

Little People Playtime Preschool and Day Care



Agreement Page

The following agreements is made between _____ and **Little People**
Parent/Guardian names

Playtime for their child/children _____ Preschool/Day Care Program.
Child(ren) names

LATE PICKUP AGREEMENT

I/we agree to pick up our child(ren) at the end of his/her scheduled time with every day that he/she is in attendance.

If I/we fail to pick up my child/children by the scheduled time, I/ we understand that a **late fee of \$10 per quarter hour** (or portion thereof) will begin to accrue.

If I/we fail, without notice, to pick up my/our child/children at the scheduled pick up time, or arrange for someone else to pick them up, Little People Playtime will make three attempts to contact the parents/parents. If we are unable to contact a parent we will contact the emergency person(s) listed on your child/children's emergency form to advise them that your child/children remains in our care without notice from you. If, for any reason, there is no telephone service Little People Playtime will contact the police to request assistance in contacting a parent or emergency contact person.

Little People Playtime agrees to keep my/our child/children for one hour after the stated pickup time, with late fees accruing, before contacting the local police and/or the Child Abuse Hotline, if contact cannot be made with a parent/guardian or emergency contact person.

Little People Playtime will continue normal responsibilities for the child's protection and well-being. We agree not to discuss your tardiness in arriving with your child/children beyond reassuring them that you or someone they know will be there soon to pick them up.

DISCIPLINE AND GUIDANCE POLICY AGREEMENT

Teachers approach discipline in a proactive way, making sure classroom settings are designed to eliminate frustration and encourage success in the room. When a child displays inappropriate behavior, the teacher attempts to redirect the behavior by providing an alternative activity.

When a child exhibits behavior out of the ordinary the Director informs a parent on the same day of the misbehavior. In some cases, when the behavior exhibited is repeated, the Director schedules a parent/teacher conference to define the discipline problem and determine a course of action and offers resources. If all discipline techniques and resources are exhausted Little People Playtime reserves the right to request that a family seeks alternative care.

Time out is not allowed. We believe in redirection as the best course of correcting inappropriate behavior.

The most effective discipline ties home life and child care center life together, making family and classroom consistency complete. Young children depend on you to help them learn what acceptable behavior is and help them develop self-discipline. You play an important role in guiding your child to develop caring attitudes towards others, to value acceptable behavior and to practice self-control and self-discipline. You can achieve this goal by:

- ✓ Encouraging children to use language to resolve conflicts whenever possible.
- ✓ Redirecting children to alternative activities as necessary
- ✓ Modeling positive behavior and verbally recognizing positive behavior in your children

Young children learn what is acceptable behavior when reinforcing positive behavior (when you let them know you are pleased to see them help clean up, put toys back in place, zip up their jacket, or help another child find an item) When you encourage and recognize their helpful and caring behavior, you are also providing positive guidance and discipline.

Discipline and punishment are very different. Discipline is a positive way of teaching by example. It focuses on the rule to be learned and the good reason for the rule. Punishment is associated with negative feelings and actions (yelling, criticizing, or shaming) and teaches the child to fear you. Discipline teaches a child acceptable behavior y supporting their confidence in you as the parent/teacher. Young children have strong needs and few skills to understand why they have to

wait for a turn, or to consider someone else's needs. They look up to you to help them understand what is acceptable and what is not.

Praise and positive reinforcement are effective methods of behavior guidance and positive discipline. When children receive positive feedback, and understand interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Little People Playtime expects all employees to follow the guidelines to reinforce positive discipline.

All punishments which are frightening or humiliating to a child are prohibited... such as, but not limited to:

- Spanking, hitting, pinching, shaking, or inflicting any other form of corporal punishment
- Verbal abuse, threats or derogatory remarks about the child or family
- Binding or tying to restrict movements or enclosing in a confined space
- Withholding outside time or forcing meals, snacks or naps
- Punishing for lapses in toilet training.

We will work very hard to meet each child's individual needs. If we have exhausted every effort and your child is not adjusting from the care we have provided, or your child's enrollment is detrimental to the group, then your child will be removed from our care. If this happens, we will provide you with referrals and resources to other agencies or facilities.

TOILET TRAINING AGREEMENT

When a child turns three years old the rate will then turn to the next rate, when they are fully toilet trained. If your child isn't fully toilet trained by his/her birthday the rate will remain at the two-year-old rate. If a Child isn't fully toilet trained they will not be able to move into the preschool aged classroom until they have become fully toilet trained. If a child isn't fully potty trained by three years & six months old a meeting will be set up with the Director to discuss further options of enrollment.

INJURY/ILLNESS AGREEMENT

What happens if my child is injured?

Any major medical emergency (life threatening)

1st call: 911

2nd call: Parent for notification and details

Any minor medical need (non- life threatening) ex. scrape, bump, skinned knee.

Injury cleaned, covered, ice pack applied if necessary, parent will be notified by either classroom teacher or management.

CONTACT INFORMATION AGREEMENT

Parent/Guardian agrees to advise Little People Playtime immediately of any changes regarding their personal contact information, to include address and phone numbers, for home, work, and cell phones. Parent/ Guardian also agree to provide immediate notice to Little People Playtime of any changes in emergency contacts or contingency people. Upon signing this agreement, I have read all the stated information and understand this policy.

Parent/ Guardian _____ Date _____

Little People Staff: _____ Date _____