

# Parent Handbook



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

Revised June 12, 2024

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.

## **Our Classes**

**WE DO NOT MOVE CHILDREN UP AFTER THEIR BIRTHDAYS UNTIL THE NEW SCHOOL YEAR STARTS.**

### **0 – 24 months (Nursery)**

This group is nurtured and cared for by our teachers that try and follow schedules set by the parent (s). 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.

### **2-3 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 – 4 year old class (Preschool)**

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. Children must be potty-trained to attend.

### **Bible Education**

Each day we will teach Bible stories. Bible education is 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 3<sup>rd</sup> Grade. During summer and holiday breaks we only provide all day daycare for children 3 months old –kindergarten . After School care for 1<sup>st</sup> through 3<sup>rd</sup> is only available while school is in session.

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 – 12:00 pm. Those attending full-day will continue on for lunch at 12:00 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 minute 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 (Preschool 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 Nap/Rest Time  
3:00-3:15 Story/Quiet Time  
3:15-3:30 Snack Time  
3:30-4:00 Outdoor Play  
4:00-5:00 Activity Centers/Guided play  
5:15-6:00 Free-Play (indoor/outdoor)

## **Enrollment Procedures**

Parents may apply and receive our applicant forms online on our school website. Upon confirmation of enrollment into the program, the \$75 registration fee and the first month's tuition will be due at this time. The registration fee and 1<sup>st</sup> 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 \$75 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 \$75 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 \$75 re-enrollment will be requested upon entering the program.

## **Arrival and Departure Policy**

All staff will sign children in upon arrival and out upon departure using the Brightwheel app. Each parent will have the code pertaining to their child's classroom to get in and out of the facility. 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**

For 3 months-24 months please provide bottles, pacifiers, blankets, and breast milk/formula, snacks, lunch, Diapers and wipes.

For 24 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 lunch and extra snacks in the lunch box for 3:30 pm snack time. Parents are able to buy hot lunch from the main school cafeteria for the cost of elementary lunch. Parents need to provide a 9:30 am and a 3:30 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 Kirklands 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 \$75.00 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. We use the FACTS billing system for auto payments. There is also an option for bi-weekly payments. If payment is not received within 10 days of the due date, a \$35.00 late fee will be charged. If full payment is not received prior to the next invoice (1<sup>st</sup> 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 any returned payment through our FACTS billing system. When the facility receives two or more returned payments from a parent, we will no longer accept the child in our facility until all payments are made and caught up.

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 prorate 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 10% discount given to a second sibling attending GFA Daycare and Preschool. The discount will be taken off the lesser tuition amount.

### **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 \$45.00. **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 programs may terminate at will with no reason given. If childcare is terminated, there will be **no refunds**. Please adhere to all policies outlined in the 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	2-days
Labor Day	1-day
Thanksgiving	3-days
Christmas	3-days
New Year's Eve	2-days

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

**\*We do not prorate 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 prorate 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 the 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 judgment 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 100.4° or higher
- diarrhea (2 within 1 hour)
- 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 to 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 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 the 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 have a doctor's release.

**\*ALL 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 of 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 a 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 Mothers Policy**

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

## **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. If the behavior persists for longer than 30 minutes or is inconsolable we will call parents to pick up the child. We will then write a Behavior Form that has to be signed by the Teacher, Director, and Parent. 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.