



Family Handbook

Your Child's First Day

- Coronado Prep hours of operation are Monday thru Friday 6:30-6:30
- Come with enrolment package filled out in its entirety
- Bring a baggie labeled with your child's name on it with a spare set of clothing
- Don't forget diapers and wipes if applicable

Admission Process and Waiting List

- Upon enrolling at the Center you will receive all necessary state required paper work as well as the parent hand book.
- If the classroom is full your child will be placed on a waiting list.

Enrollment Procedures and Requirements

- Child Care Enrollment/Registration Agreement
- Enrollment Packet
- Health Evaluation
- Current immunization Record
- Details of Policies Agreement

When above forms are completed, Registration fee and First weeks tuition is submitted the child may attend.

American with Disabilities act

- The Center provides services for all children with disabilities. With the assistance of parents and health professionals, programming is designed to help meet the needs your child may have.

Arrival and Departures

- Children maybe dropped off to the Center anytime after **6:30am**. They may come to center anytime that works for the parent, however please do not disrupt schedule of classroom.
- Please always tell your child "good bye."
- Check your child's cubbies and file daily.
- For safety purposes, you must accompany your child into and leaving the building.
- Parents are expected to have their child picked up and out of the Center at **6:30pm**. The Center requires parents follow car seat laws and rules- always properly restrain your child before driving away.

- Any child left at Coronado Prep after 6:45pm will be released to Henderson authorities.
- The Center cannot release a child to any relative or friend without written permission from the parent or guardian. In an emergency, a phone call can be used to tell staff when someone else will pick up your child. Please fill out Permitted to Pick Up Form in packet.

Payments

- All payments are due by close of business Friday for upcoming week.
- Late fees are assessed to all open balances on Mondays of \$25 per week. This fee will not be waived.
- Late child pick up- a charge of \$2 per minute past closing will be charged to your account. Continuous late pick ups could result in disenrollment.
- Any change in tuition will be provided at least 30 days in advance by Coronado Prep.
- Any change in child's schedule needs to have 2 week written notice prior to the change.
- Pay schedule are not flexible if additional days are needed you will be subjected to the add on day fee
- There is an addition charge for children that are going to spend longer than 10 hour in Coronado Prep's care. You will be billed \$5.00 per hour after the 10 hours. If it's only 30 minutes you will still get charged the full \$5.00.

Vacation

- We offer one free week per enrollment year.
- Vacation request form must be filled out and turned into the front desk two weeks in advance.
- Vacation credit is available Monday - Friday only and cannot be split into individual days.
- If your child is out sick or is absent for a vacation you are still responsible for full tuition.
- Vacation weeks cannot be used towards two weeks' notice of disenrollment.

Holidays

- The Center observes and will be closed on the following holidays: Presidents Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Family Day (the day after Thanksgiving), Christmas and New Years Day.
- Should the traditional holiday occur on a Saturday, we will be closed the Friday prior to the holiday; if the holiday should occur on a Sunday, we will be closed the Monday following the holiday.
- 30 day notice will be provided for any additional day closures or early dismissal.

Children's belongings

- Children's belongings should be clearly labeled with their name.
- A complete set of clothing is requested to be at the Center at all times (shirt, pants, underwear and socks) in case a child needs to change.
- Center is not responsible for lost belongings.

Clothing

- Shoes with slick soles, flip flops and long skirts are discouraged as they interfere with running and climbing.
- Since outdoor play is included in the daily schedule, your child should have a warm coat during winter months.

Diapering Procedure

- Untrained children should have an adequate daily supply of disposable diapers and wipes at the Center.
- We will send home a note when your diaper supply is low- please send in diapers or wipes immediately.
- If your child has a diaper rash or any other condition that requires the use of medication, written permission is needed.
- We follow guidelines and follow health and state recommendations.

Potty Training Policies

Please keep in mind that often children will show readiness and have success for potty training at home before the signs are seen at child care. There may be a period of time where your child is potty trained at home and not at child care. That is perfectly normal and has been seen quite often! I cannot emphasize enough that patience is the key thing here. Potty training occurs for all children sometime in their life - There is no right or wrong age.

- If you have begun the potty training process please let the staff know so that we can assist your child on going to the bathroom.
- Your child must wear loose fitting clothing that are easy for the child to pull up or down
- Please NO overalls, pants that require a belt, or t-shirts with snaps between the legs.
- A supply of clothing with no less than 3 changes of clothing including socks be kept in the child's cubby in case of accidents every day.
- Bring an extra pair of shoes if available.
- 5 to 6 pairs of underwear.
- If your child is a male please let the child care provider know if he will be sitting or standing. This really should be determined right from the beginning of the potty training process. It is recommended that boys first learn to sit on the potty and pee. Once they are consistent then can be taught to stand and go. This will also lessen problems with learning to go BM's in the toilet and will also avoid constipation issues.
- Coronado Prep DOES NOT rinse out soiled or wash soiled clothing so any clothing that becomes soiled during the day will need to go home that afternoon.
- Coronado Prep will have disposable underwear for you to purchase in case extra underwear are not provided. The cost of the disposable underwear are \$3.00.

Health Matters

Sick policy: required to be signed

Child Illness

- Under no circumstances should you bring your child to care sick (fever of 100°f or higher, vomiting, diarrhea not contained in a diaper, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.) If you are not sure your child is well enough to attend child care call and discuss it with the Director.

- Masking your child's symptoms with over-the-counter medications and bringing them to the Center is not allowed and could be cause for immediate termination. It is also inconsiderate to all families involved.
- A sick child should be allowed to recuperate fully at home after an illness so that the other children and the provider do not risk unnecessary exposure.
- If your child is out ill regular fees still apply.
- The Health Department regulations prohibit the admittance of any child into childcare that exhibits any of the following symptoms:
 - Fever (100°f or higher) – child needs to be fever free for 24 hours without the aid of medication.
 - Diarrhea – child must be symptom free for 24 hours without the aid of medication.
 - Vomiting – child must be symptom free for 24 hours.
 - Runny nose with colored discharge –check with doctor.
 - Rash – check with doctor.
 - Mouth sores.
 - Streptococcal pharyngitis.
 - Signs possible severe illness, including unusual lethargy, irritability, persistent crying, and difficult breathing.
 - Pertussis.
 - Ringworm infection.
 - Discharge from eyes or ears.
 - Lice – child needs to be treated and nits removed before return.
 - Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza.
- Your child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.
- Your child may return to care 24 hours **AFTER** symptoms of illness end. If your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications.

Medications:

- No child will be given any medication, prescription or over the counter, unless the parent gives written permission. Prescription medication shall have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. Written permission is required in order to use diapering products, sunscreen lotion and insect repellents.
- Please do not leave medication in bags or cubbie as it is a potential hazard to other children.

- Sunscreen is to be applied by parents in the morning prior to school.
- Center staff will apply sunscreen in the afternoons in the spring and summer (authorization required annually).

Medical Emergencies:

- All injuries are reported and documented by the teacher and or the Director.
- A courtesy call will be made for all head and eye injuries.
- Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life-threatening way, we will assess the child and provide first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctors office. (i.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent, unless the Center has been found to be negligent. In case of a medical emergency, the Center will attempt to contact you immediately. If we are unable to reach you, the Center will start calling the people designated as your emergency contacts. If we are unable to reach you or your emergency contacts, we will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, We are all certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to St. Rose Hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

Naptime

- Infant nap times are dependent on individual child schedules.
- Coronado Prep's nap time is from 1:00 pm - 3:00 pm
- All blankets and pillows provided for nap must be taken home weekly to be washed and sanitized. Please label these items with your child's name.
- A cot sheet will be provided to your child and washed weekly.
- For children that do not nap, your child will need to rest quietly for at least 30 minutes, then they may play quietly under the supervision and direction from the teacher.

Outdoor Play Time

- If weather is less than 50 degrees or above 95 (with heat index) the children do not go out to play.
- Indoor gross motor activity will be provided if children cannot go outside.
- Secure foot wear is required to prevent injury while running, jumping and climbing.
- No sandals or flip flops.
- If your child can not participate in outdoor play /daily activities we ask you to keep your child home.

Nutrition

- Breakfast, AM snack & PM snack are provided daily.
- Lunch is provided by Lady Luck Catering. If you chose to bring your own lunch the tuition price is still the same.
- Milk is served twice a day with Breakfast and AM snack.
- Any birthday celebration foods need to be pre packaged or fresh fruit.
- The center is a **nut free environment**. Your child is prohibited from bringing snacks or meals with any nuts.
- Menu is available at front desk a month in advance.
- If your child does not like something on menu or due to health or religious purposes. does not eat a particular item a substitute item can be brought in from home.
- If your child's lunch needs refrigeration or needs to be reheated please let staff know.
- All snacks and lunch brought from home must be labeled with child's name and the date.
- All cups and sippy cups must be labeled with child's name and the date.
- If your child has any food allergies please let Center Director know.

Infants

- Parents will need to provide formula, breast milk, baby food, diapers wipes and any other food preferences.
- We require one bottle per feeding to assure health and sanitation. The bottles may not be re used.
- Parents can choose to bring in prepared bottles or simply bring in empty bottles along with a container of formula for the teacher to prepare.
- Please let teachers know of any feeding changes your child may have.

Toys

- The Center requests that your child does not bring toys from home.
- The Center accepts no liability of any toys brought from home that are lost or broken.
- Some classes may have "Show and Tell" days- this is a great opportunity for children to practice talking in front of their peers. Please limit to one item.

Open door Policy

- Parents are welcome to visit the center at any time to participate in the Center activities or join their child for lunch.
- Parent participation at school is encouraged:
 - Volunteer to read stories to the class.
 - Share cultural information or special event.
 - Bring in family pet.

Field Trips

Walking field trips to various sites near Coronado Prep are included as part of each classroom curriculum. Separate notices for each field trip will be sent out during the year. Parent/Guardian permission is required in advance before children may participate on field trips

Activity and curriculum areas:

The classroom environment is set up into centers. The daily schedule does include child directed play as well as teacher directed activities. The curriculum is written to assure every child is meeting their developmental milestones and Nevada pre-K standards.

- Language Development- pre reading and reading skills, auditory and visual memory, letter recognition, communication skills, phonics, writing
- Science- observation, exploration, experiments, natural laws, sand and water play.
- Math – counting, size, shapes patterns. Math concepts
- Health and safety- nutrition, healthy eating, health habits, body awareness.
- Music and rhythm – music class, dance, instruments, singing, clapping, body movement.
- Spanish and ASL- understanding Spanish and ASL.
- Art and Sensory – Creative process, exploration, cutting gluing, painting, coloring, creating. Process not product oriented.
- Group play- opportunities to learn from one another, singing dancing play acting games reading
- Free play- children have a choice of blocks, kitchen, dolls, dress up, art, library, manipulative, puzzles.

Parent-Teacher Communication

We have many forms of communication with parents. Listed below are a number of ways the teacher, director and parents can be in communication with each other:

- Parent Information Board- classroom information, menu, city happenings and policies are shared here. Board is located in front lobby area.
- Daily Written report/email- daily notes are sent home with infants and toddlers and anyone else as requested. Information provided here will be about child's food intake, eliminations, sleeping patterns and general behavior.
- Emails- All teachers as well as the director have email addresses and encourage communication with families.
- Daily Conversation with teachers- This is open as please do not disrupt daily events and schedule.
- Parent Meetings- These informal get together are help according to the needs and wishes of the parents. A teacher may give a short presentation, followed by time to discuss matters pertaining to the center or individual child.

Behavior Guidance/Management

All children when given the opportunity they will thrive emotionally, spiritually, socially and creatively under loving guidance of their teachers.

- Model positive acceptable behavior.
- Redirect children away from conflict to constrictive activity.
- Teach children alternatives to problem behavior.
- Protects the safety of children.
- Provide guidance and direction of a child's behavior is unacceptable.
- Recognize the age appropriate development of child.
- Not allow the child to act in a manner which will endanger them, another child or the staff.
- The following actions are prohibited by any staff:
 - Subjection of a child to emotional or physical abuse.
 - Punishment for lapses in toilet training.
 - With hold food, light, warmth or medical care for unacceptable behavior.
 - Physical or mechanical restraints such as tying, other than to physically hold a child when necessary to protect a child or others from harm.

No harsh or profane language or implied threats to punishment.

- **In appropriate behavior that will warrant your child to be excused from the program**
 - Biting 3 or more times in a day, and or breaking skin.
 - Continuous behavior that affects the overall safety of the other children or staff.
 - Disrespecting teacher and or injuring a teacher.
 - Being unable to participate in daily activity (staying in classroom, excessive behavior such as crying, screaming and being disruptive).
 - Inappropriate language including or mentioning or showing a private body parts
 - Continual behavior problems will be handled with continual documentation of behavior(s), a parent teacher/school meeting and a behavior plan will be implemented.
- **Biting**
 - It is not uncommon for your children to bite.
 - This is a natural stage which usually disappears through the guidance and direction of parents and teachers.
 - Biting also occurs when child lack communication skills and are frustrated.
 - Center staff will monitor and redirect this behavior.
 - If behavior is continuous and extreme a behavior management plan will be set in place.
 - If behavior does not improve, the child may be subject to expulsion.

Fire drills and disaster plan

- Fire drills are performed monthly.
- Should an emergency occur you will be notified immediately.
- Well defined plans for weather/disaster evacuations are in place.
- For any reason we are unable to stay at the facility we will relocate the children to the Tooth fairy Dental Office.

Reporting child Abuse and neglect

- We are all mandated reporters by law
- Every Center employee is trained and required by law to report and suspicion of child abuse (physical, sexual or emotional).

Handicap Parking:

- We have parents, grandparents and guests that require the handicap parking designated in our parking lot. Please refrain from parking there.

Termination of Care:

- Two weeks notice is required for termination.
- Registration and tuition fees paid are non-refundable.
- We reserve the right to immediately end care for non-payment, failure to respect staff, behavior of the child, which is harmful to the physical or emotional well being of the other children, or failure to abide by the Center policies.
- If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child attends.

Changes to Policies:

- Changes may be made to these policies as needed with 2 weeks notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in August. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

CPR/ First Aid Certification

Every employee at Coronado Prep is CPR and First Aid Certified.

Smoking

In accordance with Nevada Revised Statutes, No smoking is permitted in Coronado Prep building, on the playground or at preschool events.