

# ENCHANTED CASTLE PRESCHOOL PARENT HANDBOOK



## *Enchanted Castle Preschool*

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### **Welcome to Enchanted Castle Preschool!**

We are happy that you have chosen Enchanted Castle Preschool. We are excited to partner with you in helping your child grow and develop during these important early years. We are committed to providing your child with high quality care and education. This handbook is designed to acquaint your family with our philosophies, policies, and procedures. We look forward to having you become part of our family here at Enchanted Castle Preschool.

### **Center Mission Statement**

Enchanted Castle Preschool is committed to providing a quality early childhood education program for infants through Pre-Kindergarten. We focus on the social, emotional, motor, language, and intellectual development of the child. Our center provides a safe, positive environment that gives your child the opportunity to explore, create, and learn while feeling successful. We believe children are unique individuals that learn in a variety of ways and styles. It is our belief that children learn and grow through opportunities to play, experience, and explore individually and in groups. Our low teacher to student ratios allows our educated and experienced teachers to individualize to your child's needs. Our center treats all children with love and respect. We want every child to love learning and to be excited to come to school. Our center believes that the teachers and parents need to work together in an open, positive way through communication to benefit the child. Our priority is for your child to learn, grow, and to be happy and successful in school.

### **Center Philosophy**

Enchanted Castle Preschool believes children are active learners that learn and grow from their surrounding environment. We believe it is the responsibility of all the important adults in the child's life to form a partnership to guide and teach the child in a positive way. Children learn through modeling and the relationships of adults and peers in their lives.

We also believe the development and learning of the child are interrelated and embedded in the child's culture. Each child grows and learns in a sequential, logical order while developing cognitive, emotional, language, motor, and social skills. Children also learn through the experiences in their lives. Children must be given the opportunity to experiment, explore, create, question, build, and share. A child that is given the opportunity to learn and express himself in a variety of ways will help the child feel successful. We believe in Howard Gardner's theory of multiple intelligences and that all children need to be treated as unique

individuals that have different learning styles. Children need to be given the opportunity to understand, learn, and use their intellectual strengths.

Enchanted Castle Preschool believes children learn best through a variety of learning experiences. All children learn in various ways and have different learning styles that fit them best. A classroom that has a short group time that also allows the children ample time to explore and learn individually or in small groups is best for young children. Young children love to learn through hands-on activities, centers, and play.

We believe children should learn through what sparks the child's interest. Young children should have the freedom to play, explore, and learn using what interests them. A classroom can provide different play areas that allow the children to stay or move from one center to the next. It also offers the opportunity for children to play alone, with a friend, or in a small group of children. Teachers are then able to supervise, encourage, and find the teachable moments to help the children to grow.

We believe that everyone should be accepted and welcomed to our center. Children that are English language learners or dealing with disabilities and delays need to feel welcome and have the same opportunity as every other child in school. Parents, teachers, and students need to work together in treating everyone with respect and kindness. Classrooms are already set up to accommodate anyone and everyone. All children can learn and benefit from being with their peers.

Enchanted Castle Preschool believes in using direct guidance to show respect to the child while using positive guidance strategies. The teacher guides the child by setting limits, using active listening, and positive verbal interaction to help with problem solving. We also believe in indirect guidance to guide the children towards positive behavior by arranging an appropriate set-up of whole groups, small groups, and independent centers. The teacher can encourage positive behaviors and interaction by indirectly guiding the children using routines and a well-organized classroom environment. We believe in modeling appropriate behavior. The adults in a child's life play an important role in guiding the child's behavior. Children learn to act from the adults in their lives, so it is critical that the adult's model appropriate, respectful behavior.

At Enchanted Castle Preschool, we find it important to have a low staff to child ratio with a small group size. This is most beneficial to the child and the teacher. All our teachers have a mixture of education and experience. Teachers need to continue their learning about children and development. This allows the teachers to keep up to date on new strategies and practices that will benefit the child and the center. The teacher is also setting a good example for the children, showing them how important it is to continue to grow and learn. We believe staff development is essential to the well-being of the children and the center. Our staff participates in more classes and workshops than are required by the county licensing regulations.

We find it essential to the well-being of your child for parents and teachers to have a good, open relationship with daily communication. As parents, you know the most about your child, so please express to the teacher any changes, concerns, or problems that might be affecting their child in any way possible. Parents are welcome to stop by and visit or have a meeting with the teacher. The teachers make it a priority to tell parents daily about their child's day. Parents and teachers need to focus on working together by setting clear, consistent expectations, listening with compassion, communicating in a positive way, and modeling respectful behavior for the good of the child.

Enchanted Castle Preschool believes that the child is the priority and that parents, staff, and the school need to work together to benefit the child. Children are unique individuals with different learning styles, interests, abilities, and personalities. Our center will accommodate, encourage, and guide your child in learning. Children will learn best when the environment is safe, appropriate, and inviting with a variety of materials to

explore, experiment, play, and make choices independently. Through education, experience, and a positive learning environment, teachers can guide the children in a meaningful way. Our goal is to instill the joy of learning in our children for life.

## ***POLICIES AND PROCEDURES***

### **Hours of Operation**

Enchanted Castle Preschool is open Monday through Friday from 6:30 a.m. to 6:00 p.m. Students must be dropped off by 9:30 a.m. and picked up no earlier than 2:30 p.m. unless prior arrangements or notification has been given to the front office due to unforeseen circumstances or appointments.

### **School Closures**

Our school is closed on the following designated days.

- Labor Day
- Nevada Day
- Thanksgiving Break
- Christmas
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Teacher Workday in August

### **Winter Weather Procedures**

At times due to acts of nature (snow, flood, etc.) the school may decide to call a delay or close for the day. One World administration makes the final decision regarding delays or closures. As with all schools, our concern is the safety of our students, families, and staff.

#### ➤ Delayed Start:

In response to the area receiving a significant amount of snow or the prediction that a significant winter storm or extreme conditions could potentially impact the traffic flow in the region, a "Delayed Start" could be issued to allow the road crews adequate time to prepare the roads for safe travel. If a "Delayed Start" is issued, Enchanted Castle will open 2 hours late at 8:30 am.

#### ➤ School Closure:

Enchanted Castle may determine that we need to close for the day if the weather is severe. If this is the case a "School Closure" notice will be communicated to parents and staff accordingly.

***If Enchanted Castle closes, parents will NOT be charged tuition for that day.***

#### ➤ Communication Protocol:

Enchanted Castle will send an email and/or text message via HiMama and will post to our Facebook page.

## **TUITION POLICIES**

### **Tuition Rates**

Tuition is based on enrollment, not attendance. By enrolling at Enchanted Castle, your child has a place with us until kindergarten.

Tuition rates are subject to review and may change annually. If a rate change is expected to occur, Enchanted Castle will give all families 60 days written notice. Please see the tuition rate sheet included in this parent handbook for more details.

### **Tuition Payments**

Enchanted Castle Preschool uses HiMama for all tuition payments. The service is free and secure to families. Once your child and family are entered into HiMama, parents will be sent an invitation via email to create an account. Once registered, invoices will be generated weekly and parents can pay tuition through HiMama using the app on a smartphone or tablet, or online using a computer. You can set your payments to be made automatically by credit card, or as a draft from a bank account.

Payments can be made by cash or check at the front office. Cash and check payments may be handed directly to an office administrator for immediate processing or placed in an envelope and into the tuition box. Please be sure to write on the envelope which the payment is for to ensure accuracy.

Parents who are separated or divorced, and will be making separate payments, the paying parent will be entered into HiMama as the payee to receive invoices and make tuition payments. The other parent will be entered into HiMama as an emergency contact and can be added by the paying parent as a “crew member” to still receive photos of their child. Please be sure to request this upon enrolling.

Tuition is due on Monday of each week. If your payment is not made by the end of the day on Tuesday, a \$5 late fee will be added to your account weekly until paid in full.

If a family’s account falls **2 weeks** behind, payment arrangements need to be discussed and agreed upon in writing with management. Weekly payments may need be higher than the regular rate to reduce your balance and bring your account current.

If after making payment arrangements, **2 scheduled payments are missed or declined**, you may be required to forfeit your child(ren)s spot at Enchanted Castle due to failure to pay and your account will be sent to collections.

**Refusing** to plan with administration to reduce any overdue balance may result in forfeiting your child(ren)s spot at Enchanted Castle due to failure to pay and your account will be sent to collections. Enchanted Castle Preschool reserves the right to terminate attendance due to failure to pay. Terminating attendance does not relieve you of your financial obligation to the school for services already rendered. Re-enrolling once any balances are paid is not guaranteed as enrollment is on a first-come basis.

## **Children’s Cabinet, Inter-Tribal Council of Nevada, and all other childcare subsidy programs**

Enchanted Castle works with support agencies for families who need assistance with childcare tuition. If you are a participant in any childcare subsidy program, please let us know upon enrolling. Enchanted Castle requires proof of coverage *before* your child(ren) may start.

It is the parent or guardian’s responsibility to contact the appropriate agency to enroll in these programs or inform them of changes to enrollment. Enchanted Castle does not accept any responsibility for failure to enroll your child(ren) or lapse in coverage.

Tuition policies apply to all families who fall behind on payments, even if you are working with an agency. Failure to pay your portion of tuition not covered by an agency, or falling behind 4 weeks in payments, may result in forfeiting your child(ren)s enrollment at Enchanted Castle and your account will be sent to collections.

### **Statements for Taxes**

Tax statements will be provided upon request. The administration of the school will email the tax statement to the email provided on the sign-up sheet that is posted on the front desk in the beginning of January.

Enchanted Castle’s Tax ID number is 81-3207985

### **Absences/Vacations/Withdraw**

Please try to notify the front desk and your child(ren)s teachers of all absences.

We offer all full-time families one-week vacation per year (5 days) where you will not be charged tuition. For families who are part-time you may have the number of vacation days your child attends school each week (Two days per week, you will receive two vacation days each year). Give management two weeks’ notice or more so the vacation credit can be applied accordingly. Vacation days cannot be accumulated and carried over to the following year. Please see the rate sheet in this handbook for more detailed information.

If circumstances cause you to withdraw your child, you must submit a **two-week** written notice of your exit date either printed or by email. Full tuition for your final two weeks is required, and any available vacation days may NOT be used during your child(ren)s last two weeks. Failure to pay your balance by your child(ren)s last day will result in sending your account to collections.

## HEALTH AND SAFETY

### Security

The health and safety of your child(ren) is important to us. For security purposes, we have a keypad located next to our front entrance. We give the code only to parents/guardians and those authorized that pick up on a regular basis. If you are having someone else pick up your child, we ask that you do not give them the code. We would like them to ring the doorbell, so we can greet them and check their ID. We change our code periodically throughout the year.

We appreciate that everyone at the school is polite to one another. However, if you do not recognize the person entering the door at the same time as you, we request you do not hold the door open for them. This way they can enter the code or ring the bell, so we can check their identification.

### Emergency Contact Information

Each family must have a list of names and phone numbers of emergency contacts. These contacts are people to be reached in case of illness or emergency when the parent/guardian cannot be reached. Please be sure to keep phone numbers and contacts up to date so we can best help your child in an emergency.

In case of legal issues, the registered parent must inform us about who has legal custody and the right to pick up the child. We assume no liability if not properly advised. Please understand that we cannot prevent a parent from picking up their child unless we have the legal paperwork from you that states otherwise.

### Health Policy

Our health policy is in place to protect all our students and staff from illness. If your child is not well, please keep your child at home. If your child becomes sick at school, you will be notified immediately and asked to pick up your child within one hour. Enchanted Castle follows the minimum standards recommended for exclusion by the Washoe County Health Department. Enchanted Castle may be more restrictive with our policy than the WCHD if we believe it is necessary for the health and safety of our staff and students.

### **No refunds or credits will be given for absences due to illness.**

The following reportable diseases require exclusion from childcare as directed by the Health Department. If your child is diagnosed with any of the following, they may not return to school until Enchanted Castle is instructed to do so by the WCHD.

- Amebiasis
- Campylobacteria
- Cholera
- Cryptosporidiosis
- E. Coli
- Giardiasis
- Haemophilus
- Hepatitis A
- Measles
- Meningitis
- Meningococcal Disease
- Mumps
- Pertussis
- Pneumonic Plague
- Poliomyelitis
- Rubella
- Salmonellosis
- Shigellosis
- Tuberculosis
- Typhoid Fever
- Yersinosis

Enchanted Castle may also exclude children for any of the other following conditions:

1. **Respiratory illness**, including uncontrolled coughing, difficulty breathing, or wheezing until diagnosed not to be contagious by a pediatrician or physician.
2. **Fever of 101 degrees or more** - can include behavior changes or other signs/symptoms of illness. Excluded until 24 hours AFTER the last fever has stopped WITHOUT use of fever reducing medication.
3. **Diarrhea** - 2 or more watery stools within a 2-hour period or one bout of bloody diarrhea or 4 or more watery stools within the school day, until no diarrhea occurs for 24 hours.
4. **Rash with fever or behavior changes** - until a health care provider determines that these symptoms do not indicate a communicable disease. Exclusion until 24 hours after treatment if contagious skin infection.
5. **Vomiting** - 1 or more episodes of vomiting in the previous 24 hours either at home or at school. Excluded until vomiting stops for 24 hours and your child is no longer in danger of dehydration.
6. **Hand, Foot, and Mouth (Coxsackie Virus)** – Small blisters in mouth or on palms of hands, fingers, buttocks and/or soles of feet. Excluded until 24 hours after fever stops and discontinued use of fever reducing medication AND all lesions are dry or scabbed over AND no new lesions appear for 24 hours.
7. **Strep throat or other streptococcal infection** – Excluded until 24 hours after initial antibiotic treatment AND 24 hours after cessation of fever without use of fever reducing medication.
8. **Head lice** - from discovery until after treatment has been completed.
9. **Scabies** – Pink bumps, blisters or tiny linear burrows with intense itching – on head, neck, palms, and soles of feet. Excluded until 24 hours after treatment has been completed.
10. **Pink Eye (Conjunctivitis)** – Red, swollen, itchy, painful eyes. May have thick white or yellow discharge or crusted eyelids. Excluded until 24 hours after treatment has started.
11. **Chicken Pox** - until all sores have dried and crusted (usually 6 days.)
12. **Ringworm** - of the scalp or body until 24 hours after treatment has been started.
13. **Herpes or Cold Sores** - until those children who do not have control of their oral secretions no longer have active sores inside the mouth. No exclusion is necessary for children who have recurrent infections (fever blisters and cold sores.)
14. **COVID and variants**-exclusion with open and/or pending tests until negative result. If positive result, must follow Washoe County Health Department guidelines for exclusion and quarantine periods.
15. If a child has an illness and One World determines it cannot care for the ill child without compromising either the health or safety of the ill child or the health and safety of other children and staff.

## Medications

Prescription medications with original packaging and prescription label can be administered by Enchanted Castle without a doctor's note. Parents must fill out the medication log EACH DAY your child requires their prescription at school.

Over the counter medications need to be accompanied by a doctor's note to be kept in your child's file to have the medication administered at school. The note must specify appropriate dosage for your child and must state the medication's name (i.e., Ibuprofen or Acetaminophen) NOT brand name (i.e., Tylenol or Motrin).

ALL MEDICATIONS are administered by front desk staff only. Please sign the medication log at the front desk and give the prescription medication or over-the-counter medication to the front desk for secure storage. NO medications will be kept in your child's bag, cubby, or classroom for any reason.

### **Reporting Child Abuse and Neglect**

Every employee of Enchanted Castle Preschool is a mandated reporter of child abuse or neglect. If an employee has reason to believe child abuse or neglect may be occurring in the facility, in the child's home, or elsewhere, Enchanted Castle shall report their belief to the Washoe County Department of Social Services within one hour. As a parent, if you have reason to believe child abuse or neglect is occurring by an employee of the school or another parent of the school, please notify the administration immediately with your concerns. We will advise on steps that need to be taken by us and yourself.

### **Injuries**

The staff makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. Teachers will note the accident or incident that occurred in the HiMama app.

In case of serious injury, we contact you and emergency personnel immediately by phone following the accident. If we cannot reach you, we will begin calling the people listed on the emergency contact list.

### **Emergency Drills**

Fire drills and earthquake drills are conducted once a month to make sure your child is acquainted with our evacuation procedures. We perform disaster drills quarterly. The disaster drills prepare the staff and children for other emergency situations.

### **Emergency Evacuations**

In the event of an emergency evacuation, the students and staff will go to our designated safe area in the neighborhood. An attempt to reach parents/guardians by telephone to inform you of the need to pick up your child will be made as soon as possible. If we are unable to contact you, the staff of Enchanted Castle Preschool will stay with your child always until he/she is picked up by the proper people on the emergency contact list.

Our emergency evacuation plan is kept on site at the front desk. Please ask if you would like to see it.

### **Power Outages**

If a power outage occurs and the temperature in the building cannot be maintained above 65 degrees Fahrenheit in Fall/Winter or below 82 degrees Fahrenheit in Spring/Summer, for the safety of our students and staff we may have to close the school. Parents will be called, if necessary, to pick up their child(ren).

### **Non-Smoking Facility**

By State Law Regulation, we are a non-smoking or vaping facility.

### **Drop off and Pick up Procedures**

Parents must always accompany their child to their classroom. Please make sure a teacher is aware of your child's arrival, so his/her teacher can greet and welcome your child to class. Notify the teacher of any important information that might be helpful for your child's day.



When picking up your child, make sure you have notified the teacher that you are leaving with your child. It is also a good time for you to have a chance to hear any important information that happened during your child's school day.

## ***STUDENT LEARNING***

### **HiMama**

Enchanted Castle Preschool utilizes the HiMama application for curriculum, daily activity reporting, communication with parents and teachers. Everything from naps and feedings to science experiments and milestones, it will provide you with a daily snapshot of your child's day here at school. You will receive a complete daily report at the end of the day electronically, so that you can enjoy it whenever, wherever you are! Teachers will be able to keep you in the loop about your child's needs and upcoming events in their class.

- o Use HiMama's free parent app (iOS & Android) so that you can check in during the day.
- o Add "crew members" & customize their access so other family members can be involved in your child's day from anywhere!
- o Send messages to your child's teachers and comment on pictures of your child.

Want to learn more? Great! You can visit the HiMama.com where you can find HiMama's page dedicated to Internet Safety, a FAQ page with answers to frequently asked questions, as well as a Contact Us page if you have specific questions.

### **Staff Qualifications**

Each staff member has received certificates in First Aid and CPR. Staff members also take classes in Child Abuse and Neglect, Signs of Illness, Sudden Infant Death Syndrome, Nutrition, Building and Physical Premises Safety, Emergency Preparedness, Medication Administration and Allergies, Shaken Baby Syndrome. All staff have received a Washoe County Sheriff's work permit card and are registered with the Nevada Registry and are required to take 24 hours of childcare training each year.

### **Clothing and Personal Items**

We ask that all children be dressed for art and outside play. We do use smocks for art, but children still get messy sometimes. No matter the season, we do go out in all types of weather as children need fresh air and time outdoors, even if it is only for a few minutes. The only times we do not go out is when the air quality is poor or severe storms occur. All students participate in outdoor play, we cannot keep your child inside while everyone else is outside.

Please apply sunscreen to your child before school on sunny days. You can also leave a labeled sunscreen in the classroom, so the teacher(s) can reapply it on your child in the afternoon. If you do not bring sunscreen to school, we cannot use another sunscreen on your child. There is no sharing of other children's sunscreen allowed.

We would like you to provide at least one complete outfit for your child that is appropriate for the season in case of an accident. Accidents can occur at any age, and it is best for your child if he/she has his/her own clothing to change into. If your child has an accident, we will bag the soiled clothing to be washed at home. Please remember to label all extra clothes kept at school.

All students must wear closed toe shoes. Sandals where their toes are covered and have a back strap are allowed. Flip flops are NOT allowed for your child's safety. If your child comes in flip flops, we may ask you to bring a different pair of footwear.

Your child needs to bring a clean blanket at the beginning of the week for nap/rest time. We want your child to be comfortable and relaxed while napping or resting. Please take the blanket home at the end of each week to be washed. All children can bring one toy to cuddle with during nap time (stuffed animal, baby doll, etc.) Children should bring their napping toy home every day as the school is not responsible for lost toys.

Other personal toys from home (cars, figurines, dolls, etc.) are NOT allowed at school for any reason. Your child's toy may get lost or damaged while at school and can be distracting to your child and other students. Please leave miscellaneous personal items at home or in your car for when your child goes home.

### **Cubbies**

All children have a cubby at school to store their personal belongings. Jackets, extra clothing, blankets, napping toys, will be kept in your child's cubby. Lunches and water bottles can be stored in designated areas in your child's classroom. Please make sure you check your child's cubby daily.

### **Safe Sleep Policy**

Infants 6 weeks through 12 months of age

- Babies will be placed to sleep in safety-approved cribs and on firm mattresses.
- Only one baby will be placed to sleep per crib.
- Staff will visually check on sleeping babies often.
- The room will be kept at a temperature that is comfortable for a lightly clothes adult.
- All healthy babies will be placed on their backs to sleep.
- Babies will always be placed on their backs to sleep, but when they are able to turn over the baby will be allowed to sleep in their preferred position.
- A doctor's note will be required if a baby needs to sleep in a position other than on their back.
- Babies cannot be swaddled.
- If you would like your child to use a sleep sack, you may send one to school for the week.
- If a parent/guardian would like to have a blanket for their child rather than the sleep sack, the parent must supply a blanket that is big enough to be tucked in along the sides and the foot of the crib.
- If using a parent, when babies are put to sleep, the baby's feet will be placed at the foot of the crib and the blanket cannot come up higher than the infant's chest.
- Thick or loose bedding shall not be kept in a safe sleeping environment.
- Cribs will be free of toys, stuffed animals, and extra bedding.
- If an infant falls asleep in a place that is not a safe environment, the teacher shall promptly move the infant and lay the child on their back in their safe sleep environment.
- The American Academy of Pediatrics recommends; consider offering a pacifier when placing the infant down for nap and sleep time. If the infant refuses s/he should not be forced to take it. If the infant falls asleep and the pacifier falls out of the infant's mouth, it should be removed from the crib and does not need to be reinserted. A pacifier has been shown to reduce the risk of SIDS, even if the pacifier falls out during sleep.

- Pacifiers should never be coated with any solution and should be cleaned and replaced regularly.
- Supervised tummy time will be given to awake babies. Tummy time will help babies strengthen their muscles and assist in typical development.

\* These policies have been adapted from Safe Sleep-Easy Steps for Caregivers, Source: Healthy Childcare America, [http://www. Healthychildcare.org](http://www.Healthychildcare.org); Safe Sleep Practices and SIDS/Suffocation Risk Reduction, Source: Caring for Our Children, 3<sup>rd</sup> Edition Standard 3.1.4.1; and The American Academy of Pediatrics. Task Force on Sudden Infant Death Syndrome, Pediatrics 123:188.

### **Infant Bottle Feeding (Infant room only)**

Frozen breastmilk can be placed in the freezer in a gallon Ziploc bag with your child’s name on it. If using frozen breastmilk for your child, please bring enough clean, assembled bottles for every feeding your baby will have during their day at school. We do not wash bottles for health and safety reasons, and we are not allowed to reuse bottles from previous feedings. If you are using formula, bottles need to be premade, enough for each bottle feeding your child will have during their day at school. For health and safety reasons we do not mix formulas.

### **Bottles after 1 year (Cubs and Bobcats only)**

We prefer children are no longer on a bottle when they move into the Cub room. If your child is still in this transition, we will help make it as smooth as possible. You may bring a premade bottle clearly labeled with your child’s name to be stored in their lunchbox with an ice pack and will be offered per parent’s instruction.

### **Breastmilk after 1 year (Cubs and Bobcats only)**

If your child still drinks breastmilk after age 1, we will help them with this transition. Their cup or bottle must be clearly labeled with their name. They may sit at the table on their own to drink their milk.

### **Diapers and Wipes**

Parents need to supply 2 packs of wipes a month and diapers/pull-ups for children who are not fully trained in using the toilet. Students who use diapers or pull-ups must have parents or guardians bring in large packs and teachers will notify you when your child’s supply is getting low. If you need your child’s teacher(s) to apply diaper cream on your child, please bring it in with your child’s name written on it and instruct your child’s teacher(s) on when to apply the cream or ointment.

When your child is toilet learning, we ask that you send in Pull-Up brand training pants with tear away sides. Please make sure your child has plenty of extra clothes during toilet learning as accidents do occur.

### **Toilet Learning Agreement**

#### **Signs your child is ready:**

- ✓ Shows an interest in the toilet.
- ✓ Can recognize when their diaper is wet or soiled.
- ✓ Stays dry for long periods of time.
- ✓ Can pull his/her pants up and down on their own.
- ✓ Wants to be independent.
- ✓ Can use consistent words or gestures to communicate.

### **Enchanted Castle staff will:**

- Be supportive and encourage your child to be successful.
- Treat accidents as teachable moments because they do and will happen. We will try our best to learn your child's signals to help them make it on time and encourage them to be independent in changing their own clothes.
- We will have regularly scheduled toileting times during each day, and on demand visits to the bathroom when needed.
- Communicate with parents on a regular basis either through verbal conversations or through written notes, especially the Toileting Log near the bathroom entrance.
- Commit to try for 1 month and assess how your child is doing after that time.

### **Parents agree to:**

- Bring their child to school in underwear. This will prepare them for the day at school. If a pull-up or diaper is worn on the drive to school, please change your child into underwear when dropping them off. We prefer that underwear rather than pull-ups be worn at school.
- Provide at least 3 changes of clothes labeled with your child's name, including pants, underwear, and socks **daily**. An extra pair of shoes is suggested. All soiled clothes will be bagged and put in your child's cubby to be taken home and washed at the end of each day.
- Have your child wear clothes without buttons, snaps, belts, or one-piece clothing.
- Begin toilet learning at home the weekend before toilet learning happens at school. Having time at home first helps your child know that we are all on the same page. Let us know and bring in any form of reinforcement you use at home (treats, prizes, sticker charts, etc.)
- Provide diapers or pull-ups for nap time unless your child can stay dry for several days while napping.
- Commit to try for 1 month and assess how your child is doing after that time.

**A copy of our Toilet Learning Agreement, with signature page, can be provided for your child if needed.**

### **Lunch and Snacks**

We ask that all parents send a cold lunch each day for their child in a lunchbox with their name on it. Please make sure your child has an ice pack in their lunchbox if there is anything perishable. We ask that you send a nutritious lunch with your child. Please do not send candy, soda pop, or other "junk food" with your child. If you need suggestions, ideas, or additional information, please visit [myplate.gov](http://myplate.gov).

We provide two healthy snacks for your child each day. One snack is served mid-morning and the other is served after nap time. Our monthly snack calendar is posted in our front office and in each classroom. If you have any questions or concerns, do not hesitate to ask.

All student allergies are posted in each classroom and are updated frequently. If your child has an allergy, please inform the front desk staff. If your child's allergy limits them from eating something on our snack menu, we ask parents to bring extra foods in their child's lunchbox that are safe to eat and can let us know what is not allowed to eat on our snack menu to help keep your child safe.

If your child would like to bring in a special treat for his/her birthday, please arrange this with the teacher to be aware of any food allergies in your child's class. Treats must be store bought according to the Washoe County Health Department to prevent allergies and food borne illnesses.

### **Physical Activity**

Enchanted Castle provides opportunities for periods of structured and unstructured active play both indoors and outdoors daily. Physical activities such as crawling, walking, climbing, jumping, running, playing on toys with wheels, dancing, yoga, movement games, movement songs, playing with a ball, etc. build muscles, improve balance, develop both gross and fine motor skills and encourage an active lifestyle.

### **Transitions**

Our classes are grouped by age. Children who grow and learn with the same group of children show strong connections and relationships with others. They also have more confidence working with their peers. The younger students, infants to 2 years of age move up on their birthdays. Children 3 and up move together as a group to the next class in August.

Within one month of children transitioning from one classroom to the next, parents will receive a Transition Note which states the date your child will move, what their new tuition will be, who their teachers will be, and when their transition period will happen. A transition period is 2 weeks for infants or one week for students 1 year and older, prior to their final moving date to their new classroom. This transition period will allow your child to spend time in their next classroom to become familiar with the teachers, classmates, and environment. Your child's transition will happen at various times of the day, so they experience different aspects of their new class.

### **Transition to Kindergarten**

Washoe County School District requires your child to be 5 years of age by September 30<sup>th</sup> of the upcoming school year to be eligible to attend. If your child does not meet this requirement, we plan on your child staying with us for the next year. If your child meets the requirement, we do not plan on your child staying with us after our Teacher Workday (the Friday before WCSD Kindergarten school year begins). They will not be able to continue to attend One World and we do not recommend holding children back from starting Kindergarten.

### **Parent Visitor Policy**

Enchanted Castle Preschool has an open-door policy meaning parents may visit their child at any time. However, we do ask that parents please refrain from visiting at nap time between 12:00 and 2:30. If any visits become disruptive to the class or your child does not respond well, teachers or staff may recommend parents reconsider visiting during school hours.

This visitor policy is to ensure the safety of our staff and students while limiting disruptions to the students' classroom schedule. Our policy requires ALL visitors to show their identification to a front office staff member for verification, and to sign in at the front office before visiting students and teachers. The sign in sheet is in the binder by the front desk check in computer. All visitors must sign in with the date, time, class visited, and sign out with the time when leaving the building. If one of the office staff members is not available, visitors can schedule a visit for a later time or date. Please notify the front office of visits from extended family

members. We also ask that parents refrain from staying for long periods in the classroom at drop-off or pick-up. Drop-off should be brief to allow children to start their day and to limit disruptions in the classroom.

### **Parent Involvement**

Enchanted Castle holds several family events for students at our school during the year. Some events are during the school day as part of our curriculum, and some are after hours. Parents and family members are always welcome to attend and participate at these events. These might include Fall Festival, Pumpkin Patch Night, Trick-or-Treating, Friendship Feast, Christmas Performance, Easter Egg Hunt, Pre-K Graduation, Family BBQ, Parent's Night Out. Others may be created throughout the year and families will be notified through the HiMama app.

We encourage attendance at these events to help students show pride in their school, the work they do through learning and the friendships they make. Parent involvement helps build a sense of community between school and home for students, parents, and teachers.

### **Students with Special Needs**

If your child has any special needs, Enchanted Castle would like a staff member to attend IEP/IFSP meetings. A current copy of your child's IEP/IFSP needs to be in your child's file to share with teachers. Enchanted Castle encourages visits by any outside agencies such as: Occupational Therapists, Speech Language Pathologist, Physical Therapists, Feeding Specialist, and Behaviorists. Collaborating with these agencies helps students increase success in areas of need.

Please inform the administration of any special needs your child(ren) may have upon enrolling. If your child has an IEP/IFSP, and meetings may require attendance of teachers or staff, we are happy to participate to help your child in any way we can.

### **Discipline**

We understand that children sometimes act out or become disobedient at times. We use redirection as our main form of discipline. We find that redirection works in most situations with children. Should a situation require more attention or is reoccurring daily, a parent conference will be required to set a plan of action to help resolve the situation.

### **Suspension and Expulsion**

Our teachers and administration work extremely hard to find solutions to help our students in the best way possible for each individual child. There may be times when a child needs to take a walk in the school with a staff member or take a break in the office to calm down. We try to limit these instances but sometimes it is unavoidable and is best for the child at that moment.

Our school prides itself on providing a safe and loving environment. There may be times when a child needs to be sent home due to safety concerns. If the school feels that the child, other students, or staff members are in a dangerous or unsafe situation, the child may need to be picked up by a parent or guardian. Teachers and administration will work with families to help support the child with the best course of action for their child.

### **Parent Conferences**

Parent conferences are held on an as needed basis. This gives the teachers and parents a chance to sit down and talk about the progress of your child. This is a good time for questions, ideas, concerns, and noting growth and development made by your child. It is important for our center to work with you to help your child to have a happy, healthy, early childhood experience at our school.

### **Extracurricular Activities**

We offer extracurricular activities at our school for an additional fee. All fees are paid directly to the teachers of the extracurricular classes. Payments can be dropped off in the payment envelopes in the front office.

- **KidBright** with Ms. Jessica is held on Tuesday mornings. Children 2 years and up can enroll for the 30-minute class offered once a week. A free trial is available for your child before signing up. Ms. Jessica does offer sibling discounts. Ms. Jessica incorporates music, movement, games, and obstacle courses that help your child improve fine/gross motor skills, hand-eye coordination, rhythm, balance, teamwork skills, and self-confidence.
- **Soccer Shots** is held on Thursday mornings in 8-week sessions. Children 2 and up learn soccer skills in fun ways with their coach. This helps with coordination, gross motor skills, and physical fitness.
- **Little Star Dancers** with Miss Louise on Thursday mornings. Children 2 years and up can enroll for the 30-minute class offered once a week. A free trial class is available for your child before signing up. Miss Louise teaches different styles of dance and incorporates fun activities.

## PARENT POLICY AGREEMENT

### Regulations and Policy Agreement

Thank you for giving us the opportunity to work with your family. We strive to provide your child with the highest quality of care in a safe, nurturing environment. Your child will grow and learn at Enchanted Castle with a feeling of respect, love and guidance from our staff. We are excited to build a relationship with your family.

*By signing below, I have read, understand, accept, and agree to abide by Enchanted Castle Preschool regulations and policies in the handbook provided.*

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

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

### Photograph Permission

I give permission for my child to be photographed during school activities in the classroom or on field trips to be posted on HiMama. **\*\*If you do not grant permission, write "refuse" on the signature line\*\***

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

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

### Immunization Agreement

I understand that a current immunization record must be on file prior to leaving my child in care and that a statement of good health from a physician or nurse is required within 30 days of enrollment. I also understand that failure to provide or keep these records current may result in exclusion of my child from the program.

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

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



# STUDENT INFORMATION FORM

Child's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Born prematurely?  No  Yes *If yes, how many weeks?* \_\_\_\_\_

Living Situation: \_\_\_\_\_

Allergies (Food/Medical), if any: \_\_\_\_\_

Medical conditions, if any: \_\_\_\_\_

Medications regularly taken, if any: \_\_\_\_\_

Special Needs, if any: \_\_\_\_\_ Current IEP/IFSP:  Yes  No

*If yes, please provide a copy for your child's file and for teachers and staff to become familiar with your child's needs.*

Doctor: \_\_\_\_\_ Practice: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Preferred Hospital: \_\_\_\_\_

I give One World Children's Academy permission to seek emergency medical attention, at my expense, for my child if necessary.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Parent/Guardian Name (First and Last): \_\_\_\_\_

Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent/Guardian Name (First and Last): \_\_\_\_\_

Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Email address: \_\_\_\_\_

**Emergency Pick up** List people who can assume responsibility for your child and have your authorization to pick up your child.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

# Enchanted Castle Preschool's Rate Sheet

Effective April 3, 2023

<u>Classroom/Age Group</u>	<u>Weekly Rate</u>
<b>Infants</b> 6 weeks to 12 months	\$275.00
<b>Cubs/Bobcats</b> 12-18 months/ 18-24 months	\$255.00
<b>Tigers</b> 2-3 years	\$240.00
<b>Bears, Lions, Wolves</b> 3-5 years old	\$225.00
**Rates are subject to change each year**	

- All classes have a non-refundable deposit, equal to the amount of 1 week's tuition to hold a spot and will be applied to your first tuition payment upon starting.
- Sibling Discount: 10% off the oldest child(ren)s tuition. \*\*Only one 10% discount will apply per family\*\*
- Military discount for active duty and retired is 10%.
- Late tuition payments will result in a \$5 late fee for the week and will be added to your account if not paid by the end of the day Tuesday.
- If parents/guardians arrive after 6pm they will be charged \$3 per minute.
- Enchanted Castle is closed on average, 13 days per year. The holidays are included in tuition, there is no deduction.
- In the case of a "Snow Day", parents will not be charged for that day. If paid in advance a credit will be applied towards the next tuition invoice.
- No credit given for delays or illnesses.
- Full-time students will receive one week of vacation (5 days) credit per year.
- Two weeks' written notice is required when withdrawing your child from One World. Balance of tuition is due by the last day of attendance. Vacation time may not be used in lieu of two-week notice.
- If the balance of tuition falls behind more than 2 weeks, payment arrangements will need to be discussed and put in writing with management.
- Refusing payment arrangements with management, or failure to pay beyond 2 weeks of delinquency may result in forfeiting your child(ren)s enrollment at One World and your account being sent to collections.

# Tuition Policy Agreement

*I have read, understand, and agree with Enchanted Castle Preschool tuition rates and policies.*

Parent/Guardian Printed Name: \_\_\_\_\_

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

Parent/Guardian Printed Name: \_\_\_\_\_

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

# Buggy Ride Permission

*(Infant to 2 years)*

\_\_\_ I **DO** give permission for my child to go on a buggy ride within a half mile radius of Enchanted Castle Preschool.

\_\_\_ I **DO NOT** give permission for my child to go on buggy rides.

Child's Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

# Walking Field Trip Permission

*(2 years and up)*

\_\_\_ I **DO** give permission for my child to go on Walking Field Trips within a half mile radius of the Enchanted Castle Preschool.

\_\_\_ I **DO NOT** give permission for my child to go on Walking Field Trips.

Child's Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## Parent Checklist

\_\_\_\_\_ Read Parent Policy Handbook – keep for your reference.

\_\_\_\_\_ Completed forms from Parent Handbook returned to Enchanted Castle

- Parent Policy Agreement, Photo Permission, & Immunization Agreement signature page
- Student Information Form
- Tuition Policy signature page
- Buggy Ride, Walking Field Trip, permission form

\_\_\_\_\_ “Well Child” note from a medical professional.

- Fax is the easiest way to send to Enchanted Castle (855) 319-0886

\_\_\_\_\_ Immunization record

- Fax is the easiest way to send to Enchanted Castle (855) 319-0886
  - Enchanted Castle is an authorized user of WebIZ to retrieve immunization records.

\_\_\_\_\_ Complete lunch with ice packs to keep food cold (12 months to Pre-K)

\_\_\_\_\_ Water bottle (2 years & up) or Sippy cup (12 months to 2 years).

\_\_\_\_\_ 2 packs of wipes (100 count per pack minimum)

\_\_\_\_\_ Large pack of diapers (Infants to 2 years) or Pull-ups (2 years & up)

\_\_\_\_\_ Complete change of clothing to be left in cubby at school.

- If your child is toilet learning multiple changes of clothes will be needed including shoes.

\_\_\_\_\_ Nap blanket.

\_\_\_\_\_ All items need to be labeled with your child’s full name or initials.