

# The Teepee, LLC

## Handbook of Policies and Procedures

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## About us

### Scope of Service

The Teepee is a comprehensive childcare and afterschool care facility that provides care to children ages six weeks to 12 years of age.

### Philosophy

Our purpose is to provide social and intellectual development in an atmosphere of Christian love and support. Our goal is to surround the children in our care with love. We want our center to be a safe place for a child to learn and grow spiritually, physically, emotionally, and mentally. We believe that positive relationships among all children and adults encourage each child's sense of individual worth. This fosters the child's sense of belonging as part of a community and their ability to contribute as a responsible community member. While our program has a strong Christian foundation, there is no specific denominational influence.

## Hours of Operation

Monday through Friday 6:30 AM to 5:45 PM

Pick up time is by 5:45 PM each day. If the parent fails to pick up the child by 5:45, we will attempt to phone you as well as the listed emergency contact numbers. If the child is not picked up by 6:00 PM and we cannot contact you, the Jones County Sheriff Department will be called. A late fee of \$15 will be assessed to your account if you are late.

## Holidays

The Teepee will be closed on these major holidays: (payment is still required)

New Years Day

Good Friday

Memorial Day

July 4<sup>th</sup>

Labor Day

Thanksgiving Day

day after Thanksgiving

Christmas Eve

Christmas day

Staff Development Day (TBA)

We will be open (for school age children as well as our preschoolers) on teacher workdays and other holidays observed by the Jones County School District. There will be an extra fee of \$10 per day for school age children that are already enrolled.

**Inclement Weather:** If inclement weather forces us to close, parents will be communicated this information through our Brightwheel app. For certain weather conditions, if the Jones County Schools deem it unsafe to attend school, we may also be closed. **Payment is still required if we must be closed for weather.**

## Classes and Number of Children (Capacity)

Infants: 10

One Year Olds: 13

One/Two Year Olds: 13

Two Year Olds: 13

Three Year Olds: 14

Three/Four Year Olds: 14

Four Year Olds: 15

School age children: 20

## Arrival and Departure

It is the policy of the Mississippi State Department of Health that all children must be signed in and out (full signature) on the log in sheets or Brightwheel app by an authorized individual.

Parents are responsible for the care of their children until they are in the classroom. Likewise, parents assume responsibility for their children upon removal from their classrooms when returning to pick up their children.

Only those listed on the application will be allowed to remove a child from the building without prior notification of the parents. Even those listed should expect to provide a photo ID if requested.

The Department of Health only allows two options for breakfast. Parents must either provide breakfast for their child prior to arrival, or the child must eat the breakfast provided by the daycare. No food is to be brought into the facility. **We ask that children be dropped off before 9 AM each day.** Nap time is 12:15 PM - 2:15 PM. Please refrain from dropping off or picking up during this time. This is very disruptive when trying to get the children to sleep.

## Tuition and Fee Schedules

The Teepee, LLC has a financial responsibility to creditors and employee payroll. For this reason, we expect our clients to maintain their financial responsibility to us. Failure to maintain your account will result in the loss of enrollment status. Any client discontinuing enrollment with a past due balance will remain responsible for that balance. The client is also responsible for accrued late fees and any collection fees incurred in addition to that balance.

**Tuition payments are due on Mondays for the current week.** It should be placed in the drop box on the office door. Please do not give tuition payments to teachers. **Charges accrue weekly, regardless of whether your child is present or not. This includes summer and holidays. You are paying for the spot, not for days attended.** A late fee of \$15.00 will be automatically posted to any account not paid in full by Tuesday morning at 10:00. This fee will be posted each Tuesday while the account is past due, meaning an additional \$15 per week the balance is unpaid.

A non-refundable registration fee is due each August of \$150 for Preschool and \$75 for Afterschool Care. This fee will be pro-rated by the month as the year progresses if enrolling in the middle of a year. **The registration fee includes all curriculum and educational fees and supplies. No additional fees will be required.**

*Infant room	\$150/week
*One Year Old Room— age 4	\$140/week
*Drop in (Infant-age 4)	\$40/day (if space is available)
*Afterschool care (K-6th)	\$80/week (+\$10 per day for all day care when school is out)
*Afterschool drop in	\$30/school day \$40 for all day care

### **Sibling discounts**

\$5.00 discount per child

### **School Age Summer Care:**

Registration & Field Trip Fee: \$200.00

Weekly Tuition: \$130.00/ \$40 drop in (If space is available)

A service charge of \$35 will be charged for returned checks and check-writing privileges may be cancelled.

Each child's record must include the following **current** info at all times:

**Completed and signed application**

**Updated 121 form**

**Completed meal form**

**Emergency contact information**

**Home and business address & phone numbers of parents. These must be updated whenever changes take place.**

## Programs and Activities

### **Infants - two years**

Daily activities are based on a flexible schedule of informal learning and daily activities. The daily schedule includes indoor and outdoor play times. It also includes time for stories and crafts appropriate to the child's age. The two year olds will be introduced to the ABEKA program.

### **Preschool program**

The program is a Christian based (ABEKA) daily program aligning with the MS State Department of Education objectives and guidelines. This program keeps learning lively, interesting, and memorable. It has been developed and refined over a period of 50 years in the classrooms. High quality text books and teaching aids are used to prepare our children for kindergarten and future goals. It also provides the teachers with day-by-day curriculum, lesson plans, and sample schedules. Parents will be able to follow their child's progress with the worksheets and crafts they bring home.

After lunch and rest period, children will have informal activity time both inside and outside. Weather permitting children will play outside every day. Parents are encouraged to bring sunscreen and bug repellent to leave in their child's cubby. Your child must be potty trained to enter the preschool program.

### **After school program**

Activities include homework time and indoor and outdoor activity and craft time. There is a television in the room for limited viewing of educational programs.

Children enrolled in afterschool care will have priority to an all day summer program slot. Summer activities for this age group are organized to be fun and educational. Children and parents will have input into their activities.

### Children's Attire and Personal Belongings

Please allow your children to wear comfortable "play" clothing and shoes that are easy to run and play in. **Cowboy boots are not allowed.**

The Teepee is not responsible for the loss of personal items. Please label all items clearly. Any items of value: jewelry, money, electronics, etc, should not be brought in.

**Please provide us with an extra change of clothes in a gallon Ziploc bag;** accidents happen at all ages. These will need to be replaced seasonally. Parents must provide diapers and wipes upon request; for infants, parents must provide diapers, wipes, and food.

### Discipline Policies

Discipline is imperative. Maintaining a safe and orderly environment is very important. Rules should be clearly defined and children need to understand that there are consequences to inappropriate behavior. When an issue arises that may be disruptive with a younger child, (infant - 2) the child will be redirected. Older children (3 and up): the teacher will explain why the behavior is not acceptable. After this warning and attempts at redirection, the child will be placed in time out for a brief period of time (one minute for each year of their age). Parents will be notified when their child is placed in time out. Corporal punishment will never be used under any circumstances. Any disruptive behavior that persists will be addressed with the director and a conference will be arranged with the parents. We will work with the parents and child to correct any inappropriate behavior. If after all options are attempted and satisfactory improvement is not noted, the child may be removed from the center as a final measure, at the discretion of the director.

It is not uncommon for children to bite one another. There are many reasons why children bite, including frustration, hunger, lack of self control and/or a fear of personal space violation. Biting is often an impulsive way of gaining attention. Our caregivers give their undivided attention to the children, but preventing biting 100% of the time is virtually impossible.

If a child is bitten, our teachers will focus their attention on the victim, thereby avoiding negative reinforcement of the biter. The teacher will clean the bite with antiseptic and apply a bandage if needed. Names of those biting will remain confidential. Parents will be notified of all incidences of biting that are observed by the teacher. A child may be dismissed from The Teepee at the Director's discretion if biting becomes too much of a problem. **If a child bites three times in one day, the child will be sent home that day and suspended for the next day. If a child bites five times in one week the parent will be given a written warning and the child suspended for one day. With three warnings OR 15 incidents of biting in a two month period, the child will be dismissed. The child may be reinstated after 60 days for a two week trial period if payments are continued for the spot while suspended.**

### Health Maintenance

The Mississippi Department of Health provides strict guidelines for caring for children that are ill. We must follow these regulations. We understand that a sick child means that a parent will often have to miss work, and we understand how difficult making last minute arrangements can be. However, our goal is to keep all our children safe and as well as possible. **If your child runs a fever of 100 auxiliary or 101 orally, we require that you wait at least 24 hours of no fever before you bring the child back. Likewise, if a child is sent home with a fever, he/she cannot return the following day. If your child is too sick to go outside, they are too sick to be in childcare. This is a direct quote from the health department.**

**All medication must be signed in and left in the office. Medication will only be given by the director. If medication is not signed in and left at the office, it will not be administered. No medicine is to be left in the rooms.**

**Please do not bring your child to The Teepee if he/she exhibits the following symptoms: fever over 100 degrees, vomiting and/or diarrhea, severe coughing, labored or rapid breathing, pink eye, any symptoms of childhood diseases such as chicken pox, croup, measles, etc....**

Accident and Incident Reports are provided for each occurrence. In case of serious injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated on the emergency card to make medical emergency decisions about your child.



Please keep all numbers updated. Your signed emergency medical release will also assist us in obtaining prompt medical attention.

## Meals and Snacks

**Infants:** Bring all necessary baby food and formula, which have been prepared and clearly labeled and dated. All infants' bottles must come into the facility premixed. No powder formula will be mixed here. Infant cereal must be premixed to meet the needs of each specific infant. Bring written instructions concerning the child's feedings. All bottles should be plastic. Each infant's individual feeding schedule will be posted and will be followed.

**Toddlers/Preschoolers:** breakfast, lunch, and afternoon snack will be served each day. Our meals and snacks meet the nutritional standards as published by the MS State Dept. of Health. Water, milk, and/or juice will be given throughout the day. One- and two-year-olds may bring a sippy cup from home. No bottles are allowed in the one-year-old room. Menus are posted on the bulletin board at the entrance. If your child is allergic/not able to consume an item on our menu, a doctor's note must be provided to the center. Refreshments may be provided by parents on a child's birthday or other special celebration; however, the food must be purchased from a bakery, grocery store, etc.

## Potty Training Policy

While we will be glad to assist in the potty-training process, we feel that the parents are ultimately responsible for initiating and carrying out the process. **Parents will need to provide a bag with at least two sets of extra clothes, including socks, everyday while the child is potty training.** Please communicate with your child's teacher the words you use at home (tee-tee, etc.) and what rewards you will use. **Children will not be moved into the three-year-old room until they are potty trained, which means being able to tell an adult they have to potty before they must go, being able to adjust clothing necessary with little assistance and being able to wipe themselves.**

## Emergency/Evacuation Plan

Our facility meets fire and safety requirements. Fire and severe weather drills will be performed monthly to prepare our staff and children in the

case of a real emergency. If it is necessary to evacuate the building, we will relocate to South Jones Elementary or First Baptist Church of Ellisville.

### Transportation Policy

The Teepee, LLC does not provide transportation for any child at our facility.

### Emergency Transportation Policy

If in any case that a Teepee employee had to transport a child to the doctor or hospital, we would make sure that they were transported by a licensed and insured person that also has a letter of suitability.

### Liability Statement

The Teepee LLC does provide liability insurance for employees/children.

### Withdrawal/Dismissal Policy

The parent will give two weeks notice in writing stating the reason for withdrawal and the last day the child will attend. The parent is responsible for payment of two week's tuition if notice is not given.

#### **A child may be discharged from the facility due to the following:**

- Fees 10 days or more past due
- Behavior which makes it unsafe, unhealthy, or unwise for the child to remain in the facility.
- Excessive crying, inability to adjust, or too disruptive to remain in classroom.
- Chronic illness which is a threat to other children or staff
- Inability of parents to work with staff and/or accept and adhere to the policies of this facility.

If any child is dismissed, an exit conference will be scheduled for the parent or legal guardian and the staff, if practicable.

## Applicability of Statute and Ambiguities

All policies, procedures, and provisions of this handbook are subject to change due to extenuating circumstances on a case-by-case basis as determined by the director.

In the event of any conflict or irregularity, The Teepee, LLC reserves the right to clarify any ambiguities contained in this handbook.

We will take every opportunity to ensure that your child has a pleasant and growing experience during his or her time with us. We appreciate being able to share in the life of your child and promise to cherish and nurture your child during their stay at The Teepee.