

PARENTS' DAY OUT HANDBOOK

Summer 2016

Playful Pathways Preschool
1201 W. McGalliard Rd.
Muncie, IN 47303

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Mission Statement

The mission of Playful Pathways Preschool is to provide a safe, stimulating, and positive environment that enhances and fosters the physical, emotional, cognitive, creative, and social development of individual children through play-based learning and discovery.

Admissions Policy & Records

Registration is complete and a spot can be reserved when the Summer PDO registration form is received.

Program Times & Enrollment

Class	Days	Time	Staff: Child Ratio	Minimum Per Class	Max per Class
Preschool PDO (ages 3-6*)	Wednesday	9:30-1:30	1:6	8	15
Toddler PDO (age 2*)	Wednesday	9:30-1:30	1:5	7	10

*Children must be turning 3 and be no older than 6 by August 1, 2016 to be placed in the preschool room. Children must be turning 2 by August 1, 2016 to be placed in the toddler room.

Sign up

Parents can sign their children up as far in advance as they would like, provided that the sign-up for that day has been posted. Sign-ups are done at signupgenius.com. Once your registration has been received, we will email you the link to the sign up page. You can also find it at our website. Please be sure to read the instructions thoroughly before selecting your day(s). Please cancel as early as possible if you know your child cannot attend. If the minimum number of kids registered is not met as of two days prior, parents will be notified of the cancellation via email.

Daily Routine

We will continue to use the play-based learning environment that is used at preschool. The routine at PDO will include (not necessarily in this order):

- Greeting Time
- Choice Time
- Cleanup Time
- Outside Time
- Restroom & Snack
- Reading Time
- Lunch Time

Children do not nap while at PDO. We are not equipped for safe child sleep during their time here.

Fees

Each Parents' Day Out session costs \$15, which can be paid at drop-off time. Please pay by check or money order and make checks payable to "The Garden at Gethsemane." We are unable to write a receipt at the time of payment. For this reason, we strongly recommend that you do not pay in cash. Paying by check or money order is the only way for your exact payment to be verified.

Arrival & Pick-Up

We do not use curbside drop-off and pick-up for our summer programs. Please bring your child to his/her classroom each day and pick-up from that same location. Please sign in and out on the clipboard. **Drop-off begins at 9:30 a.m. Please wait in the lobby if you arrive before this time. Pick-up is until 1:35 p.m. We will have children ready to leave at 1:25 p.m.**

***PLEASE NOTE:** There is no parking in the awning area. In addition to the spaces in the north lot (adjacent to McGalliard Rd.), there are also spaces in the south lot, which can be accessed from Virginia Ave. You can buzz into the building at each set of doors.

Late Pick-Ups: Please plan to arrive to pick up your child no later than 1:35. Since kids are ready at 1:25, we suggest planning to arrive a few minutes early to account for possible traffic, etc. A fee of \$5 per 15 minutes you are late will be assessed. We will call you at 1:45 if your child has not been picked up. If you cannot be reached, we will call the emergency contact(s) listed on the child's registration form.

Behavior Management Policies & Procedures

We know that challenging behavior is part of the normal process of development for children, especially toddlers and preschoolers. We approach problems and conflict as learning opportunities and aim to provide positive discipline and guidance that are consistent and based on an understanding of the individual needs and development of children.

Positive discipline strategies that we use include:

- Setting clear and consistent rules ("Blocks are for building, balls are for throwing.").
- Using short, simple phrases ("Indoor voices.").
- Establishing reasonable, predictable routines ("After snack we will have time to play with the cars during Choice Time.").
- Giving limited choices ("Do you want to wash your hands by yourself, or do you want me to help you?").
- Using natural consequences ("If you keep throwing crayons, you will need to leave the Art Area.").
- Modeling/guiding conflict resolution (See full description and examples below).
- Acknowledging children's feelings ("I can tell that you are very upset, because you wanted to play with that truck.").
- Addressing the behavior, instead of labeling the child ("We don't allow name-calling at preschool because it hurts others' feelings.").
- Gentle redirection ("Let's go play with the dress-up clothes instead!").
- Waiting until the child is calm enough to communicate, if emotions have been high.
- Anticipating problems by noticing patterns of behavior and potential triggers.
- Asking children for solutions to problems that arise in the classroom.

We do not threaten or bribe, use physical punishment, belittle or embarrass children, use sarcasm or otherwise attack a child's self-esteem, or use food or outdoor play as a reward or behavior consequence. For more serious or repeated behavior issues, teachers may talk with the child about a plan for changing his/her behavior. If behavior problems continue to arise on a consistent basis and are interfering with your child's or other children's opportunities to learn, we will contact you to develop a more detailed behavior plan.

We use HighScope's 6-step conflict resolution approach:

1. Approach calmly, stopping any hurtful actions.
2. Acknowledge children's feelings.
3. Gather information.
4. Restate the problem.
5. Ask for ideas for solutions and choose one together.
6. Be prepared to give follow-up support.

Potty Training Policy

We understand that potty training occurs on a different time table for every child, and we would never want a child to miss out on the opportunity to join our program because he/she is not yet potty trained. For this reason, we have developed a flexible potty training policy. We do not require that your child be potty trained to enroll in any of our classes. However, if your child is not fully potty trained*, we request that he/she be sent to school wearing a diaper or pull-up. We will take students to use the restroom regularly and any time they ask to go. If your child comes to school in underwear, but has accidents on a regular basis, Playful Pathways reserves the right to require your child to wear pull-ups or a diaper.

*For our purposes, "fully potty trained" means: the child will tell an adult when needing to use the restroom and does not have accidents on a regular basis.

Daily Needs

For both toddlers and preschoolers, please send a bag (with your child's name on it) each day that contains the following items:

- an extra set of clothing
- extra underwear (if potty trained)
- extra socks
- diapers or pull-ups and wipes (if not potty trained)
- an empty lidded cup with your child's name on it
- a sack lunch with ready-to-eat items (nothing needing microwaved, etc.)

We very strongly recommend that you do not send your child in sandals or other shoes with openings along the sides. Our playground is covered in mulch, which quickly and easily gets inside shoes and is difficult to remove. It is not uncommon for a child who wears sandals to spend as much time emptying his shoes as he spends playing. Socks and sneakers or other comfortable, close-toed shoes are ideal and make playing both inside and outside much easier!

Health Policies & Procedures

We ask that your child be kept at home while experiencing the following symptoms: fever, vomiting (2 or more times in 24 hours), green runny nose, sore throat, persistent diarrhea (3 or more times in 24 hours), or unexplained rashes. We ask that your child does not return to school until he/she has had 24 hours free of symptoms. This includes being fever free for 24 hours without the use of fever-reducing medications.

Additionally, please follow the guidelines below:

- Pink Eye – Child should not return to school until symptoms have disappeared or the child has been cleared by a physician to return to school.
- Lice – If lice are found in your child's hair, he/she must remain out of school for 72 hours. Please contact the school immediately if you find lice in your home. Your privacy will be respected, but we will need to take proper precautions within our facility. Keep in mind that lice can infect anyone and is not necessarily a sign of unclean or unsanitary living. We can provide you with resources for removing lice and preventing future occurrences.
- Chicken Pox – Child should not return to school until 6 days from the onset of the rash or until all sores have dried and crusted.

- Strep Throat – Child should not return to school until 24 hours after the first dose of antibiotics.

If your child becomes ill at school with any of the symptoms listed below, you will be called and asked to pick him/her up as soon as possible. If you cannot be reached, the emergency contact(s) that you provided will be called.

- fever
- severe pain or discomfort
- diarrhea (2 or more times)
- severe coughing
- red eyes with discharge
- infected skin patches
- unexplained rashes or hives
- green nasal discharge
- blood in urine
- vomiting
- lethargy with inability to participate in activities

Accident Policy

In the unlikely event that a child has a serious or life-threatening injury that requires immediate medical treatment, staff will contact emergency services (911) and then follow-up with a call to parents.

For minor injuries, staff members will refer to their first aid training and treat the injured area accordingly. An incident report will be completed by a staff member for any injury (visible or not) that occurs at Playful Pathways. The parent/guardian will be provided a copy of the report and another copy will be placed in the child's file.

Substance Free Zone

The possession or use of alcohol, controlled substances, and tobacco products is prohibited while on The Garden at Gethsemane property, including the parking lot area.

Discrimination

The staff at Playful Pathways treats children of any race, national origin, color, sex, gender identity, disability, or religion with the same loving guidance and equal opportunity to participate in all activities.

*Policies within this handbook are subject to change at any time at the discretion of the Director. The handbook is usually updated and changes made prior to each school year. Parents will be notified anytime policies have been changed or updated in the middle of a school year.