



Principles and Guidelines

Who We Are:

We are a non-religion based, half-day preschool for ages 2-5. Our school is on a Monday-Friday 9am-1pm schedule with the option for M,W,F care or M-F care. Our classroom is mixed age and has limited spacing. Our school operates within Drop & Play, the areas only drop-in childcare center located at 820 Fleming St. Suite B, 28791. Our first day of school will be Wednesday September 4, 2019 and our last day will be Friday May 29th, 2020.

Education:

We have customized our own curriculum which draws inspiration from many educational modalities such as montessori, waldorf, and charlotte mason practices. Our curriculum will include language arts, writing skills, literacy, science, math, practical life skills, fine and gross motor skills, world cultures and traditions, with a large influence on nature studies. Each month will have a theme, and each week will have a focus within that theme. We believe children thrive on rhythm and repetition, and structure our days to consist of such. Each week the same book or poem will be read, encouraging the children to explore the stories in a different way every time they hear it. We will also do weekly art studies and nature journaling. We make a conscious effort to reduce our paper waste by organizing crafts that require more time and effort from the students. The purpose of this is to reduce paper sent home to you, as well as give the students the opportunity to participate in an evolving project from start to finish.

Our daily schedule will consist of daily rhythms as follows:

9-9:30: Arrival/ Free Play/Bathroom & Wash Hands
9:30-9:45: Circle Time (15 min)
9:45-10:05: Snack (20min)
10:05-10:50: Focus Area/ Skill practice (45min)
10:50-11: Bathroom & Wash Hands (10min)
11-11:40: Gross Motor Play (40min)
11:40-12:10: Lunch (30min)
12:10-12:45: Art/Sensory Play/Free Play (40min)
12:45-1: Pack up/ Departure

Preschool Policies

- We are an unlicensed facility, and due to state guidelines our preschool program can last no longer than 4 hours each day. Any child that is not picked up by 1pm will be charged Drop & Plays regular hourly rate.
- All children must be potty trained or successfully training by the time they are 3 years old.
- All children must be between 2-5 years old. Students must be 2 years old at the first day of school, and 5 year olds must remain 5 for the majority of the school year, and not turn 6 before February 1st, 2020.
- We do not allow peanuts in our facility.
- Parents are required to provide a snack and lunch for the day.
- If a snack and meal fails to be provided, we will contact you to either provide one or pick up your child.
- We can provide a snack to your child for an additional \$2, if agreed upon in the child's application.
- Our preschool will follow the Henderson County Public School system regarding weather delays and closings, as well as follow their calendar for all holidays and school closings.

Inclement Weather Policy

- If public schools run on a one hour delay, we will operate at regular time.
- If a two hour delay is called, preschool will run from 10am-2pm.
- If public schools run on a 3 hour delay, the preschool will be closed.

Drop & Play

- Drop & Plays drop-in center does not follow Henderson County Public School, therefore may be open at regular times.
- Please check our Facebook page for most up to date information.
- Please review Drop & Plays attached policies and guidelines, as you and your child will be held accountable to these as well.
- Preschool students will interact with children attending the drop-in childcare center, but will be respectfully separated during lessons.
- Preschool students will receive 10% off all playtime outside of school at Drop & Play, as well as receive a free membership to the center.

****Please note that Drop & Play and The Little School do not have all the same policies and guidelines, but families are expected to follow both because they operate in the same building****



Policies and Guidelines

At Drop & Play, we pride ourselves on providing the best possible environment for your child. Our policies and guidelines are in place to ensure that all children in the center are safe, secure and receive only the highest quality care while participating in activities that are stimulating and fun!

Security and Safety

We utilize a security camera system inside of the center. Our limited entry system means that the doors of the facility are locked at all times and only parents dropping off or picking up children are allowed in.

We adhere to strict pick-up procedures. Staff check photo I.D. EVERY TIME a child is picked up. Please do not be offended if you are repeatedly asked for I.D. It is for the safety of your child. Children will only be released to those persons listed on the registration form. Please be sure to let the staff know if your child is to be picked up by someone other than the person dropping him/her off.

Any personal information including attendance will NOT be released to anyone other than those listed as Parent 1 & Parent 2 on the completed Registration Form.

We do head counts every half hour to ensure that all children are present and accounted for.

We closely monitor and inspect all toys to be sure they are safe and age appropriate for our center.

Cleanliness

Drop & Play takes great pride in providing a clean environment for your child. We sanitize toys daily and we ask that children use hand sanitizer or wash their hands upon entering and exiting the center. Our staff and children wash their hands on a regular basis, including before and after meals and after every diaper change.

Registration

Upon your first visit to Drop & Play, we ask that you complete the registration and release form as well as thoroughly read our policies. It is very important for the health and safety of all children at Drop & Play that you abide by our policies. There is a **\$25** registration fee per family, due at time of registration.

Because Drop & Play is a drop-in only childcare center, parents must be easily accessible, able to return within 15 minutes and able to be reached by cell phone.

Please note that the last drop off time is 5:30pm Monday- Friday, and there is a one hour minimum for each visit. (This time is subject to change as our business hours change).

There will be a late fee of **\$1** for every two minutes that a child is picked up after closing.

Please be aware that if a child is not picked up **1** hour after closing and we have not made contact with a parent, the police will be alerted. **Please be sure to contact us if you will be late.**

Payment is due at time of services. If a balance is not paid, Management will be forced to take action. We accept cash, checks, and all major credit cards. We reserve the right to refuse service to anyone for any reason.

Services are billed based on the time your child visits the center. There is a one hour minimum for the first hour. After that, the billing is in 15 minute increments.

Snack Schedule and Policy

Drop & Play snack times are as follows:

10:00 AM snack

12:00 Lunch

3:00 PM snack

6:00 Dinner

If you would like us to provide a healthy and nutritious snack for your child (for a fee), the type of snack must be clearly stated on the sign-in sheet. Parents are welcome to bring a meal or snack for your child. If your child is going to be with us during meal time, we request that you either bring a meal or purchase a snack because it can be difficult to feed some children and not others.

As many young children are allergic to peanuts, we will never serve any type of peanut products and respectfully ask parents to please not bring any type of peanut products for your child.

Healthy children

In order to provide a safe and clean environment for all children at Drop & Play, we ask that you please do not bring an ill child to our center. Drop & Play reserves the right to refuse ill children, and if a staff member notices signs of an ill child, the parent will be called and asked to pick up the child.

The following are guidelines of symptoms of children considered ill:

- **A temperature of 100 degrees or higher**
- **Red, watery eyes (pink eye)**
- **Undiagnosed rash**
- **Excessive runny nose/ sneezing**
- **Excessive cough, vomiting**
- **Sore throat**

*******We do not administer medication of any kind*******

Personal Belongings

Cubbies are provided for children's personal belongings such as shoes, diapers or change of clothing. We ask that all children do not wear shoes in the center, socks are required and can be purchased if needed. Please be sure to label sippy cups and snacks clearly with your child's name. We ask that you please do not bring any personal toys as we provide plenty of activities for your child. We are not responsible for any toys or electronics that are brought into the center.

Potty Training

We will assist in potty training with any child but we need your help. Please bring the necessary supplies (diapers, pull ups, wipes, change of clothing) and let staff members know where your child is in this process. We will do our best to keep the routine and make sure that the child takes frequent potty breaks. There will be a \$1 charge for any diapers provided by Drop & Play.

Emergency procedures

All staff members are CPR and First Aid certified and trained to handle emergencies. We have all emergency numbers posted and a fully stocked first aid kit. Even with all of the safety precautions in place, accidents are possible. Parents will be notified in the event of an accident. If a child has a serious or life threatening injury, please be advised that emergency personnel will be notified first and the parent second. Parents authorize Drop & Play to act as an agent for you and your child, and to give permission for your child to be attended by a physician in such circumstances, as Drop & Play deems necessary. Drop & Play is not responsible for any injury, cost of injury, damages, and/or incidents that should occur during their play time here.

Discipline Policy

At Drop & Play, we promote good behavior through praise, modeling and positive support. In the event that a child displays poor behavior, he or she will be corrected through redirection. We do reserve the right to refuse admittance to a child whose behavior compromises the safety and well being of other children.

Children who attend our center MUST be a minimum of 12 months of and no older than 10 years of age.

Definition of Drop-in Childcare

A childcare arrangement where care is provided while parents participate in activities that are not employment related, and where parents are easily accessible. Parents must be able to be reached by telephone and able to return to the facility within 15 minutes. Drop & Play facilities may only be used for a period of four hours or less on a regular basis. If for any reason a child is present for more than four hours, parents must agree that this will not occur on a regular basis and does not constitute regular care.

All of us here at Drop & Play understand that when you leave your child with us, you are trusting us with the one that means the most to you. We feel honored and privileged by this, and promise that we will treat your child as if he or she were our own. Please feel free to speak with us at any time about any questions or concerns that you may have.