



# Parent Handbook

## **Mission Statement**

Moscow Day School is a non-profit organization that exists for the purpose of creating a positive, stimulating learning environment, which also provides security and nurturing. We strive to be a school that promotes healthy development and constructive education for all young children. Our primary focus is to be a high-quality early childhood development program.

## **Moscow Day School**

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*Revised 2023*

## Welcome to Moscow Day School

We are pleased that you have chosen us to care for your child. Our facility is licensed by the city of Moscow. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Moscow Day School (MDS) would be glad to address any of your questions or concerns. Once again, welcome!

### Our Philosophy

#### *We believe...*

- That children are precious and must receive care from adults who are capable and caring-- whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- That parents contribute to, and enhance the quality of care offered at Moscow Day School.

#### *Moscow Day School welcomes those of diverse faiths, ethnic origins, and race.*

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experience as well.

One of the most important things that we can do to teach our children about diversity is through role modeling that **all people** are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Moscow Day School:

- Our CHILD ENROLLMENT form encourages families to share their home traditions with us.
- We collaborate with IdahoSTARS and the State of Idaho to ensure that families can receive tuition assistance and participate in a high-quality childcare program.
- We encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above mentioned areas.

### Hours of Operation

Moscow Day School is open Monday – Friday from 7:30am to 5:30pm.

### Enrollment and Tuition

Children between the ages 6 weeks and 5 years are eligible for enrollment at Moscow Day School. Children may attend the center for the full hours of operation; Monday through Friday.

Documents to be completed and submitted before enrollment are:

- *Child Enrollment Form*
- *Policy Contract*
- *Most recent copy of Immunization Records (from health clinic)*

Tuition for full or part time childcare is invoiced monthly.

- Monthly Payment - due the 1st day of each month. Late after the 5th day.

### Fees

A \$50 fee (per tuition) is charged for late tuition payment on the 6th of the month. Special payment arrangements may be made in advance with the Director.

An additional \$75 fee (per tuition) is charged for late tuition payment on the 11th of the month.

An additional \$100 fee (per tuition) is charged for late tuition payment received after the 16th of the month.

If tuition payment is not received in full by the 25th of the month and the Director has not been notified of a need for a payment plan your child will be disenrolled immediately and the outstanding account will be forwarded to collections.

Payment plans may only be made up to three times per calendar year. Late payments, or payment arrangements in excess may be cause for disenrollment.

A service fee of \$25 will be charged for any **returned checks**.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we

have found our policy to be consistent with other schools and childcare centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each month in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

### **We do not trade a scheduled day for another day.**

Parents who are receiving ICCP childcare assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for ICCP billing. Upon our receipt of the ICCP payment, your account will be credited towards the following month. You are responsible to directly pay us your ICCP co-pay each month. Rate may vary according to ICCP disbursement. If ICCP billing lapses it is your responsibility to pay the full tuition amount until ICCP notifies us otherwise.

### Drop-In Care

Drop-in care is sometimes available at **\$5.00/hr** for PreK and **\$5.50/hr** for Preschool, Toddler, Waddler & Infants.

*We do require advance notification to verify that space is available.*

### Late Pick-Up Fee

If your child is picked up past closing (5:30pm), **you will be required to pay an additional fee of \$5.00 per minute.**

### Supply Fee

To cover the cost of our many activities and projects, a **\$60 per child fee** will be added to tuition invoices 3 times a year. Summer, Fall, and Winter (supply fee will be prorated for those enrolling later in summer or enrolling for partial semester sessions).

### Summer Holding Fee

A summer holding fee is available if you wish to spend the summer months (June, July & August) with your child while continuing to hold their space at MDS. You have the option of paying the holding fee in full at \$900 for June, July and August or spreading the payment over the course of the school year by adding an additional \$100 to your monthly tuition payment.

### **Withdrawal & Dismissal Policy**

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing-- including your child's tuition for that two-week period. Any account past due at time of disenrollment will be paid thru our electronic withdrawal option.

The Director at Moscow Day School reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.

### **MyProcure**

Your child's records are located at a secure site on myprocure.com. Parents are encouraged to check their child's site frequently to view tuition status and daily reports. **It is the parent's responsibility to check MyProcure.com for their current tuition amount.** You will log on to MyProcure.com to receive your confirmation code and login information.

### **Communication**

Proper communication between our parents and the teachers and staff of Moscow Day School is extremely important. Teachers will be sending home information on a regular basis through Procure. You are welcome to call to arrange a meeting with your child's teacher- even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the Director. Each child is provided with a cubby to hang their backpack. Please check your child's backpack daily for notes, art projects and belongings. Remember to communicate in writing any changes in your child's schedule (out sick, taking a day off or arriving/leaving at a different time). **We must be informed, in writing, regarding any changes in the person picking up your child.** You may add or delete names of authorized adults allowed to pick-up your child on the *Child Information Record*.

### **Our main office must be informed of any of the following changes:**

- address and/or phone numbers, or e-mail address,
- parent/guardian employment,
- health/immunization updates, or;
- other pertinent information related to your child.

### **Custody Orders**

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. Moscow Day School must be notified immediately of any changes in custody orders. Certified custody orders must be given to the Director.

### **Confidentiality**

Each family has the right to confidentiality. Moscow Day School keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of MDS unless written permission has been obtained from the parent(s).

### **Drop-off and Pick-up Policies**

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care.

Drop-off and pick-up takes place in the main entrance. Your child's temperature will be taken by a teacher before they enter the classroom. Parents will complete the check-in process through Procure before leaving the building.

**Only the individuals listed in the *Child Information Record*, or on a written permission message/note from the parent, will be allowed to leave with a child. The staff is expected to request a photo I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Moscow Day School reserves the right to deny a person's request to pick-up a child.**

Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment.

Parents are expected to assume full responsibility of their child once they arrive for pick-up, or the child is brought out to them.

Children enrolled on a full-time or part-time basis are expected to be picked-up prior to closing. The parent or guardian of a child not picked-up until past closing (5:30 p.m.) will be charged **\$5 per minute**. All late fees will be charged on the next month's tuition invoice.

Excessive abuse of late pickup times can result in disenrollment.

We discourage leaving your idling vehicle in the loading zone during drop off and pick up times. In cases of extreme cold or heat please make your transitions brief, so the vehicle is not left unattended for a long period of time. NEVER leave a child in an idling vehicle unattended.

Children must be fully and properly buckled in their safety seats/car seats before the vehicle leaves the loading and unloading zone. Moscow Day School will call the Moscow Police Department to report any vehicles leaving the campus with children unbuckled while in a moving car.

### **Building Security and Access**

Our building is open for business from 7:30 a.m. to 5:30 p.m. Due to security reasons our building is locked during the school day. To access the building outside of drop-off and pick-up times, you will need to call the school for entry.

**For your child's safety please do not allow your child to touch the exit door handles or open the doors and/or playground gates.** This includes entering the Procure code at check-in/out. **We work very hard at teaching the children not to touch the exit doors/gates.**

### **Holidays**

Moscow Day School will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Week, Christmas Week, New Year's Eve Day. All other closures are listed in the school calendar. Regular tuition is expected as our teachers are paid for these days.

### **In-Service Day**

It is important for the staff to have time to prepare lessons, gather information from a guest speaker, or attend a conference. To accomplish this, we include

in-service days throughout the year. These dates are included in our school calendar. Moscow Day School will be closed to children on these days. Tuition is expected.

### **Unexpected Closings**

Moscow Day School will close with the Moscow School District, the University of Idaho, or the Latah County Courthouse, whichever entity closes first will dictate our closure. Moscow Day School will also close if there is a town emergency or other weather situation that is out of our control.

Unplanned Closures - Moscow Day School may also have to close for other unplanned reasons related to health and/or safety of our students and/or staff.

The school Director will make closure decisions and send notices to school families and staff. As much advance notice as possible will be provided to parents.

In the event of a closure, tuition refunds will be determined on a closure-by-closure basis by the Director and the Executive Board.

### **Emergency Situations and Fire Drills**

**Fire Drills:** The children and teachers are encouraged to conduct fire drills once a month. At any sign of fire, including smoke, intense heat, flames or smoke alarm notice. We evacuate the building and walk the children out to the sidewalk in a calm and orderly fashion. We do roll-call and account for each child and staff member.

**Emergency Situations:** Moscow Day School uses Procure which has a communication function that will send messages via text directly to your phone and Procure app. Additional information will be sent via email.

**Evacuation of Building:** If Moscow High School or the Latah Sheriffs' Department/ courthouse evacuate for any reason Moscow Day School does as well. The Moscow Police Department (MPD) will notify the school to evacuate the building. The staff will walk the children to East City Park and return after being notified that a safety walk has been done. We will call parents to notify them to pick up children if there are any concerns for the safety of our children. We will have evacuation drills yearly.

**Lock In:** Moscow Day School will participate in Lock In procedure if MPD calls and notifies us to Lock In. Lock In consists of having all exterior doors locked until the premise is clear. MPD will notify us when it is safe to have exterior doors open. If during Lock In you need to be within the building you can message in Procure or call Moscow Day School and someone will let you enter the building. If MDS is placed on a Lock In, you will receive an email with the details we have as to why as well as a Procure message notifying you of the Lock In.

**Lock Down:** MPD will notify Moscow Day School if we need to lock down for any reason. Lock Down consists of locking all exterior doors, interior doors and hiding in our “safe” spot. Safe spots are the back wall for Infant, Preschool and PreK, the bathroom for the Toddler classroom. When everyone is in their safe spot teachers will do a roll-call to make sure everyone is present. Teachers will do their best to do quiet activities to keep the children entertained and quiet. The Director/Assistant Director will communicate with all of the teachers through a group text with phones on silent or vibrate. The Director will notify everyone when MPD notifies us the building is safe. Parents will be notified if we are on Lock Down and no one will be allowed to enter the building. Parents will receive an email as well as a message from Procure.

### **Child Abuse and Neglect**

Staff members are required by law to report any suspected child abuse or neglect. Teachers are trained on what to watch for and how to properly report it.

### **Treasures and Possessions**

Sometimes children need to bring special toys or newfound treasures to use as a “bridge” between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a “show-n-tell” day. **Moscow Day School will not be responsible for any lost or broken items.**

**Important...there are four things we feel strongly must remain at home: toy guns, gum, money, and candy.**

### **Clothing**

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons and/or covered shirts will be provided by the school for art and water activities.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the school at all times. All extra clothing should be marked with the child’s name. Clothing should include underwear, socks, pants, and shirts. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 20°F or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. **All clothing, including coats and boots, must be labeled clearly with your child’s name.**

### **Diapers & Toilet Training**

Parents supply all disposable diapers and wipes at Moscow Day School. A message is sent via Procure when items are low, so you can restock immediately. If your child has a diaper rash or any other condition that requires the use of medication or cream, written permission is needed.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in “user-friendly” clothing. Overalls, zippers, and snaps are difficult for small children to manage-- especially in a hurry! While toilet training, parents are to provide additional sets of extra clothes.

### **Bodies and Boundaries**

There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts, we use the anatomically correct terms. We also teach children that

every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

### **Bottles, Blankets and Pacifiers**

You may send extra bottles (infant room), a small security blanket and/or pacifier for your child. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our school may be established.

### **Breastfeeding**

Moscow Day School is committed to providing a breastfeeding friendly environment for our enrolled families. We subscribe to the following policies:

- Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.
- A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.
- Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evenings. Infant formula and solid foods will not be provided until requested to do so by the parents. Babies will be held closely when feeding. Staff shall be trained on handling breast milk.
- All center staff will be trained in the proper storage and handling of breast milk. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Center for Disease Control and Prevention to avoid waste and prevent food borne illness.

### **Nap or Quiet Time**

Waddler, Toddler and Preschool classrooms have quiet time from 12:45pm – 2:45pm. Our Infant room is on demand.

Each child will need a blanket to use at naptime. A large pillowcase is also requested for storing the blanket. Your child's name must be clearly written on the pillowcase and blanket. The pillowcase and blanket are sent home each Friday to be washed and returned the following Monday. A small stuffed toy is permissible only during naptime.

For healthy sleeping, every child sleeps on a school provided napping cot, pad or mat.

- Individual children's bedding is stored separately – without contact with the floor or bedding of others.
- Sleeping equipment is stored separately (ex: the sleeping side of one mat does not touch the sleeping side of another mat).
- Bedding is washed weekly or more frequent, if needed.
- Three feet (36") of spacing is maintained between cots, mats and cribs. If there is not room, the children are placed as far apart as possible and/or alternate children head to feet.

Picking up your child during this time is not recommended. However, if it can't be avoided, please let your child's teacher know as soon as possible to minimize the disruption of the other sleeping children.

### **Safe Sleep Policy**

Only ASTM and CPSC approved cribs and other approved sleep equipment are used. Only approved mattresses designed for the specific bassinet, portable crib or play yard that fit tightly and without gaps are used. Cribs are completely free of all toys, blankets, quilts, soft bedding, pillows, bumper pads, sheep skins and any other additional equipment attached to or placed above the crib.

- Bottles and sippy cups are never used unless an infant or toddler is held or sitting upright at a table or in a high chair.
- Pacifiers may be used with parental permission until the infant falls asleep. Once the infant is asleep, remove the pacifier and wash it for future use.

- One-pieced blanket sleepers may be used for warmth. Swaddling is not recommended.
- Room temperature is comfortable for a lightly clothed adult. Infant (through 12 months of developmental age and including babies of any age who cannot turn from stomach to back and back to stomach) are placed for sleep fully flat on their backs every time they are put to sleep.
- Or if an infant arrives in or falls asleep in equipment other than an approved crib, the infant is promptly placed flat on their back in an approved crib.
- The crib is placed away from windows, blinds, and drapes.

Rooms have enough light for staff to easily monitor infant breathing, skin color and signs of overheating (warm, red face and/or perspiration at the hairline or on the face). Our policy for supervision is:

- At least one alert adult is within sight and sound of each sleeping infant. Lighting and sound should allow appropriate supervision (birth through 12 months)
- At least one alert adult present in the room where children are sleeping. Lighting and sound should allow appropriate supervision (13 months and up)

### **Field Trips**

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The school will provide the same adequate responsible adult supervision for these excursions as is provided to the children while in attendance at the school. Your permission for your child to participate in *walking* excursions is part of this agreement. You will be notified of all field trips.

We will occasionally take classroom field trips to parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned-- including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips.

A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

### **Inclusion Policy**

Moscow Day School believes all children are entitled to fundamental rights and freedoms, but because of their unique vulnerability, it is incumbent upon adults to ensure not only that children are safe from exploitation and neglect, but that they have access to a fair share of society's resources. Moscow Day School invites ALL children to participate in our program.

Inviting **All** children to participate  
 Not denying program entry based on special needs  
 Celebrating differences  
 Looking for ways to help every child be successful  
 Using modifications when necessary  
 Seeing every child's strengths and challenges  
 Inviting parents to participate as partners  
 Offering a variety of activities and opportunities  
 Noticing the child first, not the disability

### **Birthday Celebrations**

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child's teacher for suggestions. Teachers will post photos in Procure of the class enjoying the birthday celebration.

If a birthday is to be celebrated away from school and the entire class is not invited, please distribute invitations outside of school. If the entire class is invited, you may distribute the invitations into the cubbies.

### **Photographs and Publicity**

Photographs of the children in our classes may be taken from time to time and may appear in newsletters, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child, to be used without compensation, is part of this agreement. Your child's photo may also be displayed on the school website and/or Facebook page.

### **Family Gatherings**

Moscow Day School families have a chance to meet with other families and the teachers several times a year. These gatherings are meant to provide a sense of community and to celebrate the families here at Moscow Day School. Dates and times will be posted.



### Center Happenings

Moscow Day School makes every attempt to keep parents up to date on happenings here at the school and in the community. Emails are sent monthly. Parent bulletin board is located at the school entrance with updates. Regular updates are sent through Procure. It is also the parents' responsibility to keep up to date by being aware and checking for updates. Together, as partners, we will be able to provide your child with a fun and safe learning environment.

### Daily Routines

Every classroom has their daily routine posted in the classroom, as well as the weekly lesson plan that's included in Procure. Infants do not have a set schedule for activities as their care is based on their individual needs.

### Meals, Snacks and Food Allergies

Moscow Day School will provide milk and water for lunch and two snacks each day. Snacks are offered to the children around 9:45 a.m. and 3:15 p.m. Parents will provide formula and/or breast milk for children up to the age of 12 months. MDS will provide whole vitamin D milk for children between the ages of 12 months and 5 years old.

If there are dietary needs, or allergies, it is the parent's responsibility to notify both the Director and the classroom teachers.

Parents need to send a box lunch with their child each day. Lunches sent from home should be self-serving or easy to serve and clearly labeled. **We do not reheat items for health and safety reasons.** Lunch boxes that have a frozen pack inside are recommended. The child will decide what, how much, and in which order they eat. By making their lunches, you will need to plan ahead on what and how much you would like to offer. We ask the children to pack up and throw away any opened foods into the garbage.

Please be aware of the top ten foods children under the age of 4 are most likely to choke on, see list below. If you do provide your children with these foods, please try to cut them into smaller pieces. For example, cut grapes in half or make thin sticks out of carrots. Thank you for helping us in trying to keep everyone safe.

1. Hotdogs
2. Larger chunks of meat/cheese
3. Whole grapes

4. Hard candies
5. Taffy
6. Gum
7. Nuts & seeds
8. Popcorn
9. Peanut butter
10. Raw vegetables

Moscow Day School is a cucumber free zone due to a severe allergy, please DO NOT include cucumbers in school lunches.

### Immunizations

All children who attend childcare programs in Idaho are encouraged to, but not required by law to be fully vaccinated. A copy of the updated records from the physician's office must be submitted to the Director or school email or signed exemption documentation.

### Wellness Policy (Please see attached wellness policy for full details)

You are the best judge of your child's health and we trust you will not bring a sick child to school. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the Director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come within 30 minutes. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if you child must go home:

- Unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor note is required.
- Fever of 100°F or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. \*See **Medicine** below. The child must be fever-free for 24 hours *without the aid of Tylenol, or other fever reducing medications*.
- Diarrhea (loose, watery stools), or vomiting. The child may return 24 hours after the last time he/she vomited or had diarrhea, and no other symptoms of illness are present.
- Persistent cough or runny nose for an extended period of time (cough suppressants and/or allergy

medication are not recommended unless prescribed by a doctor). Child may return 24 hours cough free without the aid of cough suppressant, or allergy medication.

- Crying and irritable for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complaining about discomfort, or not interacting with the class is reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms.
- Highly contagious condition such as:
  - Head lice: suggested treatments available upon request. Child must be nit free to return to school.
  - Chicken pox and Hand Foot Mouth: Child must be fever free and sores scabbed over.
  - Strep throat: Child must have 24 hours of antibiotics in his/her system.
  - Mumps, pinworm, impetigo, conjunctivitis (pink eye), etc: Follow doctor's recommendations method of treatment. Information from our main office is available upon request.

***If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.***

**\*If questions arise to the appropriateness of a child's return to school, the final decision will be that of the Director.**

### **Medicine**

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, *Medication Authorization Form*. The parent must provide all medications.

**Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dose under their supervision; never the school staff. We will not administer cold medications to any child.**

Staff cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with

the child's weight, and the dosage recommended, must be provided.

Medication will be stored per the manufacturer's recommendations. We have locked cupboards, and containers for the refrigerator, for the storage of medication.

### **Pandemics**

Our Preparedness and Response Plan will be followed during any pandemic period. Center for Disease Control, Department of Health and/or State Childcare Licensing Rules will be followed. Response will include, but is not limited to, monitoring symptoms in staff and students practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communication with families and regulating agencies.

### **Injuries and Accidents**

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, an *Incident Report* would be completed by the closest adult. This report is sent through Procure notifying the parent or guardian of any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the teacher or Director will call 911 first. The child will be transported to the closest hospital. The parent/guardian will be called immediately.

### **Licensing & Other Information**

Moscow Day School strives to offer a quality program for our families. We maintain an updated facility childcare license and are inspected by the Department of Health and Welfare, City of Moscow and IdahoSTARS annually.

Moscow Day School runs a background check on all unsupervised volunteers and employees.

### **Change in Policies**

The fees, procedures, and policies stated in this handbook are subject to change at the discretion of the Executive Board and/or Director. All parents will be notified immediately of any school policy, procedure or tuition changes.

Handbook Revised: January 2023

Thank you for selecting Moscow Day School as your childcare provider.

## **Moscow Day School: Behavior and Guidance Policy**

At Moscow Day School the term *guidance* is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

- **Environment**--A place designed for children. Each room is age-appropriate in furniture size, large and small classroom activity options, and supplies required for hands-on experiences.
- **Logical Rules**--Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum**--Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior**--We reinforce the behaviors we wish to see repeated.
- **Redirection**--Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder**--Telling the children what we want them to do rather than using "no" or "don't."
- **Break Time**--Occasionally, as a last resort, a child needs to be removed from the situation for a brief break and personal reset. This allows the child time to calm down and teachers can help the child consider a safe alternate behavior when returning to the classroom activity.
- **Our Families**-- We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance and, if necessary, connect them with experts to help give their children the best foundation for academic and life success
- **Our Teachers**-- Teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior. Staff shall respond to challenging behaviors, including physical aggression, in a manner that provides for the child's safety and the safety of others in the classroom. Our response will be calm, respectful and give the child information on what is acceptable behavior and what is not.

### **Difficult Behavior**

We will make every effort to work with the parent(s) or guardian(s) to ensure a cooperative approach for children having difficulties with behavior. Documentation will be completed in Procure at the time of each action or situation. These reports can be reviewed by parents or guardians at any time. We are here to serve and protect all of our children! Parent(s) or guardian(s) may be called at work or home any time the child exhibits physical and/or uncontrollable behavior that cannot be modified by the center's staff, however some actions may warrant immediate removal for the day in which case the parent(s) or guardian(s) will be asked to take the child home. The following steps may be taken regarding a child who displays chronic disruptive behavior, upsetting the emotional or physical well being of another child or adult. This includes, but is not limited to, the following behaviors: inappropriate touching/conversation, repeated attempts to run away from the class/teachers, hitting, kicking, biting with ill intent and/or destruction of school property.

All behavior decisions will always be individualized, consistent, and appropriate to each child's understanding level.

#### **Initial Consultation:**

The Director may request that the parent(s) or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the Director, teacher, and parent or guardian. The discussions regarding a child's behavior shall be held in private. Discussion and strategies decided upon, will be communicated to the parent(s) or guardian(s) in writing after the consultation is completed.

Please note that if a consultation is requested, it must be done in a timely manner. MDS will do everything possible to be accommodating to the parent(s) or guardian(s) schedules.

However, if the behavior is persistent and severely unsafe to themselves, other children, or the teachers, Moscow Day School may recommend and/or require alternative placement prior to the second consultation.

**Second Consultation:**

If the initial plan for helping the child is not successful, the parent(s) or guardian(s) will again be asked to meet with the Director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised strategy. Parent(s) or guardians may be asked to consult outside professionals, or bring in behavioral specialists to help identify the problems or provide new strategies, in order for MDS to continue care. Our goal is to work as a team to better serve each child.

**Disenrolled:**

When the previous attempts have been followed and no progress has been made toward solving the problem(s), the child may be disenrolled from Moscow Day School at the discretion of the Director.

NOTE: Moscow Day School does not condone or tolerate the use of corporal punishment of any kind. This policy restricts parents and staff from using physical punishment on their children while on Moscow Day School property. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. In certain instances a child may be physically restrained in order to keep the child, other children, or staff safe from harm. Also, Moscow Day School will not tolerate psychological abuse, coercion, threats, or derogatory remarks from staff, parents or students. Moscow Day School will never withhold, or threaten to withhold food as a form of discipline.

**Biting**

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common. For repeated biting instances with preschoolers and older, we may request a parent/teacher conference. The purpose of the conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid and therefore lead to biting. Additionally, we would develop a joint plan of action following our behavior guidance procedures listed above. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

***Children of Executive Board Members:***

***In the event that the disenrollment of a child of a board member is being considered, the board member parent will be removed from the Executive Board discussion for matters pertaining to this issue. The disenrollment decision will be left to the Director and the other remaining board members.***

## Moscow Day School Policy Contract

Please carefully read, sign, and return the following form to the school director.

*I have been provided a Moscow Day School Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition, any late fees, and understand that these may change depending on schedule and rate adjustments during the course of enrollment. A two-week notice must be given for disenrollment. This contract can be terminated by Moscow Day School at any time if policies and procedures are disregarded by parents/guardians.*

1<sup>st</sup> Child's Name \_\_\_\_\_ Monthly Tuition \_\_\_\_\_

2<sup>nd</sup> Child's Name \_\_\_\_\_ Monthly Tuition \_\_\_\_\_

\_\_\_\_\_ Monthly Tuition is due the 1<sup>st</sup> of every month and processed through Procure. If paying by check, cash or money order a receipt will be sent through Procure. A \$50 late fee will be assessed to the account if tuition is not received by the 5<sup>th</sup> of the month.

\_\_\_\_\_ I have read and agree to the Tuition and Payment Policy for Moscow Day School.

\_\_\_\_\_ I have read and agree to the Behavior and Guidance Policy for Moscow Day School.

\_\_\_\_\_ I have read and agree to the Wellness Policy for Moscow Day School.

\_\_\_\_\_ I give my permission for MDS to use photographs/videos of my child for advertising, training and education purposes, and to be put on Facebook and Procure (names will not be used).

\_\_\_\_\_ I give my permission for MDS in the event of a medical emergency to administer necessary medical aid and release the school/hospital from responsibility if such aid is administered. The cost of medical care remains the sole responsibility of the parent/guardian.

\_\_\_\_\_ I give my permission for MDS to re-apply sunscreen before lunch recess.

\_\_\_\_\_ I give my permission for my child to go on supervised field trips and to be transported by city bus, rented school bus or walking.

\_\_\_\_\_ I agree to have my name and phone number included on my child's classroom roster which will be made available upon request to any parent whose child is enrolled in my child's class. (not for solicitation)

Both parents must sign OR parent/guardian with sole custody of the child:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_