

Ready-Set-Grow Preschool & Childcare Parent Policy Handbook

Revised 01/03/2024

Thank you for choosing Ready-Set-Grow Preschool & Childcare.
A licensed preschool & childcare center.
We look forward to getting to know your family!



215 South 300 East, Bountiful, Utah, 84010
801-294-0602
www.ReadySetGrowBountiful.com
ReadySetGrowBountiful@gmail.com

Mission and Philosophy:

In 2004, we began our journey with “Ready-Set-Grow Preschool and Childcare”. It has been a joy to work with hundreds of outstanding children and families. Over the years, we have seen many children grow to become self-reliant, productive individuals.

We believe that parents are the child’s first and most important teachers, but when parents are working, they face a big decision - none bigger than early education. Our teachers are well trained to provide safety and well-being, support, limits, and affection to every child in their care. Teachers provide learning, not only through role modeling, but through small group activities, centers and hands-on activities. We believe that respectful, caring bonds with children and their families are the necessary foundation for a wonderful early childhood experience.

Our top priority is to provide children with a calm, nurturing environment, where the warmth and comfort of the surroundings will ensure they feel safe, loved and capable of meeting their full developmental potential. Children quickly feel a sense of community and belonging. We feel that a “constant and predictable” experience is important in this process.

We believe that children learn best when they are having fun! Children are not able to sit and wait for long periods of time. We make learning a fun and enjoyable experience throughout the day by offering child-centered, play-based learning experiences. We also believe that children need freedom to make their own choices and so we provide opportunities for self-guided exploration in an atmosphere where students can create, question, learn, practice, make mistakes and imagine.

We strive to be an example of positive values. We teach a new social-emotional skill through play each week. Children begin to recognize and value their individuality and respect differences in others. We aim to inspire children to embrace challenges and find joy and self-worth through achievement.



This booklet has been prepared to cover our standard policies. Parents are responsible for reading and following the policies contained in this document. This is a set of guidelines meant to ensure parents and staff clarity as they work as partners. We reserve the right to adapt policies as needed. Please contact the office if you have questions, concerns, or problems at any time.

We know it can be hard to be away from your children which is why we use the Brightwheel app to keep communication, send pictures and videos, and keep you updated on your child's daily activities. We also have multiple social media pages that we post on often where you can see more!

Facebook: @ReadySetGrowUT

Instagram: @readyssetgrowut

Hours of Service:

Ready-Set-Grow Preschool & Childcare is open from 6:00 a.m. to 6:00 p.m. Monday - Friday, and serves children ages 2 years to 12 years old.

Our insurance does not cover your child before 6:00 a.m. or after 6:00 p.m.. If you are unable to pick your child up at your scheduled time, please make alternative arrangements and let us know who will be picking your child up. **There is a \$10 late fee with an additional \$1.00 per minute per child charge after 6:00 p.m.** If you are delayed at all in picking up your child, please call to inform the center. The late fee will still be applied, but we can spare your child some worry, and allow the staff to prepare for over-time. If we do not hear from you within fifteen minutes, we will begin calling your emergency contacts.

Unless you make prior arrangements with the Director, we will not accept children after 10:30 AM. This will help with our staffing needs and meal counts.

Holidays:

Ready-Set-Grow is closed for 12 federal and major holidays of the year. With the exception of those holidays landing on a weekend the closure date is tentative. New Year's day, Presidents day, Memorial day, Independence day, Juneteeth, Pioneer day, Labor day, Halloween, Thanksgiving, Black Friday, Christmas Eve and Christmas Day. We will make every effort to inform the parents in advance of any dates the center will be closed or closed early. Unforeseen events, such as loss of power, may cause us to close with little notice.

Enrollment:

All forms must be returned to the center at least 24 hours prior to services starting. All paperwork and contracts are subject to a yearly review and should be updated if any changes occur prior to renewal dates. There is a **\$50.00** registration fee due and payable to Ready-Set-Grow before services begin. This can be paid through the Brightwheel app or by check.

A two-week notice is required from parents or legal guardians to stop childcare services. Regular tuition will continue to be billed until a two-week written notice of intent to terminate is given. The contracts will expire at the end of that 14-day period, provided all services are paid up to that date. Any outstanding balances will continue to accrue late fees and will be sent to collections after one month. Attorney fees and court costs will be applied.

Ready-Set-Grow Preschool & Childcare reserves the right to give immediate notice to discontinue service to preserve the safety and well-being of the other children and staff at Ready-Set-Grow. Payment is required for the ensuing two-week period, whether the child receives services or not.

Parent Payment Agreement:

Payments will be based on the Parent Payment Agreement (childcare contract).

Classroom	2-3 days	4-5 days
Two-Year-Olds	N/A	\$180
Three-Year-Olds (<i>not potty trained</i>)	N/A	\$170
Three-Year-Olds	N/A	\$160
Preschool (4's and 5's)	N/A	\$155
Kindergarten		
(during school year)	N/A	\$145
School Age		
(during school year)	N/A	\$110
K & School Age		
(non-school days/weeks)	N/A	\$155

Note: FOR HALF-DAY KINDERGARTEN - If there is one non-school day during the week, \$5 will be added to the weekly tuition. More than one non school day during the week changes it to a full time week (\$155). FOR SCHOOL AGE - If there is one non-school day during the week, \$25 will be added to the weekly tuition. More than one non school day during the week changes it to a full time week (\$155). This is to cover the cost of food and extra staff at the center.

Payment is due by Monday of the week of service. A late fee of \$15 will be applied if payment is not received by Wednesday. If more than two payments are missed, services will no longer be available. To start services again, you will be required to pay the entire balance plus payment for the week you will be returning. Non-payments will result in termination of services and could result in being sent to collections. Attorney fees and court costs will be applied.

The parent/guardian is responsible for notifying us in writing when their child has had a change in age that will change their rate. We will then discuss future classroom placement.

Vacation Time:

Our policy allows for two weeks of vacation time per family per year. If you give us a two week notification of absence, you will not be charged for those two weeks. If no notification is given, we will expect the normal payment.

Divorced Parents:

We will bill parents separately on request from BOTH parents or unless we receive other legal guidelines. Each parent will be billed half of the weekly rate. HOWEVER, the enrolling parent must accept responsibility for the total amount in the event the non-custodial parent does not make payments.

If more than three payments are missed by either parent, services will no longer be available. To start services again, the entire balance plus payment for the week the children will be returning must be paid. Non-payments will result in termination of services and could result in being sent to collections. Attorney fees and court costs will be applied.

Sickness & Medications:

A child must be on prescribed medication for 24 hours or symptom free without over the counter medication for 24 hours before returning to the center. Even if you feel they are no longer contagious, they are still susceptible to relapses, or to contracting another illness. If your child becomes sick while at the center, you will be called to pick up your child as soon as possible. Refunds will not be given for missed time.

Symptoms of possible illness:

Fever	Unusual Lethargy	Excessive Irritability
Persistent Crying	Difficulty Breathing	Uncontrolled Diarrhea
Vomiting	Mouth Sores	Rash
Any goop or redness in eyes	Persistent Cold or Cough	Abdominal Pain

Illnesses that would exclude your child from daycare:

Rubella	Hepatitis A	Conjunctivitis (Pink Eye)
Infestation (Head Lice)	Impetigo	Tuberculosis
Enterobiasis (pinworm)	Ringworm	Varicella (Chicken Pox)
Flu (or Flu-like Symptoms)	Pertussis (Whooping Cough)	Mumps
Streptococcal Pharyngitis (Strep Throat)	Covid-19	Measles

A doctor's notice may be required before your child can return.

Please notify the center immediately if your student becomes ill with communicable diseases. You can find information here: <https://epi.health.utah.gov/>

All medications, including cough drops, must be kept in the office locked in the safe, not in the child's possession or in the classrooms. All medications given to children at Ready-Set-Grow will be given by the Director, or by the Assistant Director. **Parents must fill out a medication release form.**

Medication must come in the original packaging with the child's name on it. It must be given according to the manufacturer's directions. If a doctor has prescribed a different dose than recommended on the bottle, a doctor's note is required. Medications that have expired will not be given. If a medication needs to be refrigerated, it has to go into a zip lock bag, and will be stored in the butter storage area of the fridge.

Parents can give permission over the phone and through the Brightwheel app for children's ibuprofen to be given if the child becomes ill at school and ibuprofen could give them relief while they wait to be picked up.

NOTE: All lip balm, lotion, etc should be kept in the office. Young children love to share, and these are things that should *not* be shared.

The director is required by law to report certain contagious diseases to the local health department. You will be notified if your child's illness needs to be reported. If children are exposed to a contagious illness, notification will be posted in the center.

Scratches and scrapes are inevitable when children play or learn how to walk. Minor accidents will be washed with soap and water, band aid (if needed), and some comfort. The child's teacher will complete an incident report that will be sent to guardians through Brightwheel. For serious injuries or illnesses, medical help will be called first, then you will be notified. The center will have on hand the emergency release form, signed by you if you cannot be reached immediately. You are responsible for all medical expenses, etc., incurred as the result of any accident while in the care of Ready-Set-Grow.

Hand Washing

Hand washing is done when children arrive at the center, return from playing outside, before and after eating, before and after playing with non-washable toys, after using the bathroom, after touching body fluids and as needed.

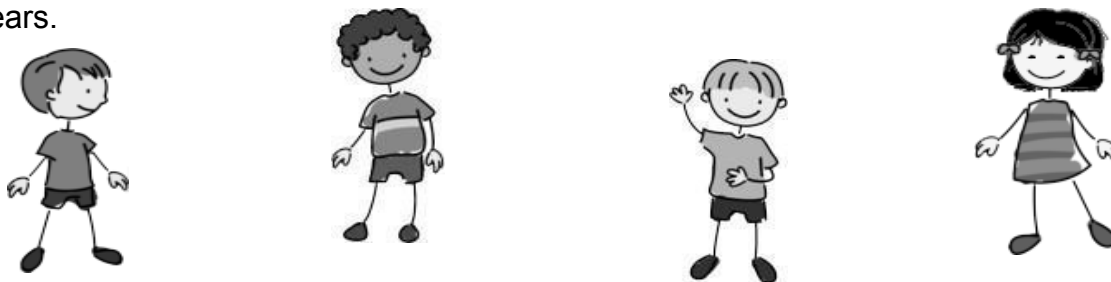
Child Safety and Security:

Ready-Set-Grow will maintain proper child to teacher ratios as per state regulations. In the event a catastrophic illness or disaster renders Ready-Set-Grow unable to staff properly, we will notify parents and close our doors until a proper staff can be maintained.

Ready-Set-Grow lead teachers are CPR and first aid certified and have food handler's permits. In the event of serious illness or injury, we will seek medical attention and contact parents.

Information regarding children at the center or their families will not be given to any individual without written or digital parental consent (i.e.: counselors, doctors, school or state officials, grandparents, and non custodial parents). If you wish another parent to have your information, you are welcome to leave a note for them.

All persons entering the building will be greeted to identify their purpose in the building. Any person other than a parent/guardian who comes to pick a child up must be listed on your contact list, and we must be aware that they are allowed to take the child on that day. If someone comes who is not on the list, and we have not been notified, we will call you and you can give one-time verbal permission. Unfamiliar persons picking up students will be required to show ID. Ready-Set-Grow Preschool & Childcare will not release a child to the care of another child/sibling that is under the age of 16 years.



In the event of an emergency which requires evacuation of the center, we will take the children to the Bountiful City soccer field located at 100 East 200 South. The director or acting director will have in their possession all children's emergency information and contact parents to inform them of the evacuation. Staff will remain with children until all have been picked up.

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our childcare center, Ready-Set-Grow, is equipped with a 24-hour video surveillance system. Security cameras have been installed in various areas around the center. Cameras will NOT be placed anywhere in the center where a child or anyone else could have a reasonable expectation of privacy (*i.e. bathrooms, changing areas, etc.*).

Video Surveillance will be used for the following reasons, but not limited to this list:

- Video surveillance is used as a recovery tool for school protection.
- Video surveillance will be used as a tool to deter crime and assist in overall security and safety of all children, employees, parents, and visitors.
- Owners and the Director can better monitor the entire facility and supervise/observe staff's interactions with children and with other staff members effectively.

We respect the privacy and confidentiality of all children, parents, and staff in our center, our 24-hour video surveillance system is for internal purposes only. Ready-Set-Grow will not allow parents to view videos unless outstanding circumstances apply.

*****The staff is required by law to notify the nearest law enforcement or protective services agency in the event that any child comes to Ready-Set-Grow Preschool & Childcare with evidence or suspicion that they are being abused, neglected or have been exploited.***

Daily Curriculum:

We seek to provide a loving and caring environment. Your child will be taught basic skills and knowledge to help them throughout their lives. Our curriculum includes arts & crafts, reading readiness, math, science, music, cognitive activities, social development, fine and gross motor activities, cooking projects, and more.

Ready-Set-Grow Preschool & Childcare maintains an open door policy. This means that you are welcome to stop by or call the center at any time to check on your child or children.

(Please remember lunch time is very busy and nap time is a time to rest tired little bodies.)

Media Usage:

All media must be age-appropriate, and approved by the director. We limit shows and movies to Fridays, just before closing. We use media programs such as gonoodle and cosmic kids yoga to

promote gross motor during indoor recess. Media that promotes a classroom theme may be shown during the day. If you have concerns, please talk to the director.

Health and Nutrition

Meals:

We strive to provide every student with well-balanced, nutritious meals and snacks throughout the day. The menu is posted on the sign-in wall and online at readyssetgrowbountiful.com. If your child does not care for a day's choice or you have a personal dietary wish, you are welcome to provide a ready-to-serve lunch from home. We will not heat food from home. Other special accommodations will only be permitted if accompanied by a doctor's note stating that it is required.

Breakfast is served between 8:00 and 8:45. A snack will be served between 10:00-10:30 a.m. Lunch will be served between 12:00 and 12:30 p.m. Rest/nap time is 12:30-2:30 p.m. Afternoon snack will be served between 2:30 and 3:00 or once students return to the center after school.

No candy or soda will be served. If a party chooses to bring a treat in honor of a birthday or other celebration, we encourage that they elect for a healthier choice rather than candy or dessert.

Breastfeeding:

We are committed to providing ongoing support to breastfeeding mothers and will respect and encourage a mother's decision to continue to breastfeed her child. Breastfeeding mothers shall be provided a private, comfortable, and sanitary place to breastfeed their babies. This area will have an electrical outlet and a comfortable chair.

Physical Activity:

Students are encouraged to be physically active and to join in active play for several important reasons. Physical activity helps children to build strong bones and muscles, and prevents chronic diseases. Age 2 students are provided with at least 30 minutes of structured activity and at least 60 minutes of unstructured activity each day. Students 3 years of age and older are provided with 120-180 minutes of active play time each day. No student will be seated for periods of more than 30 minutes.

Transportation of Children

A child will not be transported unless parents give written or digital permission for transportation. All drivers have valid licenses and clean driving records. In the event an extra vehicle is needed, we may use employee vehicles, with valid insurance, to transport small groups of children. Children will use seat-belts or booster seats as required by law. We reserve the right to cancel transportation in unsafe weather. If this decision is made, it will be posted on our Facebook page, an alert will be sent out on Brightwheel and efforts will be made to contact parents as needed.

We transport to and from these Elementary's: Woods Cross, Bountiful, Valley View, Oak Hills, Hannah Holbrook, Tolman, JA Taylor, and Meadowbrook. This list is subject to change depending on the number of children needing transport at each school.

While we make every effort to time our routes, children may be dropped off at school up to 20 minutes before school starts or may have to wait a maximum of 20 minutes after school gets out before they are picked up. **Please notify the school to call us first if a child has not been picked up!** (It will spare you a lot of worry if we can tell the school that a driver is en route.)

If a child is not at the school when we arrive, the driver will call the school's office, the office will initiate a search, the center director will be called, and parents will be contacted. For the sake of the

rest of the children, the van will resume its route. You may be charged \$2 for each instance where the driver must search for your child.

If a child causes problems during transportation, either through poor behavior or by not coming to the van in a timely manner, a written report will be made. Repeated misbehavior during transportation may result in exclusion from transportation. Parents will then need to make alternate arrangements.

Field Trips

According to the state guidelines, we need a permission slip for field trips. If a child does not have approval from parents on the slip or through Brightwheel, the child will remain at the center. If possible, the child will stay with a class that is not participating in the trip.

Misbehavior at the center, or while on a field trip may result in the child's exclusion from future field trips. Parents will be notified in the event exclusion is warranted, no refund will be given. Parents will be responsible for property damaged or broken on field trips according to the policy of the destination.

Discipline

Ready-Set-Grow gives your child or children careful attention, affectionate care and a stimulating learning environment so that they will experience a healthy and happy development during the time they are in our care.

Teachers at Ready-Set-Grow will use discipline in a consistent way. Disciplinary measures will encourage the child's self-control to reduce the risk of injury and any adverse health effects to self or others. Positive guidance and positive reinforcement will be used first to guide behavior.

If all positive disciplines have been used without success, redirection is to be attempted three times before time out is used. If time out is needed, the child will be placed on a chair away from the group and will sit for one minute per year of age (example 4 years of age=4 minutes). If the child continues to misbehave, the child may be removed from the area until they display an attitude conducive to returning.

Any incident that involves deliberately hurting another child will result in immediate removal from the area, and a written notice to parents. Repeatedly injuring others may result in exclusion from the center.

Discipline measures will not include having a child stand or sit in a corner, yelling at a child for misbehavior. Discipline measures will also not include: use of abusive, demeaning or profane language, force or withholding of food, rest or toileting, or confining a child in a locked closet, room, or similar areas. We will never use corporal punishment, including hitting, shaking, hitting, pinching, spanking, or restraint of a child's movement by binding or tying.

What to Bring, and What Not to Bring

If your child is 4 years of age or younger, please send a complete change of clothing (including underwear), and a small blanket, each item labeled with your child's name. These will be left at the center. Children will rest or nap on a mat or cot every day. Linens will be washed weekly or as needed. Mats and cots will be sanitized after each use. All students are required to bring their own water bottles daily.

If clothes become soiled, they may not be rinsed out at the center. But instead will be placed in a sealed plastic bag and sent home. If your child's spare clothes are not available, we will attempt to find something for them to wear from our lost & found.

No flip-flop type shoes or slippers may be worn at Ready-Set-Grow. Shorts or pants (depending on weather), and shoes with socks are recommended but sandals with a heel strap can be worn.

If your child is still in diapers, you are responsible for providing diapers and wipes for your child. You will be notified when more are needed. *Children will be changed every two hours, and as needed.* We will charge \$2 per diaper if diapers are not sent by parents. This also applies to wipes, we will charge \$0.25 per change.

Every child is expected to come to the center in weather appropriate clothing. They play outside for long periods whenever they can. During June, July and August, we have water days, so the children will need a swimsuit and towel those days. Children in diapers also need swim diapers. *If these items are missing, the child will be excluded from the activity.*

Toys, phones, snacks, electronics and other home items should not be sent. (If a child needs to contact a parent, he or she will be allowed to use the phone in the director's office.) If electronic devices become a problem, they will be kept in the director's office for parental pick-up. Ready-Set-Grow Preschool & Childcare will not be responsible for toys, movies, tapes/CD's, cell phones or other items that are brought to the childcare center that may get broken, lost, or stolen.

We support English language learners by using basic words and phrases from the home language, incorporating books or labels in both languages, and providing interpreters when needed.

Grievance Procedure:

We will make every reasonable effort to discuss issues as they arise. To that end, we ask that you address the teacher directly. In the event a resolution cannot be reached with the teacher, a joint conference with parent, teacher, and director will be held. The director has the right to make a final decision based on what is best for the child and the center. Payment for services is still expected under the terms of the contract. *Teachers will do their best to ensure none of this process will negatively impact the children in our care.*

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- 2. Fax:** (833) 256-1665 or (202) 690-7442; or
- 3. Email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.