



Tiny Sprouts Playschool Parent Handbook

Mission Statement

At TSPS it is our mission to provide a fun and safe learning environment for your “tiny sprouts”. Our team is dedicated to creating a space where your children are free to explore, play, grow, and thrive. The development of your children in these early years is a crucial foundation in the success they build over their lives and we are honored to be a part of it. We know that putting your child in the care of someone else is not an easy decision, so we are committed to full transparency to make sure you are confident in the care your child is receiving with us.

Enrollment

Tiny Sprouts Playschool is an equal opportunity childcare provider. Applications for enrollment are accepted without regard to race, religion, sex, or national origin.

Tiny Sprouts reserves the right to refuse the enrollment of any child or to ask parents to make alternative arrangements for the care of a child enrolled with us at any time or for any reason.

It is crucial that you read this parent handbook outlining all Tiny Sprout’s policies and procedures. Please let us know of any questions or concerns you may have as communication between parents and staff is crucial to the success of this partnership.

In addition to the registration fee and first month’s tuition, all signed forms are required before morning drop-off on your child’s first day.

Please be sure to notify TSPS of any changes such as address, phone number, business number, etc. as soon as possible.

Enrollment Forms and Shot Records

All enrollment forms required by Idaho licensing and Tiny Sprouts Playschool must be filled out and signed prior to your child attending on their first day.

Immunization records or an exemption form for your child is required on or before their first day at TSPS. In compliance with the Department of Health & Welfare, we must have a copy of your child’s immunization record at the time of enrollment. We will also accept the Idaho Immunization Exemption Form. It is up to you to bring updated shot records as they continue to receive immunizations.

Initials_____

Hours

Your child can be dropped off any time between 7am and 10am. Your child must be picked up no later than 6pm. There is a 10-hour maximum for care for each child in a single day.

Snow Days

When the Coeur d’Alene school district is closed due to inclement weather, we will also be closed.

I acknowledge that I will not receive a tuition refund on any of these days.

Holidays

I understand that Tiny Sprouts Playschool is closed for the following holidays. I acknowledge that tuition will not be adjusted for these days. I am aware that if the holiday lands on a weekend, the holiday will be observed either the Friday before or the Monday after:

- | | | |
|-------------------------|-------------------------------------|-----------------|
| -New Year’s Day | -Independence Day | -Christmas Eve |
| -Martin Luther King Day | -Labor Day | -Christmas Day |
| -Presidents Day | -Veteran’s Day | -New Year’s Eve |
| -Memorial Day** | -Thanksgiving Day and the day after | |

****Teacher Training Days**

Per state and city licensing requirements, our staff is required to maintain a certain number of hours of ongoing training each year, such as CPR and First Aid. Continued training is necessary to ensure we can continue providing your children with the highest quality care possible. We will be closed the Thursday and Friday prior to Memorial Day each year as dedicated teacher training days. Tuition will not be adjusted for these days.

Absence and Illness

I acknowledge that tuition remains the same regardless of whether my child is sick or absent for any other reason. I will not receive a refund for the days my child is not in attendance. Please let us know as soon as possible if your child will not be attending any day for any reason so we can plan accordingly for staffing.

Initials_____

Group Placement

Our center accepts children from ages 6 weeks to school age. They do not have to be potty trained to be enrolled, however it may be required to advance to certain class levels.

Your child will be placed in their initial class based on age at enrollment. Your child may be moved to a different class at any time based on advancement and needs.

At certain times of the day, age groups may be mixed and be placed with different teachers in different rooms.

Daily Sign In/Out

I agree to complete the sign in/sign out procedure every day my child is in attendance. I understand that my unique ID code will be assigned that allows me to check my child in/out.

I agree to drop my child off no later than 10am daily.

I understand that my child must be checked in via the computer system only by parents or an authorized adult (18+) who I have listed on our enrollment and emergency card. NO CHILD WILL BE RELEASED TO ANYONE NOT AUTHORIZED ON THIS CARD. If you are planning for someone other than legal guardian to pick up, please mention to staff at drop off and send a note through the online portal.

Please do not share access codes of any kind with anyone.

If there is a custody issue, a notarized court order is required to be in your child's file with Tiny Sprouts Playschool outlining the custody arrangement.

Identification will be required from any person picking up your child.

When picking up your child, please collect their belongings, notify their teacher, and clock out.

Newsletter/Menu

Via the online portal, you will receive a newsletter that includes information on what we are working on, what is coming in the next month, and any exciting announcements. You will also receive the menu for the next month. This newsletter and menu will be posted by the check in kiosk in the lobby for your review.

Nutrition

We will provide your child with a nutritious morning snack, lunch, and afternoon snack each day. If your child has not finished their breakfast before arrival, please feel free to bring it in so long as it does not pose allergy concerns for any of our students. Menus will be provided monthly.

Initials_____

Allergies

If your child has allergies, please discuss them with the Director and your child’s teacher. Their allergies will be posted in their classroom and the food prep area.

Illness/Medication

I understand that I will be notified if my child becomes ill during the day, and that it will be required to have my child picked up as soon as possible after notification. Your child must be symptom and fever free for a minimum of 24 hours before returning to school. If my child is exposed to a contagious disease, I agree to notify the Director as soon as possible.

If my child requires medication during hours in care, a designated employee may administer property labeled medication. I understand that a new Authorization form is required daily.

I acknowledge that by signing this Handbook that I will not be receiving any portion of my tuition back for days that my child is out sick or sent home early.

Emergency Evacuation

In the event of an emergency, our first priority is getting the children and staff to safety. Once it becomes safe to do so, we will contact you to notify you of the occurrence and to pick up your child if necessary. We will hold regular safety drills with both staff and students.

Curriculum

While we are currently only a licensed daycare and not preschool, we aim to help prepare your children for school and the real world while they are in our care. We truly believe that play and interaction with each other are the best ways for your child to learn, hence “playschool”, however as they get older, we will work to loosely incorporate lesson plans and themes to work on each week. We will always aim to learn manners, colors, letters, numbers, shapes, and even reading at all ages.

Nap Time

You are required to provide either a cot sheet and blanket or a nap mat roll for your child for nap time. These items are to be taken home by you each Friday to be washed over the weekend and returned clean to school on Monday.

We think that rest is essential for all children in our care regardless of age. If your child is not currently napping at home, please understand that they will be required to lay down for “quiet time” for a portion of their class nap time but may be allowed time to do other quiet time activities while their classmates continue to rest.

Initials_____

Toys/Special Items

Please keep all toys at home unless your child has been asked to bring in a special item for “Show and Tell”. Your child’s teacher will alert you of these days ahead of time.

Special Events

Throughout the year we will be holding special events as a way for family and friends of our children to connect and celebrate together. Please watch for these to be announced through our newsletters or online communication portal.

Hygiene

We require students and staff to wash hands before and after meals/snacks, after using the restroom, and other times throughout the day as necessary. Good hygiene practices start young, and we hope to partner with you to instill these values from the beginning.

Potty Training

Your child does not have to be potty trained to attend Tiny Sprouts Playschool. It is our belief that toilet training should start at home when you and your child feel they are ready to begin. We acknowledge that this is a different age for every child, and you will never receive any pressure from us to begin. We will do everything we can to support your toilet training efforts while your child is in our care. They will have constant access to the bathroom, and we will encourage and assist as necessary. You will receive daily reports on this when the time comes.

Biting

In consideration of the health and safety of the other children and staff, the following steps will be taken if biting occurs:

1. First Incident: Child will be sent to the office to discuss what happened. Parents will be notified.
2. Second Incident: Child will need to be picked up immediately from school for the rest of the day.
3. Third Incident: Same as Second Incident
4. If biting occurs more than three times, a conference will be held with parents/teacher/director. This may result in the child being withdrawn from the school.

Initials_____

Discipline

We will never use physical punishment. We aim to build up your child's self-esteem by helping them to develop self-control and responsibility for their actions.

Rules and expectations are to be clearly established and regularly communicated with your child. Our staff and teachers will remain firm and consistent in their efforts to correct behaviors outside of these rules and expectations.

Children are encouraged to use their voices to resolve conflicts whenever possible. They may be redirected to a different area or activity if necessary. If necessary, they may need to refrain from interacting with the other children until they can regain appropriate control.

We want to remain as consistent as possible between school and home, and if a problem persists, we will attempt to work with the parents to collaborate on possible solutions.

ICCP

We will accept children on ICCP. Your Copayment is determined by ICCP and the State of Idaho, not Tiny Sprouts Playschool. Your Copayment will be due no later than the 5th of each month, in addition to any outstanding tuition or fees that may be due. I understand that Tiny Sprouts Playschool is not responsible for submitting my ICCP paperwork.

Release of Child

I understand that my child will only be released to the people listed on the green emergency card and child enrollment emergency form. I will communicate with the Director in person or via the online portal if someone other than the primary guardian is picking up my child. Proof of identification will be required before any child is released.

Withdrawing from Care at Tiny Sprouts Playschool

We hate to see you go, but we understand that change is a constant in life. Whether you are leaving our TSPS family due to job change, moving, advancing to elementary school, or any other reason, it was an honor to have been a part of you and your child's lives and we will miss seeing you each week! Please provide a minimum of 2 weeks' written notice that you will be withdrawing your child from our care. Failure to do so may result in an additional 2 weeks of tuition being charged.

Initials_____

Financial Agreement

Registration Fee \$100 per child

Monthly Rate: _____

Accounts are billed the 1st of each month.

New Enrollments: The registration fee is due to secure your child's spot on our roster. Tuition begins at enrollment. All required paperwork and immunization records are also due on your child's first day. Payments can be made in advance at any time.

Payment can be made via cash or bank issued cashier's check (payable to Tiny Sprouts Playschool) and given to Miss Aubrey. You may also pay through the Procure portal via ACH or credit/debit card (additional fees apply). Please let us know if you need to change the payment method at any time so we can assist.

Additional Fees will be added to your account and are required to be paid for any of the (but not limited to) following reasons:

- Late Tuition- Tuition is due monthly on the 1st. A late fee of \$25 will be assessed to your account if we have not received your tuition by the end of day on the 5th.
- Card payment- 2.7% of transaction amount + \$0.30
- ACH payment- \$1.00 per payment
- Late Pick-up- There will be a late pick-up fee added to your account in the amount of \$25 for the first 10 minutes if you pick your child up past 6pm. For each additional 5 minutes after 6:10pm, you will be charged an additional \$25. Please call us as soon as possible if you are running late. The late fees are applicable regardless of whether you call or not.
- Withdrawal: TSPS requires a 2-week minimum written notice if you would like to withdraw your child from our care. If not written notice is given, the tuition for the next 2 weeks is due.
- Inventory- A fee of \$1.00 per item (diapers, wipes, etc.) will be charged that we are forced to use from our stock for your child. Please keep your child's inventory of necessary supplies stocked each week. We will do our best to notify you as supplies are running low.
- Fraudulent check/Returned Item/NSF- Currently we do not accept payment via personal check. The only checks we will accept is a bank issued cashier's check payable to Tiny Sprouts Playschool. If you submit payment via a fraudulent cashier's check, your contract with TSPS will be terminated immediately. Returned items or non-sufficient funds will be charged \$25.
- Registration Fee- All families pay a non-refundable registration fee of \$100 per child.
- Annual Re-Registration Fee- an annual, nonrefundable fee of \$50 (per child) is due each year on April 1 regardless of when your child is enrolled.

*Failure to pay outstanding balances upon withdrawal or termination of services with Tiny Sprouts Playschool will result in further collection efforts such as legal action and/or third-party collection agencies. You will be responsible for any fees incurred if an outside collection source or legal action becomes necessary.

*Tiny Sprouts Playschool reserves the right to terminate services at any time. This includes your account being delinquent 2 or more weeks and or exceeds a balance of \$500+.

Initials _____

Items your child needs each day at Tiny Sprouts Playschool

0-12 m

- Change of Clothes (minimum of 2-3)
- Crib sheet
- Bottles (minimum of 2)
- Formula or breast milk
- Diapers and wipes
- Swaddle/sleep sack, pacifier (if used at home)
- Bibs, if constantly drooly or spitting up

12m and up

- One complete change of clothes (including socks. Also including underwear if potty training/potty trained). Please leave these in your child's cubby in a labeled Ziplock bag. Please be sure to change these items out as the seasons change or your child grows.
- Sweater or jacket based on the season and weather.
- Bedroll (preferred) or cot sheet and blanket. Bedrolls can be found on amazon or Pottery Barn Kids.
- Sippy cup or water bottle (please take this home each Friday to wash and bring it back each Monday).

Extras, if applicable

- Pacifier (nap time only past 12m, if possible)

Please regularly check both your ProCare app and your child's cubby for communication on items your child may need in their specific classroom or items they may need you to restock.

Clothing

Please dress your children appropriately for the season (i.e., short sleeves for summer, hat and gloves for winter).

We highly recommend closed toe shoes.

KIDS ARE MESSY. Please do not send your child to school in clothes that you are worried about being ruined with food, dirt, or craft supplies. We do our best to keep aprons, bibs, etc. on them but we cannot promise their fancy clothes will not get dirty or ruined.

Initials _____

Registration Form

Child's Full Name _____ **Date of Birth** _____

Start Date _____ **Age** _____

Parent/Guardian Name _____

Social Security # _____ **Cell Phone #** _____

Address _____

Name of Employer _____ **Occupation** _____

Work Phone # _____ **Work Hours** _____

Email _____

Parent/Guardian Name _____

Social Security # _____ **Cell Phone #** _____

Address _____

Name of Employer _____ **Occupation** _____

Work Phone # _____ **Work Hours** _____

Email _____

Physician Name _____ **Physician's Office** _____

Phone # _____ **Address** _____

Health issues we should know about

Allergies (Circle one) Yes / No

Details of Allergies

Action plan for allergic reaction (Epi Pen, Over the Counter medicine, etc.)

Initials _____

Childcare Liability Waiver & Parental Consent Form

1 st Child's Information			
Name (First Last)		Date of Birth	
Allergies		Notes	
2nd Child's Information			
Name (First Last)		Date of Birth	
Allergies		Notes	
Parent/Guardian Information			
Name		Email	
Address	City	State	Zip

Liability Waiver

The undersigned being the lawful parent and/or guardian of the above child(ren) hereby consent to the enrollment of the child(ren) at Tiny Sprouts Playschool, in all activities conducted by Tiny Sprouts Playschool and to the participated of the child(ren) in all events related to said activities.

The children that attend Tiny Sprouts Playschool are consistently well supervised, however accidents do happen. The undersigned assumes all risk of injury or harm to the child(ren) while at Tiny Sprouts Playschool and agrees to release, indemnify, defend, and forever discharge Tiny Sprouts Playschool and its subsidiaries, vendors, staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to the child(ren), howsoever caused, arising by reason of or during the child(ren)'s attendance at Tiny Sprouts Playschool.

Parent/Guardian Signature

Date

Photo Release Form

I, _____ do/ do not (circle one) give permission for Tiny

Sprouts Playschool to use photos of my child _____ (child's name)

taken at Tiny Sprouts Playschool.

These photos may/ may not (circle one) be used for things such as social media (Facebook, Instagram, etc.), promotional materials, websites, posters, marketing, or in the center.

I understand that these photos will only be used for Tiny Sprouts Play School.

Parent/Guardian Signature

Date

Please initial by items you are comfortable with us using your child's photos:

_____ TSPS Website

_____ In/Around our School

_____ Marketing Materials

_____ TSPS social media

Emergency Transportation Permission Agreement

I hereby give permission for Tiny Sprouts Playschool child care program to transport my child, _____, to an emergency relocation site for staff, teachers and children when it is unsafe to remain at the child care facility. I understand that normal safety rules will be followed, as much as possible, but that the highest priority is to relocate to a safe location. This agreement shall remain in effect the duration of my child’s enrollment at Tiny Sprouts Playschool. The agreement may be terminated before this date by either party but only with written notification.

PARENT/GUARDIAN PRINTED NAME _____

HOME ADDRESS _____

PHONE _____

ALTERNATIVE PHONE _____

SPECIAL CONSIDERATIONS FOR EMERGENCY TRANSPORTATION

SIGNED AND DATED

Parent or Guardian

Date

Handbook Acknowledgement

Child's Name _____

I have read and understand the Parent Handbook provided by Tiny Sprouts Playschool. By enrolling my child and signing this form, I am agreeing to abide by the handbook as outlined.

Parent/Guardian Signature

Date

I have received a copy of the Financial Agreement.

I understand that my tuition will be \$_____ per month. I understand that this amount is due no later than the 5th of each month and that late payments, as defined under "Late Tuition" in my policy agreement form, are subject to late fees and possible enrollment termination. I also acknowledge that I am responsible for any other fees I acquire as outlined in the Handbook.

Parent/Guardian Signature

Date