

# **ACTIVE ZONE KIDS PRESCHOOL POLICIES**

## **Clothing Appropriate for Play**

- Please keep in mind that children will be running, exploring art & much more. It is recommended to have clothes that are easy to play in such as shoes that will not fall off and will protect their feet, shorts under skirts, and clothes that are okay if they get dirty/stained.
- Please provide an emergency change of clothes in a labeled ziplock bag to be kept at preschool.

## **Snacks**

- We will take the time to eat a snack brought from home. I ask that snacks be 2 or 3 non-sugary items.
- Please place the snack in a ziplock bag or lunchbox labeled with your child's name.
- Please do not pack cookies or sweets.
- I will provide water or milk.

## **Toys and Food from Home**

- Please, no toys from home
- Please, no candy or gum from home.

## **Illness Policy**

- If your child is exhibiting any of the following symptoms, I ask that you please keep your child home (OR pick them up from preschool) to prevent the spread of illness. Once the symptoms or fever have subsided for a period of 24 hours, the child may then return.
  - Head cold
  - Pain - any complaints of unexplained or undiagnosed pain
  - Fever (100°F/38.3°C or higher)
  - Sore throat or trouble swallowing
  - Headache or stiff neck
  - Diarrhea or loose stool
  - Nausea, vomiting or abdominal cramps
  - Difficult or rapid breathing
  - Skin rash not identified in writing by the child's doctor
  - Pink eye
  - Evidence of lice or severe itching of body and scalp
  - Known or suspected communicable diseases
  - Runny nose with colored discharge
  - Discharge from eyes or ears
  - Excessive coughing
  - Excessive runny nose and/or sneezing
- I reserve the right to request a written statement from the child's doctor to insure the child's illness is no longer a threat to others.
- I reserve the right to send a child home or turn them away from attending a class if I feel their symptoms are contagious or distracting to themselves or others.

## **Potty Training Policy**

- I do not require a preschooler to be potty trained before coming to preschool. While your child is in the training stages, I will assist them with positive encouragement to make the transition. Please be aware that I do not have time to change diapers during school. Tuition is \$10 extra per month for children who are not yet potty trained.

## **Immunization**

- Unless you request your child to be exempt from immunization for medical, religious or personal reasons, I ask that your child be up-to-date on their immunization.
- Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare, Immunization Program.
- A “medical exemption” requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations.

## **Disciplinary Policy**

- I use gentle redirection and age appropriate time-outs when necessary. I will communicate with the parent any inappropriate behavior that required extra attention or a time-out.

## **Activity Photographs**

- Photographs of preschool daily activities will be taken to document the Active Zone Kids experience and emailed to the parents as a group.
- Photographs of the activities may be posted on Active Zone Kids website. No child’s face will be recognizable on the website to protect privacy.

## **Communication**

- Parents are welcome to call/text me during class to check-in to see how their child is doing. If I am guiding an activity with the children and unable to answer the phone right away, I will call/text back as soon as possible. Please note: I keep all parents’ cell numbers programmed in my phone, so please call from your cell phone so that I know to answer the call.

## **Up-to-date Information**

- Parents are required to keep me informed of any change in address, telephone number, emergency contact, medical information, immunization records and/or other pertinent information.

## **Preschool Property and Neighborhood**

- Please feel free to enter our home without knocking when dropping off your child or picking him/her up.
- Please **wait until the start time** of class before entering our home.
- Please use our sidewalk and driveway for foot traffic. Please do not walk on the grass.
- Please respect the speed limit within the neighborhood and use caution when using the driveway.
- No smoking is allowed on the premises.

## **Allergies**

- Please refrain from applying fragrant perfume or cologne on your child. I acquire headaches from such fragrances. Thank you.

### **Pick Up/ Drop Off Policy**

- Please make every effort to pick up and drop off your child on time.
- Please do not drop off your child early. The first 10 minutes of class is allotted for arrival of children.
- The final 10 minutes of class is allotted for the pickup of your child. During this time, we are cleaning up and preparing for departures.
- If you pick up your child any more than 5 minutes late you will be subject to a \$10 fee plus \$1 for every minute thereafter.

### **Holidays**

- We generally follow the local school district's calendar and are closed on the following days: Labor Day, Autumn Break (1 week), Veteran's Day, Thanksgiving week, Winter Break (2 weeks), Martin Luther King Day, President's Day, Spring Break (1 week), Memorial Day, Summer Break (1 week), 4<sup>th</sup> of July
- Tuition is not adjusted for school breaks nor for holidays which land on a preschool day. The monthly tuition rate is a fixed rate and has been calculated to allow for these scheduled closures.

### **My Days Off**

- If I have any personal sick days or unplanned days off, I will credit you for each unplanned day of absence on the upcoming invoice.
- I do not bill for my personal vacation time.

### **Sick Days and Absences**

- No refunds will be given due to your child's sick days or absences.

### **Snow Days**

- We will close when roads are hazardous due to winter weather and most generally will follow the actions of the local school district.
- You will be notified of closure via text or email.
- There is no refund for the first 2 snow days of the current school year. Subsequent snow days will be made up on non-preschool days.

### **Child Participation**

- There may be times when your child chooses not to participate in class even though I have put every effort into encouraging them to be involved in the activities. No refunds will be given for non-participation.

### **Withdrawal from Preschool**

- I must receive a **written notice** ONE WEEK in advance of the 1<sup>st</sup> of the upcoming month if you will be terminating your child's attendance during that month. If you do not, you will be billed the full tuition for the month whether your child attends or not.
- If your child will be attending a partial month before termination, I will prorate the tuition for your child's scheduled days of attendance.

**Active Zone Kids Preschool**

Eagle, ID  
Tel 208-968-2800