

Happy Time Preschool & Daycare
A ministry of Cedar Valley Church
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PARENT HANDBOOK

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Policy Manual

Updated Fall 2022

Dear Parents,

Welcome to Happy Time Preschool and Daycare. As our name implies, our goal is to provide a safe, emotionally positive environment where children can grow and be happy and where parents/guardians can feel at ease, being happy, knowing their children's welfare is our top priority when they cannot be present. Happy Time is a Christian-based center built upon and implementing Christian values and Biblical principles. Happy Time has been an important ministry of Cedar Valley Church (CVC) since 1972.

Happy Time's beginning age is six weeks continuing through to graduation into kindergarten. An elementary program is also available to students in kindergarten through fifth grade before and after school, along with during the summer months. The style we employ is age-appropriate training within children's age groups. Each group has their own room, teachers, activities, and schedule. Each class moves, learns, plays and naps in their room as one group.

Our style falls within Iowa codes and is licensed by the state annually. Our staff is trained in First Aid, CPR and the proper handling of blood borne pathogens. They are also required mandatory child abuse reporters. This means we assist the Iowa Department of Human Services with information to protect your children from harm. The Waterloo Fire Department also inspects us annually for safety.

Our hope is that Happy Time Preschool and Daycare may provide you and your children with the services you need.

You are welcome anytime,
Happy Time Staff

STATEMENT OF PURPOSE

Happy Time Preschool is a ministry of Cedar Valley Church. Cedar Valley Church strives to help everyone BELIEVE in the forgiveness found in Christ Jesus; BELONG to a loving church family; and BECOME more and more like Jesus. Happy Time Preschool and Daycare seeks to provide a quality education in a Christian environment.

We desire to strengthen families, meet the individual needs of each child and promote the growth and development of the total child cognitively, physically, socially, emotionally and spiritually. We desire to model Christian values and principals.

EDUCATIONAL PHILOSOPHY

Happy Time is a Christ-centered program, which recognizes Jesus as the source and authority of the truth in all ages of learning. Therefore, the Happy Time program explores God's world through literature, social relationships, health, science, community, Bible, art, music, puppets, drama, motor, math and free-play activities.

- Quality early childhood education meets the total needs of the individual child. Our educational philosophy is based on the following principals:
- Children learn best through play and actively participating in and interacting with their environment.
- Children learn all day long - during teacher-directed activities and child- selected activities.
- Children learn in a variety of individual ways using all five senses within a positive, stimulating environment that is designed to enhance their self-esteem and self-confidence.
- Young children are "hands on" learners. They need to investigate and create with a variety of three-dimensional materials. We encourage young children to explore number concepts, letters, sounds, shapes and colors in a way that is appropriate for their developmental level.
- When parents ask, "What did you do all day?" and children respond, "We just played," we know that we have done our job well - for play is the work of children!

We ask that children are here by 9:00 a.m. each day for them to take full advantage of the preschool time. If you are going to be later than 9:00 a.m., please communicate with the teacher ahead of time, or contact the Happy Time Office so we can order your child a lunch if necessary, or at least know not to worry about where they are at.

It is not a good idea to bring your child right at naptime. This causes confusion and frustration for your child and your child's teachers. It is best to get them here at least a half an hour before naptime so they can gradually prepare themselves with the rest of the children.

We encourage unlimited access to all parents at all times.

AREAS OF DEVELOPMENT

Large Motor: To help the child strengthen large motor abilities in throwing, catching and kicking a ball, skipping, jumping, galloping and walking on a straight or curved line.

Small Motor: To help the child further develop eye-hand coordination. The emphasized areas will include cutting, drawing with crayon or pencil, painting, finger plays, action songs, putting on and fastening clothing, pouring skills, tying shoes and tracing.

Social/Emotional Development: To help the child develop an attitude of sharing. To help each child strengthen his/her self-concept. To help the child use words to communicate needs and feelings to peers and

teachers. To increase the child's feeling of independence and autonomy in making decisions. To help increase participation in associative play (playing together with peers).

Cognitive Development: To help the child increase his/her ability to listen to and follow directions. To increase the child's recognition of letters in the alphabet and their phonetic sounds. To help each child identify his/her first and last name, then proceed to printing both name and address. To lead the child in recognizing numbers and counting at an age-appropriate level. To increase the child's knowledge of seasons and changes that occur in our weather. To increase the child's use of verbal labels for the objects in the world.

BEHAVIOR MANAGEMENT

Children learn what they live. Our example of honest and fair action with all children, loving and calming words and gentle hugs of encouragement are the most powerful ways we teach children how to live in the world. Our discipline plan teaches children to respect themselves and the rights of other children and staff. Children are encouraged to develop self-control over their behavior. Teachers encourage positive behavior in the following ways:

1. Recognizing what behavior is inappropriate and redirecting the behavior to appropriate activity choices.
2. Praising and rewarding appropriate behaviors.
3. Allowing children to experience natural and logical consequences of their behavior.
4. Expecting cooperation for specific privileges. Defining boundaries clearly and consistently. Providing "time out" for children who are endangering themselves, other children or the staff.

Parental conferences will be scheduled if there are behavioral concerns for a child. A plan will then be developed to assist the child towards more positive behavior.

The goal of discipline is to teach children self-control through training and instruction.

Rewards: We reinforce desirable behavior by praising the child or rewarding him/her. When a child realizes that positive attention comes from appropriate behavior, that behavior is more likely to continue.

Discipline: Discipline is a form of teaching that directs children toward acceptable behavior. It is one tool a teacher uses to assist the child in development. There are several ways to apply discipline. One of these areas is "time-out" (to remove from the situation). The duration in minutes the child is to be in time-out is equal to the child's age in years. Our staff will implement discipline in the most positive manner possible. No corporal punishment, physical discipline or verbal threats shall be used. We also believe that raising our voice in a harsh manner only frightens them, distracts them from the problem or even stimulates them to further misbehavior; therefore, reasonable voice tones are maintained.

Severe Misbehavior: In the event of severe misbehavior, which is defined as physical abuse by the child towards another child or adult, Happy Time's policy is to contact the parent(s)/guardian(s) and together formulate with them a plan to positively change the misbehavior of the child. Successful results are due to a collaborative effort between staff and parents/guardians.

First Offense: A contact will be made by the teacher with the parent(s)/guardian(s) of the offender and a note will be placed in the child's record.

Second Offense: A written notice from the office will be given to the parent(s)/guardian(s) of the offender. A second note will be placed in his/her record.

Third Offense: A call will be made to the parent(s)/guardian(s) of the offender so that they can possibly deal with the child directly by phone. A second written notice from the office will be forthcoming. A third note will be placed in the child's record.

Fourth Offense: A phone call will be made to the parent(s)/guardian(s) of the offender so that the

parent(s)/guardian(s) can immediately pick-up their child. A discussion between the Director and parents may be necessary to determine alternative arrangements.

ENROLLMENT

Admission: Entrance is available to children ages six weeks through five years, without regard to race, color, religion, national origin, economic status or sex.

The child's age on September 15 determines his/her placement for that year. (For example, a child must be 3 years old by September 15 to be admitted into the Juniors class, etc.)

Classes are filled on a first-come/first-served basis according to the date of enrollment with the business office. Enrollment is determined by payment of the annual registration fee, discussed below.

If the classes are filled when a parent calls, the child's name will be placed on a waiting list. As vacancies occur during the year, they are filled from the waiting list or from new registrations, according to the above procedures.

A child is eligible for the program unless a special need is present, or arises, which the program is not designed to handle and the school determines it is unable to meet. Parents are responsible for advising the school of special needs.

An up-to-date immunization form and physical form must be submitted by the parent/guardian. Both forms are necessary for a child prior to admission to Happy Time and on an annual basis.

All children in the Juniors classes, age 3 by September 15, should be working towards self-toileting. Those having trouble in this area can wear diapers/pull-ups (with a spare pair or two in the backpack). All children in the Pre-K classes, age 4 by September 15, must be self-toileting.

Registration: Payment of the annual \$25.00 registration fee per child is required to secure a place in the program. This fee may be paid by cash, check or money order made payable to "Happy Time". This fee is non-refundable.

This is based on the school year beginning in late August and running through to the end of our summer program. Your Summer Program registration must be submitted before May 1st to be considered on the yearly registration fee.

The business office reserves the right to impose a \$20.00 charge for all returned checks.

Tuition: Those enrolled are issued bi-weekly statements. Tuition is expected whether your child is in attendance. **Payment is expected within 5 days** following the issuance of statements. Payments can be placed in the locked box located near the Happy Time offices. A five-dollar late charge is added for any outstanding balance. Happy Time does contract with a credit bureau. If these services are necessary to use, the client is liable for any other service fees on all past due accounts.

Late Payment Communication: It is the responsibility of the parent/guardian to communicate with the business office regarding late payments. If you are not able to make a payment on time, you must call the business office ahead of time to make the office staff aware of your situation.

Families must have a zero balance or a plan of payment with the business office before the sessions of:

Fall (new school year)
January 1
May 31 (the end of our fiscal year)

WITHDRAWING FROM HAPPY TIME

A two-week written notice with balance paid in full is required for withdrawal from Happy Time. Forms are available from the Business Office and are to be returned to the Business Office. If a two-week notice is not given, a two-week daycare bill may be charged.

RATES AND CONDITIONS

Student Ages: 6 weeks through 5 years

Daycare Hours: Monday through Friday 7:00 a.m. to 5:30 a.m. (A \$1.00 late fee will be charged for every minute exceeding 5:30 p.m.)

Breakfast is served 7:15 AM - 7:40 a.m. in the gym/cafeteria. Food is not permitted in the classrooms unless prearranged with the lead teacher; this includes birthday treats.

During the school year, the educational program begins at 9:00 a.m. Children should arrive punctually to take full advantage of our educational program. Please call the office to notify the classroom teacher of late arrival or absence.

Happy Time will be closed for the nationally observed holidays of New Year's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Thursday and the following Friday; Christmas Eve and Christmas Day. Please note, if New Year's Day, July 4th, Christmas Eve, or Christmas Day fall on a weekend, PLEASE NOTE- Happy Time will be closed the Friday prior to or the Monday following the holiday.

Happy Time will be closed the Friday before the new school year starts in August; in order for teachers/classrooms to train and prepare for the new school year.

Rates: Happy Time has a flat weekly rate system

Morning Preschool Only Rates (4-5 days a week)

3-5 mornings a week \$72.00

Beginners 8:00-11:00 AM

Juniors 8:00-11:00 AM

PreK 8:30-11:50AM

Preschoolers staying later than their scheduled time will be billed \$1.00 a minute unless prior arrangements are made with the Director.

Preschool and Daycare Weekly Rates (4-5 days a week)

Infants (6 weeks and up) \$196.00

Toddlers (12 months and up by Sept. 15) \$196.00

Beginners (24 months by September 15)

\$186 2nd child \$168

Juniors (36 months by September 15)

\$171 2nd child \$154

Pre K (48 months by September 15)

\$160 2nd child \$144

Happy Time's fiscal year is June 1 - May 31. An increase may be reflected in our tuition rates at any time with at least 30 days written notice from the office. Any changes to these rates may occur at the following times: the beginning of the calendar year (Jan. 1st), or the beginning of our fiscal year (June 1st), or the beginning of a new school year (late Aug.).

10% Discount Coupon

When you refer a new family to our center, you will be rewarded a coupon good for 10% off two weeks of tuition. This coupon will be delivered to you after 30 days of the new student's attendance. We appreciate your business and good word!

Contact the Happy Time Office for more information regarding our 10% church member discount.

Online Payment Option

You may set up an online payment. Contact the Business Office at htbusiness@cedarvalleychurch.net for more information.

GRATIS WEEK

Gratis Agreement: ("Gratis" being free service from Happy Time.) It is a special gift given to families who have chosen Happy Time and are financially current in paying their balance.

The gratis week must be used in one-week blocks and your child cannot attend Happy Time during that week. Your balance must be paid in full for the gratis week to be granted. The request forms must be submitted two weeks prior to the week of use and be pre-approved by the business office. Pick up your gratis request form at the Happy Time Office. New students to our center must be in attendance at least 30 days before a gratis week may be granted.

The Gratis weeks are granted as follows:

Full Time year-round (school year & summer) students will receive:

- one gratis week to be used during the school year
- one gratis week to be used during the summer

Full Time school year (August-May) students will receive:

- one gratis week to be used during the school year

Morning Preschool only students will receive:

- one gratis week to be used during the calendar year

During the weeks of Thanksgiving and Christmas the children who are enrolled on a Full-Time status, 4-5 days a week, will be charged the Part Time rate if Happy Time is only open three days during those weeks.

LUNCH POLICIES

Happy Time must abide by the USDA's Child and Adult Care Food Program (CACFP) guidelines to maintain its licensure by the State of Iowa. Happy Time is open from 7:00 a.m. – 5:30 p.m., serving breakfast, morning snack, lunch and an afternoon snack. Much of a child's nutritional intake may occur at the daycare center.

Lunches are prepared within CACFP's guidelines for nutrition. Protein and calcium requirements along with fruit and vegetable servings are monitored closely. To ensure that each child is consuming the nutritional requirements, Happy Time has adopted an age-appropriate policy. The children will be encouraged to try either some of each serving on the lunch tray including the serving of milk or eating all of two servings including the milk before participating in interactive playtime or eating dessert, which has little nutritional value.

Cold lunches brought from home for children under five years of age must be monitored by the lead cook and will be supplemented, if necessary, to ensure that the CACFP guidelines are maintained. Please do not send lunch items that need to be warmed or refrigerated. Send an ice pack when needed. All the regulations for eating stated above will apply.

Also, parent(s)/guardian(s) supplying the home lunch must notify the child's teacher as to the lunch adjustment. All perishable items must be placed in the lunchroom refrigerator by the parent/guardian to avoid spoilage or contamination. The child's lunch should be clearly marked to show ownership.

WHAT TO WEAR AND BRING

Children should wear comfortable, washable play clothes in which they are allowed to get dirty. Many learning centers can be messy, and children should not be afraid to participate for fear of getting dirty.

Label Clothing: Please label all clothing items which your child may remove at school, including hats and mittens, sweatshirts, sweaters, etc., with your child's name or initials. Please do the same for any item your child brings to school (e.g., Show and Tell, extra layers of blankets, etc.)

Backpacks: Children should bring a flexible backpack, which is open at the top and remember to label it with the child's name or initials. A complete change of clothes, including shirt, pants/shorts, underwear, socks and tennis shoes, should be stored in the backpack daily. These items should be replenished as they are used. Your child's assigned "cubbie" was designed as a mailbox (not a place to keep their extra clothes). You will find memos, billing statements, and other information there from time to time. Please check daily when your child is in attendance.

Footwear: Children should wear supportive shoes. Rubber-soled shoes (tennis shoes) are best for running and climbing. For safety, flip-flops, jellies, boots, slip-on tennis shoes, and shoes with heels are not recommended. We are not liable for accidents that could be prevented with proper shoes. A child may need to sit out during an activity if the proper footwear is not worn.

Naptime Bedding: (Omit for Morning Preschool Students) Each child needs to bring a sheet and blanket for naptime. Bedding should be brought to school clean on Mondays and will be sent home to be laundered on Fridays. Please label your child's name on his/her bedding. Bring a fitted crib sheet and blanket to cover up with. A small pillow and/or soft napping toy are optional.

SCHOOL SUPPLIES

A school supply list will be made available by your child's teacher. We appreciate the supplies you can provide. There may also be a monthly supply list provided by your classroom teacher. Again, we appreciate the supplies you can sign up for and provide.

WEATHER

We plan to go outside for a period of time each day, weather permitting.

Cooler Weather- the limit to which children will enjoy the outdoors is upon the Director's and Lead Teacher's discretion. Exposure to cold, when appropriately dressed, helps to kill germs that cause colds and flu. In cooler weather please label and send appropriate clothing including a warm coat, a hat and mittens. Please send boots on snowy days (when announced by the teacher).

Hot Weather- we plan to utilize outdoor play while the days are warm. Our summer program includes fun water days. We become very cautious when the heat index reaches 90 degrees. We require that physical activity slows down, exposure to heat and sun be shortened and plenty of water is consumed (even if the child claims he or she is not very thirsty). Please apply sunscreen to your child before coming to school. We will reapply it after nap if you have provided a bottle for your child here at Happy Time.

FIELD TRIPS

Iowa law states that children under age 6 must be in an approved car safety seat. Children under the age of 2 will not participate in any field trips off campus. Preschool and daycare classes (ages 2-5) will use the rental of a school bus or CVC's passenger vans for any field trips scheduled. Car seats must be utilized if the church vans are used for trips. All Happy Time children participating in field trips will need a signed permission slip in the office before being able to participate. A field trip fee will be applied to your bill. Look for field trip information in the monthly newsletters.

MEDICAL AND EMERGENCY PROCEDURES

Health

1. Your child's immunizations should be kept up to date. You must be able to provide a record of your child's immunizations with an original doctor's signature prior to enrollment (no copies).

2. The preschool/day care is a place for well children. Children who become ill at school will be moved to a quiet area, such as the office, and will receive the necessary attention until parents can be notified. Please make arrangements to pick up your child as soon as possible to protect the health and well being of others at Happy Time.

3. If a child develops any of the following symptoms during the day, our staff will contact the parent/guardians to make arrangements to pick up the child. Symptoms requiring absence or removal of a child from the childcare setting are:

Fever- No child with a fever over 100.4 degrees should be sent to school. Also, the child needs to be FEVER FREE (WITHOUT MEDICATION) FOR 24 HOURS BEFORE THEY RETURN.

Diarrhea- runny, watery or bloody stools.

Vomiting- two or more times in a 24-hour period.

Sore Throat- with a fever.

Swollen Glands, Persistent Coughing- A child with a "heavy" cold and a hacking cough or if the child gets red or blue in the face or if the child makes a high-pitched whooping/wheezing sound.

Eye Discharge- a thick mucus drainage or pinkeye. (Must have antibiotic eye drops for 24 hours before returning);

Any contagious disease or condition- including ringworm, impetigo, lice, pinkeye, etc.

Yellowish Skin or Rash- A rash may be the first sign of one of the many childhood illnesses. Do not send your child to school with a rash until your doctor has said it is safe to do so.

Any condition that keeps the child from feeling well enough to enjoy being with a group of children- The classroom teachers and/or director may determine that your child is not well enough to be at school.

4. Keep the child home if there is any vomiting or diarrhea. It is recommended that you keep your child home until food has been kept down for 24 hours. A sick child with diarrhea, vomiting, or fever should be free of symptoms and medication- free for 24 hours before returning to school.

5. A yellow or green discharge from the nose is generally a sign of infection. Please provide a note from your doctor if your child exhibits these symptoms with a non-contagious condition.

6. Please let us know immediately if your child develops a communicable disease so that we can inform other parents if necessary. We follow recommendations from the Center for Disease Control concerning the length of time a child must be excluded from school with a communicable disease.
7. With any young child, minor accidents (bumps, scrapes, scratches) will occur. We will attempt to let you know the circumstances. A written accident report will be available if it is necessary.
8. In the case of a serious accident, the school staff will render first aid while contacting parents. If needed, the school will call emergency personnel. **Parent/guardians will be responsible for the expenses incurred.**
9. If your child will be absent for the day, please call the preschool office by 9:00 a.m. and leave a message which includes your child's name and teacher. A phone call may be made to your place of work or home if Happy Time has not been previously notified. We want to make sure that your child is safe.

If your child develops a fever of 100.4 or higher during the day, we will call you immediately, remove the child from the classroom and have them wait in the quiet room until your arrival. We will expect you to pick them up as soon as possible.

Dental Emergencies

Toothache- Clean area and rinse with warm saltwater. If face is swollen apply cold compress. Contact parent.

Cut/Bitten Tongue, Lip, or Cheek- Apply ice to bruised area. If bleeding apply gentle pressure. If bleeding persists after 15 min. call parents.

Broken Tooth-Rinse dirt from injured area with warm water. Place cold compress over face and area of injury. Locate and save any broken tooth fragments. Contact parent.

Knocked out tooth- Locate the tooth. Handle the tooth at the top or crown. You may rinse the tooth, but DO NOT clean. Transport the tooth in a cup containing milk or water. Contact a parent to see dentist immediately.

Possible Broken Jaw- Keep the jaws from moving by using a towel, tie or handkerchief. Contact Parent.

Medical Emergencies

For instances involving serious injury or significant change in health status staff report directly to parents. In the instance that medical assistance is needed Happy Time staff will proceed with calling 911 and CPR and first aid if needed.

Medications

In accordance with our health/medical advisors, Happy Time will administer medications as parent(s)/guardian(s) direct in conjunction with the instructions on the medication label. If the labeled instructions state that the medication is not to exceed e.g., four days use without a doctor's approval—Happy Time will discontinue the administration of those medications for the child until a doctor's orders are received. If a parent's instructions regarding medication differ from the medication's label instructions, a physician's note shall be required prior to the medication being administered.

Medications designated to someone other than the child, such as another sibling, will not be given to the child. Therefore, all medications must be in its original container with labeling.

Medications will only be administered to children with a release signed by parent/guardians. A Medication Sign-in Sheet can be filled out in the Happy Time Office. Parents must be specific as to dates and times the medication needs to be administered. A refrigerator is available for medications which need refrigeration. Inform your child's lead teacher that medication is needed. The office staff will be responsible to administer medicines and record the pertinent information on a medical use form. The medication must be clearly labeled with the child's name.

Medical Examination

An up-to-date immunization form and medical consent form must be signed and submitted by the parent/guardian. A medical examination is necessary for a child prior to admission to Happy Time and updated on an annual basis.

Biting Policy

Biting is a very common behavior for children birth to three years of age. However, here at Happy Time we strive to eliminate this type of behavior from our center as it tends to cause minor injuries when it occurs.

The staff at Happy Time watch their students very closely in order to prevent biting incidents from occurring, but occasionally an incident will happen. When a child bites it is very serious due to the possibility for an injury to result. Because of this, when a child bites the adult present will remove the biting child from the incident and will explain to them that biting isn't a choice and give them alternatives to their biting. All staff members will respond in an unemotional tone so that they do not draw attention to the negative behavior. Drawing additional attention to the behavior may encourage the child to continue biting. If a child is biting, the staff in the child's room we'll verbally address the behavior with the parents. If a child continues to bite additional implications may result and a parent meeting may be called to address the concerns and develop a plan of action. If the child's biting is persistent a behavior notice may be sent home outlining what actions could result.

If a child is bitten by another child while in attendance at Happy Time, the staff will make sure to clean the bite and take any first aid steps that may be necessary. The staff in the child's room will inform the parents of the incident and an injury report will be written for the parent to sign alerting them of what happened.

EMERGENCY GUIDELINES

In all emergencies or potentially harmful situations, the staff will use common sense to protect themselves and the children above all. In any situation where the children need to leave the building for safety, the emergency telephone numbers are taken as well. The staff will get as far away from the building as necessary for the situation and will take shelter, keeping the children from additional harm.

Exposure to Covid- If your child has been exposed to Covid at the center, you will be notified immediately.

Intruder in the building- Initial contact with the person will be established to determine what, if any, threat there might be. The situation will try to be diffused, if possible, by reasoning with the intruder so that he/she will leave quietly without causing a major disturbance. If the intruder appears too hostile or has a weapon, someone will be signaled to call 911. Happy Time's "password all call" system will be used to alert staff to protect students in the area they are in.

Intoxicated parent(s)/guardian(s)- The staff will try to talk to the parent(s)/guardian(s) and help them to be aware of their condition and inability to care properly for their child while in this condition. The focus will be on the welfare of the child. The parent will be asked if there is someone who could be called to pick up the child. If he/she is out of control, 911 will be called.

Lost or abducted child- If a child under our care is missing, a complete search of the building (inside and out) will be made checking with everyone to find out when the child was last seen. If the child is not found, 911 will be called. A detailed description of the child including what they are wearing and any place they might have gone will be made. If a staff member observes the child being abducted, 911 will be called immediately and a complete description of the child and the person abducting will be given. If we receive advance warning that someone is coming to take the child, the child will be removed from the area. When the person arrives to take the child, no information will be given and the person will be asked to leave. If he/she refuses, 911 will be called. It is helpful to have an updated picture of your child on file.

Bomb threat- The administration will obtain any information that can be gathered. The staff/children will exit the building in a quick and safe manner, and 911 will be called. When the police arrive, a staff person will be available to assist authorities as needed.

Chemical spill- If there is a minor chemical spill of a non-hazardous substance, the area will be blocked off and cleaned immediately. However, if it is a serious or hazardous chemical spill, the children will be evacuated and Fire Rescue called.

Power failure- In case of power failure, flashlights are available for use. The electric company will be called if possible and an approximate time for power to return will be asked. If it gets too hot or cold for the children, all parents will be called to see if they can have their children picked up early.

Blizzard- If road conditions are such that driving is impossible, Happy Time will either close or open late or close early until roads are cleared. All parents will be notified of the situation through KWWL or Radio 101.9.

Fire- In case of fire, the staff and children are aware of the route out of the building. The evacuation route is posted by each classroom door. Designated staff persons will take sign-in sheet and parent phone numbers with them. A head count and safety check of all children will be completed. We will then proceed to the "Community United Child Care" building across Ridgemont Street or Walnut Ridge Baptist Church on the corner of Ansborough Ave. and Ridgeway Ave. A practice fire drill is given monthly.

Tornado- In case of tornado or tornado warning, the staff is aware of the route downstairs to our "Tornado Safety Area" and will escort children in an orderly manner. All children and adults will sit on the floor and cover their heads. We will remain in the safe area until the warning has been lifted and our upstairs area is safe to occupy again.

Earthquake- In case of an earthquake, the staff is aware of the procedure necessary to protect the children from flying debris. Parents will be called immediately after the danger has passed.

Structural Damage- In an instance where our structure has been damaged we will use the same emergency procedures listed in our fire procedure: Designated staff persons will take sign-in sheet and parent phone numbers with them. A head count and safety check of all children will be completed. We will then proceed to the "Community United Child Care" building across Ridgemont Street or Walnut Ridge Baptist Church on the corner of Ansborough Ave. and Ridgeway Ave. In the event these structures are also damaged, we will use our buses and vans to transport the children safely to Covenant Medical Center. Designated staff will have sign-in sheet with parent phone numbers. We will make phone calls after a head count and safety check have been complete.

PARENT RESPONSIBILITIES

1. Parents or guardians are to insure the regular attendance of their child. This is important for the child to benefit the most from our program. If it is necessary for your child to be absent for an extended period, please notify Happy Time's Office (319) 235-6783.

2. Parents or guardians must notify Happy Time of any change of address, employment, family status, and home or business phone numbers. Emergency numbers must ALWAYS be current.

3. Parents or guardians are encouraged to volunteer to help in any number of ways. Parents or guardians can help by providing needed materials for classes, chaperoning field trips or class parties and assisting staff in the classroom as needed. A list of possible ways of involvement will be announced in monthly newsletters. Feel free to sign up for those activities that interest you with your child's teacher.

4. It is recommended that parents or guardians check their child's backpack and cubbies DAILY for notices.

5. Parents or guardians should not allow their children to bring toys or money to school. If they are brought, the teacher will put them away until departure times. The exception to this is if your child's teacher has a Show and Tell time, in which case a non-aggressive toy might be brought. Toy guns, war toys or other items relating to aggression or destruction are prohibited. A soft napping toy is appropriate at naptime.

COVENANT NOT TO COMPETE

Parents are required to sign the *Covenant Not To Compete Agreement* (as stated below) at the time of registration.

Covenant Not To Compete, Parent Agreement

While my child is enrolled at Happy Time Preschool/Daycare, I will not pursue any Happy Time Employee to leave their current position at Happy Time in order for them to care for my child(ren) privately during Happy Time's operating hours M-F 6:30AM-5:30PM. I understand that the quality teaching staff is a benefit to all families enrolled at Happy Time Preschool/Daycare. I will not take that quality care away from others, as I would not want others to take this benefit away from me. (This statement excludes after-hour babysitting.)

EXCLUSION FROM SERVICES

Families may be dismissed from the school for the following reasons:

1. Non-payment or continued late payment of fees. (If you should fall two-weeks behind in your childcare payments.)
2. Child left at Happy Time after 5:30PM on a consistent basis without notifying the office.
3. Non-compliance with school policies.
4. Failure to meet the necessary immunization and physical examination requirements.
5. Failure to obtain further professional evaluation when requested.
6. Disruption of the program, abusive language, and/or threatening behavior that is harmful to children, staff, self or Happy Time.

PRIVACY STATEMENT

Your family/child's records, personal information, and billing statements are confidential information. This information will only be made available to you, the Happy Time Staff (as necessary), and The Department of Human Services as reasonably needed.

KOOL KIDS:

A Before and After Elementary School Program

A Summer Day Camp

Conditions:

Student Ages: Kindergarten through Fifth Grade

Annual Registration Fee: \$25.00 per child (nonrefundable)

This fee is based on the beginning of the summer session through the following school year. Make sure to register your child for both summer and/or the new school year at the start of each calendar year.

Day Care Hours:

Open 7:00 a.m. to 5:30 p.m. (A \$1.00 late fee will be charged for every minute exceeding these hours.)

Breakfast is served 7:30 AM – 8:00 AM in the gym/cafeteria. Food is not permitted in the classrooms unless arranged with the classroom teacher.

Open Monday through Friday, with the exception of the nationally observed holidays of New Year's Day; Good Friday, Memorial Day; Independence Day (4th of July); Labor Day; Thanksgiving Thursday and the following Friday; Christmas Eve and Christmas Day. Please note, if New Year's Day, July 4th, Christmas Eve, or Christmas Day fall on a weekend, Happy Time will be closed the Friday prior to or the Monday following the holiday. Please note: Happy Time will be closed the Friday before the start of our new school year (late each August) for teacher training and classroom prep.

Open for special circumstances, Privilege Days, during the school year (when schools are closed, such as teacher in-service days; snow days; winter break; spring break; early dismissals etc.) Extra Charges apply—see pages 15.

Rates:

The School Year Rates

Full Time: Use of both AM and PM \$70.00

Second child \$63.00

Part Time: Use of only one, AM or PM \$60.00

Second child \$54.00

An additional charge for no school days, late starts, & early dismissals will be applied.

-Late starts / early dismissals—————an additional \$12.00

-Late starts / early dismissals (w/ lunch)—an additional \$15.00

-No school days —————\$45.00 per day

SUMMER PROGRAM RATES

Weekly Rate \$145.00

Second child \$ 135.00

Summer Activity Fee- A nonrefundable activity fee will be charged to your account during the last billing period in the month of March to cover all activities and field trips throughout the summer. This activity fee will be due by May 1st in order to reserve your child's place in our summer program.

* Happy Time's fiscal year is June 1 - May 31. At the beginning of our fiscal year, an increase will be reflected in our rates. Any changes to these rates will normally coincide with the beginning of the school year or fiscal year.

* A two-week written notice with balance paid in full is required for withdrawal from Happy Time. Forms are available from the Business Office and are to be returned to the Business Office. If a two-week notice is not given, a two-week daycare bill may be charged.

Privileged Status

Students with privileged status are those who only need Happy Time's care on no school days, early outs, late starts, winter/spring break (not before and after school on a consistent basis). Parents must contact the Happy Time Office ahead of time to communicate the days and times that care is needed so we are appropriately staffed for your child each time.

Minimum Monthly Privilege Charge

Students with privileged-only status will be subject to a \$45.00 minimum monthly fee. When Waterloo Public Schools have a no school day within one month, all privilege students *not* using Happy Time's care within that given month will be charged the \$45.00 minimum monthly fee to maintain their privilege status. The minimum amount charged for one student will be \$45.00 per month. If you are already paying \$45.00 in tuition charges within that month for a privileged student, there will not be any additional holding charges.

Privileged-Only Rates

Late Starts/Early Dismissals	\$17.00
Late Starts/Early Dismissals, w/lunch	\$20.00
Snow Days / No school days	\$45.00 (minimum monthly, \$45)

Late Payment Communication: It is the responsibility of the parent/guardian to communicate with the business office regarding late payments. If you are not able to make a payment on time, you must call the business office ahead of time to make the office staff aware of your situation.

Gratis Agreement: (*"Gratis" being free service from Happy Time.*) *It is a special gift given to families who have chosen Happy Time and are financially current in paying their balance.*

The Gratis must be used in one-week blocks. During the gratis week, your child cannot attend Happy Time. Your balance must be paid in full to be granted. The request forms must be submitted two weeks prior to the week of use and be pre-approved by the Business Office. Pick up your gratis request form in the Business Office.

The Gratis weeks are granted as follows: see page 7 for full gratis policy

1. Students attending during the school year and summer will receive:
 - one gratis week to be used during the school year
 - one gratis week to be used during the summer

2. Students attending during the summer will receive:
 - one gratis week to be used during the summer

10% Discount Coupon

When you refer a new family to our center, you will be rewarded a coupon good for 10% off two weeks of tuition. This coupon will be delivered to you after 30 days of the new student's attendance. We appreciate your business and good word!