authorization Form must remain in the medication binder at all times. Unused medications must be immediately returned to the family and will not be stored at Greenleaf Friends Academy Daycare and Preschool. Medications may be administered by all staff members. When a medication is given, the staff member will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances in the Brightwheel app. Expired Medication Authorization Forms must be turned in to the Director to be filed in the child's permanent enrollment file.

Supporting Breast-Feeding Mother's Policy

At Greenleaf Friends Academy Daycare and Preschool, we welcome mothers and fathers with a positive environment that helps parents and staff feel they are welcome to breastfeed, pump, or bottle feed breastmilk to infants and toddlers.

- Staff always follow parent's feeding plans, including her plans if she is late to breastfeed
- Breastmilk or iron-fortified infant formula is served to infants less than 12 months
- Juice will not be served to infants less than 12 months unless parent's approve and bring their own

- Bottles will not be given when a mother is expected for breastfeeding

We provide a designated, comfortable breastfeeding place to breastfeed. You are welcome to use the big comfy chair in the back room of the nursery.

Safe Sleep

Federal law and ICCP program rules focus on promoting safe sleep practices for infants (0-12 months old) that reduce the risk of SIDS/SUID (Sudden Infant Death Syndrome/Sudden Unexplained Infant Death). The following practices should always be observed and will be required to successfully complete required health and safety inspections for all ICCP participating providers.

- Follow current American Academy of Pediatrics recommendations concerning safe sleep practices including SIDS/SUIDS risk reduction
- Supervise napping or sleeping children
 - ❖ Childcare providers must be within sight or hearing of the children at all times, including nap time, and must be available and able to immediately assist a child in an emergency (supervision by sight and hearing is always recommended)
 - ❖ Napping children who are not within sight of a staff member, must always be within easy hearing distance
 - ❖ All children (including the provider's children) asleep or awake, count towards ration requirements
 - ❖ Video equipment or baby monitors are not a substitute for supervision or monitoring
- All cribs, bassinets, "play pens", and "pack-n-plays" must be in good repair and approved by the Consumer Product Safety Commission (CPSC) as infant/toddler sleep devices
 - ❖ Bouncers, swings, car seats, hammocks, boxes, Boppy's , Bumbos, and Dock-a-Tots are NOT acceptable sleep devices

- ❖ If a child falls asleep in a device or location that is not acceptable for sleep, the child must be moved to a CPSC approved sleep device
- ❖ Mattresses must fit snugly and be made specifically for the size crib in which they are placed
- ❖ Bed linens used under children on cots, cribs, and playpens must be tight-fitting
- Place an infant to sleep on their back on a flat sleep surface
 - ❖ If an infant turns over while sleeping, the childcare provider must return the infant to his or her back until the infant is able to independently roll from back to front and front to back (this developmental skill should be easily observed when an infant is awake or asleep)
 - ❖ If there is a medical requirement for a child to be in any other sleep position, a physician's note (on professional letterhead with contact information for the medical doctor) must be on file at the facility and made available to the inspector
- Sufficiently light the room to be able to observe skin color in case of changes
 - ❖ Monitor children's breathing patterns through visual observation and note any changes
- Allow infants to follow their own sleep patterns
 - ❖ Infants need to sleep when they are tired and not according to a schedule determined by the early learning provider
- Do not allow loose blankets, stuffed toys, pillows, crib bumpers, or similar items inside a crib
 - ❖ Infant sleep clothing, such as sleep sacks or pajamas, may be used to keep infants warm
 - ❖ After an infant first exhibits signs of attempting to roll (around 3 months old) swaddling must not be used

- ❖ The use of sleep sacks is recommended if swaddling is practiced (swaddling should be snug around the chest but allow ample room at the hips and knees to avoid hip dislocation or hip dysplasia)
- Items that pose a strangulation, fall, or entrapment hazard must be kept well out of an infant’s reach while in the crib, bassinet. Or other approved sleep equipment
 - ❖ Carefully consider the placement of electrical cords, cords for blinds and shades, lamps, baby monitors, blankets, televisions, toys, blankets, towels, wall hangings, pictures, etc. to ensure that there is no way a child could reach them from their sleep location
 - ❖ Do not use strings to hang any object (mobile, toy, diaper bag, etc.), on or near the crib
 - ❖ Pacifiers may be used, however, pacifiers should not be clipped, pinned, or tied to an infant’s clothing, and they should not be tied around an infant’s neck, wrist, or other body part
- Do not allow a blanket or any other item to cover or drape over an occupied crib, bassinet, or other equipment where infants commonly sleep
 - ❖ Items draped over a crib impair an early learning provider’s ability to see and hear the infant
 - ❖ Draped items could fall on top of infant creating a risk of suffocation or entanglement
- Do not allow clothing to cover any portion of an infant’s head or face while sleeping and readjust these items when necessary
 - ❖ Clothing covering an infant’s head could impact their ability to breathe

- Preventing infants from getting too warm while sleeping. It is a good practice to dress an infant in one more layer of clothing than you are wearing to be comfortable in the same environment
 - ❖ Signs that an infant is too warm or in distress include, but are not limited to:
 - ✓ Sweating
 - ✓ A sudden rise in temperature
 - ✓ Flushed, pale, or hot and dry skin, warm to the touch
 - ✓ Vomiting
 - ✓ Refusing to drink
 - ✓ Depressed fontanelle (soft spot)
 - ✓ Irritability

Child Abuse and Neglect

All Greenleaf Friends Academy Daycare and Preschool staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to Idaho Department of Health & Welfare:

208-334-5437

The staff member should inform the Director and/or Assistant Director of the report and together decide whether or not to inform the parents of the report.

If Greenleaf Friends Academy Daycare and Preschool member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Idaho Department of Health & Welfare. Greenleaf Friends Academy Daycare and Preschool will cooperate with any investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

Discipline Policy

At GFA Daycare and Preschool we strive to provide a peaceful classroom in which specific steps will be followed when dealing with conflict.

A peaceful classroom is one where a child feels safe, and can trust that their safety is upheld. It also helps children feel responsible and capable of expressing their ideas and promotes mutual respect and interdependence that can develop skills for living and participating in a community. It is normal for conflict to occur during the normal course of a child's play. When conflict arises, the teacher shall become a facilitator, guiding the children through different problem solving skills. The teacher shall lead the children through the following steps:

1. Defining the problem.
2. Finding the solution to which child and facilitator can both agree upon.
3. Helping them put the agreed upon solution into practice.
4. Reflecting back with the child on how they feel it worked.

If a child continues to cause conflict that threatens the safety of the other children and the classroom the child will be asked to sit out to calm down and think about their actions.

This time allows the child to think about their actions and how they are affecting the situation around them. It gives them time to regroup so they can rejoin the activities in a more positive manner. If excess threats of safety to either the children or the classroom continue, the following steps will be taken:

1. Teacher and Director meet to determine a plan of action.
2. Director facilitates a conference with parents and teachers.
3. Parent input is taken and a plan of action is determined.
4. Plan of action is implemented.
5. Plan of action, process, and effectiveness is reviewed frequently.

If the actions taken are deemed to be ineffective, a parent conference will be held to discuss appropriate placement of the child.

Parent Questions or Concerns

Here at GFA Daycare and Preschool, we understand that your child's safety and happiness are of the utmost importance to you and your family. We encourage anyone with any concerns or questions to please contact the Director at any time. Our goal is to partner with the parent to help meet all your educational goals. Please feel welcome to call if you need any further assistance.

Emergency Protocol

If there is an emergency with a child, the following will take place:

- One staff member will be assisting the child
- One staff member will call 911
- One staff member will call parents and/or emergency contacts

If you did not receive a direct call and only a general message, your child was not involved in the emergency.

Pandemic Stipulation

As of 7/10/2020, we will not close the facility while waiting for test results of COVID-19. It will be the parents' decision to bring their children while waiting for the test results of COVID-19. Staff will continue to clean and disinfect during operating hours. There will be NO reimbursement or "swapped" days for those families who choose to keep their children home while we continue to stay open.

In case of a POSITIVE result of a staff member or attending child, Greenleaf Friends Academy Daycare and Preschool will not close but continue to clean and disinfect daily. The infected staff member and/or child (ren) may return after 7 days and symptom free or with a doctor's note.

For POSITIVE results from immediate family member(s) (parents/siblings), we ask you keep your child (ren) home for the required/recommended quarantine time issued by your doctor and they are symptom free upon return. Greenleaf Friends Academy Daycare and Preschool will need a doctor's note/letter expressing the quarantine time if less than 7 days.