

January 3, 2018

# Sierra Summit Children's Academy

1580 State Route 341/Geiger Grade Road

Reno, Nevada 89521

775-851-4769



Family Handbook

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### **Admission Agreement**

Sierra Summit Children's Academy, 1580 SR 341/Geiger Grade Rd., Reno. NV 89521 (775) 851-4769 (hereinafter referred to as the "school") is a school licensed by the Washoe County Department of Social Services, Community Care Licensing Division, pursuant to sections of the state Administrative Code NRS432A.

#### **Reporting child abuse/neglect**

*Regulation:* Every licensee or employee of a facility who has reason to believe child abuse/neglect may be occurring in the facility, in the child's home, or elsewhere shall report his beliefs to the Department and to the appropriate authority as required in NRS 432B.220. For the purposes of these Regulations, immediately is defined as within one (1) hour.

#### **A. Basic Services and Obligation of the parent(s), legal guardian or other person authorized by the parent or legal guardian:**

##### **A (1) Hours & late pick-up charges**

- School hours 7:00 A.M. - 6:00 P.M.; Monday through Friday.
- Late pick-up account charges: Children picked up after their program pick-up time 12:00 P.M., 12:30 P.M., 3:00 P.M. or 6:00 P.M. will be charged \$1.00 per minute for each child left in care. This amount will automatically be billed to the account.
- Notify the school when the child will not be called for on time.
- Overtime charges are strictly enforced.

##### **A (2) Abandoned children**

*Regulation:* Leaving a child in care for 14 hours or more is considered by Washoe County Social Services as abandonment. The school is required to report children left in care over 14 hours. Additionally, if a child is left in care after the school's normal hours and the school's staff is unable to contact the parent(s), legal guardian or other person authorized by the parent or legal guardian, the child will be placed in the custody of the Washoe County Sheriff and/or the Department's Child Protective Services Division.

##### **A (3) Drop off and pick up requirements**

###### **Sign in and out**

Upon entering sign the child in and upon exiting sign the child out in the appropriate book.

###### **Parent file**

Each child has a file at the sign in and out area. Please check your child's parent file each day that you are at the school.

###### **Release of children**

The school's staff shall release a child only to the child's parent(s), legal guardian or other person authorized by the parent or legal guardian.

###### **Identification**

A driver's license or other acceptable form of identification is required for pick-up. Only authorized contacts will be allowed to pick up a child.

- A copy of the ID may be kept in the file for future staff verification.

Authorizing additional pick-up person(s)

Notify the school, in writing, when someone other than those named on the contact list will be calling for the child.

**A (4) Updated enrollment information**

Provide updated enrollment information as soon as you are aware of the change. i.e... Contact information, employment...

**A (5) Immunization records**

*Regulation:* Every child in the facility, whether drop-in, part-time, or full-time, shall have proof of current immunization on file at the facility as described in NRS 432A.230.

- Except as otherwise provided in subsection 3 and unless excused because of religious belief or medical condition, a child may not be admitted to any child care facility within this state, including a facility licensed by a county or city, unless his parents or guardian submit to the operator of the facility a certificate or certificates stating that the child has been immunized and has received proper boosters for that immunization or is complying with the schedules established by regulation.

*Regulation:* Exceptions:

- A child whose parent or guardian has not established a permanent residence in the county in which a child care facility is located and whose history of immunization cannot be immediately confirmed by a physician in this state or a local health officer, may enter the child care facility conditionally if the parent or guardian.
- Agrees to submit within 15 days a certificate from the physician or local health officer that the child has received or is receiving the required immunizations; and
- Submits proof that he has not established a permanent residence in the county in which the facility is located.
- If the religious belief of a child's parents or guardian prohibits the immunization of the child as required by NRS 432A.230, a written statement of this fact signed by the parents or guardian and presented to the operator of the facility exempts the child from the provisions of that section for purposes of admission.
- If the medical condition of a child will not permit him to be immunized to the extent required by NRS 432A.230, a written statement of this fact signed by a licensed physician and presented to the operator of the facility by the parents or guardian of such child exempts such child from all or part of the provisions of NRS 432A.230, as the case may be, for purposes of admission.

**A (6) Physician statement for status of child's health**

*Regulation:* Within the first 30 days of enrollment, other than enrollment in an accommodation facility or facility that provides care to ill children, the parent, guardian, or person having custody shall provide a written statement from a licensed physician or registered nurse attesting to the status of the child's health and stating that all known special conditions are under treatment and the child is capable of adjusting to the programs of the facility.

- This is not necessarily a physical, but rather a doctor's note that indicates that the child is not carrying a communicable disease which places other children at risk and is not medically fragile which places the child at risk.
- A special form is not required. The note can be written on a prescription pad or doctors letterhead.
- *Food Allergies* and/or intolerances must be documented by a physician and include an expected reaction.

**A (7) Communicable disease exposure**

Notify the school of the child's possible exposure to a communicable disease as soon as possible, but no later than 24 hours of becoming aware of the illness.

**A (8) Children will be excluded or will be sent home for the following**

*Regulation:*

- A. Exclusion of children based on reportable diseases or conditions. The child care facility shall follow the Health Authority's directions on exclusion of an ill child with a reportable disease or condition. A child who is excluded as a result of a reportable disease or condition shall not be allowed to return to the child care facility until the Health Authority gives permission to do so. The following reportable diseases may require exclusion from child care per the direction of the Health Authority: • Amebiasis • Campylobacteriosis • Cholera • Cryptosporidiosis • E. coli O157:H7 • Giardiasis • Haemophilus influenzae type b invasive disease • Hepatitis A • Measles (rubeola) • Meningitis • Meningococcal disease • Mumps • Pertussis • Pneumonic Plague • Poliomyelitis • Rubella • Salmonellosis • Shigellosis • Tuberculosis • Typhoid fever • Yersiniosis
- B. Other conditions requiring exclusion of children. The child care facility shall exclude children if they have any of the following conditions:

- \*1. Respiratory illness, including uncontrolled coughing, difficulty breathing, or wheezing, until diagnosed not to be contagious;
- \*2. Fever as defined in subsection 1.29, accompanied by behavior changes or other signs or symptoms of illness until a treating health care provider finds the child is not contagious;
  - \*1.29 Fever means an oral temperature of greater than or equal to 101°F, or an axillary (armpit) temperature of greater than or equal to 100°F.
- \*3. Multiple bouts of diarrhea, defined as 6 or more watery stools during the previous 24-hour period or one bout of bloody diarrhea, until either no diarrhea occurs for 24 hours or until diagnosed not to be contagious; **(SSCA excludes after three bouts of diarrhea)**
- \*4. Rash with fever or behavior change, until a treating health care provider determines that these symptoms do not indicate a communicable disease;
- \*5. Vomiting illness (two or more episodes of vomiting in the previous 24 hours), until either no vomiting occurs for 24 hours or until determined by a treating health care provider not to be contagious and the child is not in danger of dehydration;
- \*6. Shingles, only if the lesions cannot be covered by clothing or a bandage until the blisters have crusted;
- \*7. Skin infections, until 24 hours after treatment has been initiated;

- \*8. Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and 24 hours after cessation of fever;
- \*9. Head lice, from the end of the day of discovery, until after the first treatment;
- \*10. Scabies, until after treatment has been completed;
- \*11. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and including eye pain or redness of the eyelids or skin surrounding the eye), until 24 hours after treatment has been initiated;
- \*12. Mouth sores with drooling, unless a treating health care provider determines that the child is noninfectious;
- \*13. Chickenpox (Varicella-Zoster), until all sores have dried and crusted (usually 6 days);
- \*14. Ringworm of the scalp or body until 24 hours after treatment has been started;
- \*15. Herpes simplex, 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); or
- \*16. The child has an illness and the child care facility determines it cannot care for the ill child without compromising either the health or safety of the ill child or the health or safety of the other children.

C. The Health Authority may make a final determination on exclusion when a conflict exists between the treating health care provider and the exclusionary guidelines referenced in subsection 26.15.B."

**A (9) Daily health check:**

Staff will carry out an informal daily health check as each child enters for the day. Each child is checked for signs of illness or injury and if a child is found to be ill or injured they may be excluded after further investigation.

- If your child is not well enough to participate in all normal activities, which includes normal outdoor play, they must be kept home.

**A (10) Ill or injured child:**

Staff will immediately notify the family when their child's condition requires exclusion.

- The school shall inform the family that they must immediately come and take their child from the school.
- An ill or injured child shall be isolated and given appropriate care until called for.
- The school may not keep an ill or injured child for an extended period; therefore, the child must be picked up promptly.

**A (11) Prescription and non-prescription medication**

*Regulation:*

- A. Each prescribed medication must be kept in the original container which has a child-proof lid, be plainly labeled, contain the name of the child for whom it is prescribed, and be stored in a locked cabinet or be made inaccessible to children. Non-prescription medication must be kept in a container with a child-proof lid, be plainly labeled, and be stored in a locked cabinet or be made inaccessible to children. Medications for external use must be kept in a separate section of the locked cabinet. Medications stored in a

refrigerator must be kept in a locked metal box or other place which is inaccessible to children.

B. In order to administer non-prescription medication, a facility must have a prescription on file from a physician.

Staff will administer medication after the parent(s), legal guardian or other person authorized by the parent or legal guardian has signed the medication in on the provided form.

- Medication must not be past the expiration date.
- Staff will follow the written instructions on the prescription or medication.
- The school assumes no responsibility in the event of any adverse reactions which could possibly be caused by the administration of such medication.

#### **A (12) First aid**

The school's staff will administer appropriate first aid to an ill or injured child and if it is the judgment of the school's staff that if the injury or illness is of an emergency nature immediate medical attention will be sought and emergency personnel will be called to the school. In any event the parent or guardian shall be notified as soon as possible.

#### **A (13) Sunscreen policy**

The school will provide and apply sunscreen at each outside time throughout the year.

- A product brochure is available upon request.
- A different product may be supplied by the family for the child if so desired.
- The school assumes no responsibility in the event of an adverse reaction.

#### **A (14) Appurtenances**

Provide all personal items required to make the child's day comfortable. Such items can include but are not limited to: diapers, wet wipes, wash clothes, additional clothing, etc.

#### **Extra clothing-(closed toed shoes recommended)**

Each child must have an extra set of clothes regardless of the toileting habits.

- Provide enough clothing for several accidents each day, if your child is toilet training.
- Children may not remain in soiled clothing, therefore the family will be called and required to bring a change if one has not been provided.

#### **Dishes and utensils**

The school provides plastic utensils, paper plates, paper cups and napkins for meal times.

- Personal dishes must be taken home and washed each day.

#### **A (15) Clothing and weather**

Ensure that the child is dressed appropriately for the days expected weather condition (i.e. gloves, hat and a coat in the winter; a light jacket or sweater in the summer).

- Outdoor play is every day and your child should be dressed for the expected conditions.

#### **A (16) Personal belongings**

The school shall make every effort to safeguard personal belongings brought by the child; however, the school shall not be responsible for lost or damaged items.

- Your child may bring a comfort item for rest time.
- Your child may bring an item for share day.
  - Share day is every Friday.

- All items brought to school must be labeled.
  - Any unlabeled items will be labeled by the staff.
  - Sharpies are available upon request.

#### **A (17) Nap/rest period**

*Regulation:* Every child under six years of age who is in the facility for more than five hours per day must have a period for a nap during the day. A child who cannot sleep must rest during the period provided for a nap. The rest period may include any activity not requiring use of large motor skills, i.e. books, puzzles, coloring."

*Regulation:* Linen must be provided for each bed, cot, or crib.

- Provide a standard crib sheet and blanket for their child's rest mat or crib.

#### **Laundering requirements**

*Regulation:* Bed linens, cot covers, and sleeping mats must be washed at least weekly and every time a different child is to use the equipment.

- Nap/resting items are to be taken home and washed once a week.
  - Friday is our designated wash day.

#### **A (18) Lunch and snacks**

Provide the child with a nutritious lunch and snacks.

Families are encouraged to provide healthy meals and snacks for their children. Written instruction is provided to families to guide selection of food brought from home.

*Regulation:*

Meals and snacks shall be nutritious, adequate, and adapted to the ages of the children and shall be attractively served.

- For 10 hours or less in one day at least one meal and two snacks, or two meals and one snack;
- more than 10 hours in one day at least two meals and two snacks, or one meal and three snacks;
- Each child must be offered food at intervals that are at least two hours apart and, unless the child is asleep during that time, are not more than three hours apart.

Junk food: Sweets, foods, and beverages with little or no nutritional value shall not be served except in addition to the meals and snacks served to comply with the requirements of subsection 27.3.

Perishable Food Storage: *Regulation:* The facility shall inform the parents of each child who is cared for in the facility that perishable item must be stored or packed in a manner that maintains the temperature of the contents.

Lunches and snacks are stored on a lunch cart; therefore they require a cooling device such as an ice pack.

- Should you forget a cooling device, notify a staff person and place perishable food in the refrigerator.

#### **A (19) Additional food related requirements**

*Food Allergies* and/or intolerances must be documented by a physician and include an expected reaction.

**Nut Free Policy:** *We are a Nut free school. Please do not provide your child with nuts and/or nut products as they could cause serious health problems up to and including death in some children.*

- We appreciate your efforts to ensure that not a single nut enters the school, however; we do not expect you to read every label but rather be cautious that whole nuts, nut butters and things such as trail mixes are not brought into the school.

*Regulation:* Celebrations and occasions during which junk food is present should be limited and healthy food options must also be offered during the celebration or occasion.

Birthdays and holidays are celebrated with fun-filled activities that involve learning and physical activity. Activities may include scavenger hunts, arts and crafts projects, stamps or stickers, instead of food.

Microwave (Heat-ups): Due to time constraints the school will only heat items that require 60 seconds or less time in the microwave.

Forgotten Lunch/Snacks: If you forget your child's lunch or snacks you will be called and required to bring it prior to the designated meal time.

#### **A (20) Drinking water**

*Regulation:* A safe supply of drinking water shall be readily available at all times from disposable cups or from a drinking fountain.

Disposable cups and a drinking fountain are available at all times.

#### **A (21) Specific Care of infants and toddlers:**

*Regulation:* The director or a designated member of the staff of a nursery for infants and toddlers or other facility that enrolls infants and toddlers shall discuss policies concerning the health of an infant or toddler with the parents before enrollment of the child. Every parent must be given a description of and agree in writing to the following matters concerning the child:

1. Primary caregiver: A caregiver will be assigned to a specific group of infants on a continuing basis.
  - Each child has an assigned primary care giver.
2. Outdoor play: When weather permits, each toddler over 12 months of age must be taken outside for a portion of each day. If the weather is extremely hot, the toddler must be kept in a shaded area while outdoors.
  - Ensure that the child is dressed appropriately for the days expected weather condition.
3. Feeding; Regulation: Infants shall be fed or supervised individually and their diet and pattern of feeding shall be appropriate to their special developmental needs.
  - a. Infants under six months of age may not be offered any solid foods or fruit juices unless the facility has written permission from the child's parent or physician.
  - b. Formula for infants may be furnished by the parents and preparation of such formula must be followed carefully.
    - Store each bottle of formula and container of food in accordance with the instructions from the manufacturer of the formula or food;

- c. Label each bottle of formula and container of food with the name of the child to whom it belongs and the date the formula or food was prepared by the facility or was prepared or purchased by the parent.
    - Bottles can be premade or prepared by staff at the school, however, enough bottles must be provided to allow for single use throughout the day. (Staff may not wash out bottles for reuse).
  - d. Allow, encourage and assist each child to feed himself, including, without limitation, encouraging a child to hold and drink from a cup, use a spoon and use his fingers to feed himself.
  - e. Transfer commercially prepared baby food from a jar to a dish before feeding it to a child or if fed directly from the baby food jar discard the jar after use;
    - Provide a container and utensil for each feeding.
    - The staff will rinse dishes and utensils and return them to the family for washing and sanitizing every day.
  - f. Discard any food that is left in a dish after a meal;
  - g. Offer each child drinking water at times other than during his regular feedings;
    - Provide a clean Sippy cup for water use every day.
4. Breast Feeding: We promote breastfeeding and support mothers who provide breast milk to their infants by talking about the benefits and recommendations, providing educational literature, suggesting community resources, providing access to a private area for breastfeeding or pumping, and providing enough refrigerator and/or freezer space for storage.
1. Immediately refrigerate and label each container of breast milk provided by a parent;
  2. Return each prepared bottle to the appropriate parent each day;
  3. Discard any expressed breast milk if it presents a threat to a baby under the following conditions:
    - a. If the breast milk is stored in an unsanitary bottle;
    - b. If the breast milk has been unrefrigerated for one hour or more; and
    - c. If the breast milk has been fed over a period of time that exceeds one hour from the beginning of the feeding.
5. Daily report: The staff of a nursery for infants and toddlers shall prepare a daily report for each child 0 to 24 months of age for whom it provides care. The report must be posted in a conspicuous place in each room used to care for the infants and must include, without limitation, information concerning the feeding, diapering, and sleeping of each infant. Records shall specify time, date and amount of food given.
- Each child has a daily log which contains all of the required information.
6. Naps must be provided according to the needs of the infants and toddlers.
- Regulation: Linen must be provided for each bed, cot, or crib.
- Provide several standard crib sheets and blankets for their child's rest mat or crib.

- Laundering requirements: Regulation: Bed linens, cot covers, and sleeping mats must be washed at least weekly and every time a different child is to use the equipment.
  - Each child is assigned their own crib/pack-n-play.
  - Nap/resting items are taken home and washed once a week.
    - Friday is our designated wash day; however, if an item becomes soiled it must be washed sooner.

7. Diapering: Regulation: Diaper changing and soiled clothing procedures

Diaper changing and soiled clothing procedures

- a. Single use diaper changing procedures shall be posted at each diapering area.
- b. Wipe hands with a disposable wipe.
- c. Apply skin care ointments as needed. Skin care ointments that are individually labeled for each child must not be shared with other children.
- d. Document any skin problems and report, to the parent or guardian, any rash on the child or unusual stool frequency, color, or odor.

The child care facility's soiled clothing changing procedure is as follows:

- a. Caregivers shall promptly change a child's clothing that is soiled with fecal material or urine.
- b. Clothing shall not be rinsed but free fecal matter may be disposed of in the toilet.
- c. The soiled clothing shall be placed in a leak-proof container.
- d. The container is to be identified as the child's and stored in a manner so it is inaccessible to children.
  - The soiled clothing shall be sent home with the parent or legal guardian daily and shall not be washed at the child care facility.
  - Please check your child's supplies regularly. The staff will attempt to notify each family as supplies diminish, however if supplies become exhausted the family will be called to bring replacements.
  - Full day children are changed no less than five times per day and more frequently if needed.

8. Change of clothing, which is to be provided by parents;

- Provide all personal items required to make the child's day comfortable.
  - Children may not remain in soiled clothing, therefore the family will be called and required to bring a change if one has not been provided.

9. Bathing, including, without limitations, the kind of soap to be used;

- (no bathing is done at the school)

10. Toilet-training;

- Toilet training is not offered in the infant/toddler nursery.

11. Any special precautions regarding the health and safety of the child; and

- Notify the director if special precautions are required for your child's health and safety.

12. Any other information deemed necessary by the facility Department.

- Information will be provided as necessary by the director or school's staff.

## **A (22) Biting policy and practices**

Our program recognizes that biting is unfortunately not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting biting is for families. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of the reasons are not related to behavior problems. Our program does not focus on punishment for biting but on effective techniques that address specific reasons for the biting. When biting occurs, these are our three main responses:

1. Care and help for the child who was bitten.
2. Help for the child who bit so that he or she learns other behavior.
3. Examination of our program to stop the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who was bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. We do not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on a bite if the child is willing. If the skin is broken, we clean the wound.

When children bite, their parents are informed personally and given a copy of our incident form. When children are bitten, their parents are informed personally and given a copy of our incident form. Biting is always documented on our standard incident report form, which is completed and signed by a teacher and provided to the director. One copy is given to the family, and the other is kept in each child's file.

We ask families to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. But if your child is biting in both places, it is important for all of us to be consistent in dealing with it. Communication is very important in order to help your child stop biting.

We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

All toddler room teachers are required to complete training on biting. In addition, we have current resources on biting available for staff and parents. We encourage families to bring their concerns and frustrations directly to the teachers.

## **A (23) Discipline policy**

**Regulation: Suggested disciplinary measures:**

- Disciplinary measures used in a facility must be consistent with supportive, positive action, and may include:
- Holding a child's arm to prevent hitting;
- Bodily picking up the child and removing him from the group; and sitting with the child until he is ready to play without hitting; or isolating the child under observation for no more than ten minutes.
- Informing the child in a simple, positive manner what conduct is expected while he is in the facility;

- Praising and recognizing a child who behaves in the expected manner; and
- Directing a child who is in a situation which is creating problems to a new activity.

Our program does not focus on punishment but on effective techniques to address undesirable behaviors.

When repetitive undesirable behaviors occur we develop a plan of specific strategies, techniques, and timelines to address it. We do not use any response that harms a child or is known to be ineffective.

All of our teachers are required to complete training on appropriate discipline. In addition, we have current resources on discipline available for staff and parents.

#### **A (24) Toilet training**

*Regulation:* The guidelines must require that the staff of the facility shall:

- a. Not force a child to remain on the toilet for a prolonged period of time or punish a child for wetting or soiling his clothing;
- b. Not leave a child unattended while the child is sitting on a potty-chair or on the toilet;
- c. Instruct and assist the children in washing their hands after using the toilet;

#### Signs of readiness

Starting to toilet train prior to your child being biologically and emotionally is frustrating and upsetting for all those involved. Premature training often drags out the process because it turns into a battle of wills-that parents rarely wins; therefore, the child must show signs of readiness prior to us assisting with toilet training.

- Most children become toilet trained between 18 and 30 months. However, some children still struggle with the skills when they are 4 years old.

#### Readiness questions

1. Does the child have bowel movements at a fairly predictable time?
2. Is the child aware of their bowel movements and does the child express this through words or behaviors?
3. Can the child pull down and pull up their pants without assistance?
4. Does the child show an interest in the bathroom and what other people do in it?
5. Can the child walk over to and sit down on the toilet without assistance?
6. Has the child started saying "No!" to you? Does the child like to have at least some toys in certain special places? This shows that she's interested in controlling things in their environment.
7. Does the child know what "wet" and "dry" mean?
8. Does the child respond to praise and want to please you?

#### Toilet training meeting

When you believe your child is showing the signs of readiness and you are ready to fully commit to beginning the process at home, it is then time to speak with the child's teacher and/or the director. This can be done in person or over the phone. We will address your child's individual needs, your expectations and the school's involvement in the process.

#### Clothing

- Pick up clothes daily and provide new panties, underwear, short, pants, socks, and shoes daily.
  - Staff will bag wet or soiled clothes as well as any socks, and shoes.
  - Soiled items will be returned the child's cubbie for pick-up at the end of each day

#### Bowel movement

- If the child has a bowel movement staff will dispose of feces that will freely fall into the toilet, but may not rinse or wash out the underwear per regulation.
  - Inform the staff if you would like us to discard underwear after a BM.

#### Nap/rest

- Children often have accidents while they are sleeping in the early toilet training stages.
  - Inform staff if you would like your child to wear a diaper or pull up until they are showing signs of dry sleeping.
  - The child is taken to the toilet prior to napping and diapers are removed when upon waking up.

#### Rewards/incentives

The school uses only positive methods in toilet training.

- Acceptable rewards/incentives are praise, stickers and stamps.
  - Food is not used

#### **A (25) Developmental assessments**

Allow the staff to conduct developmental assessments on the child throughout their enrollment with the program.

#### **A (26) Class/group**

The child shall be placed in a group of peers based on their age and individual needs as determined in collaboration between the school's director, staff and the family.

#### **A (27) Photograph and video permission**

Grants the school permission to photograph and video tape the child in school related activities; this may include organizations that the school collaborates with, such as The American Heart Association, National Association for the Education of Young Children (NAEYC), The Children's Cabinet, etc.

#### **A (28) Facebook**

Be our friend and like us on Facebook at the following email address:

[sierrasummitchildrensacademy@yahoo.com](mailto:sierrasummitchildrensacademy@yahoo.com)

- Photos taken at the school or at school related events are posted on Facebook for our families to view, print and share.

**A (29) Weapons in a child care facility**

*Regulation:* As referenced in NRS 202.265, except as otherwise provided in this section, a person shall not carry or possess weapons while on the property of a child care facility or while in a vehicle of a child care facility.

A. The following weapons are prohibited:

- An explosive or incendiary device; A dirk, dagger or switchblade knife; A nunchaku or trefoil; A blackjack or billy club or metal knuckles; A pistol, revolver or other firearm; or Any device used to mark any part of a person with paint or any other substance.

B. This section does not prohibit the possession of a weapon on the property of a child care facility:

- By a peace officer; By a school security guard; By a person designated by the child care facility to carry or possess the weapon as allowable per NRS 202.265;

**A (30) Absenteeism**

Notify the school if their child is going to be absent (before 10 a.m.)

- Tuition is not discounted for missed days other than allotted vacation days.

**A (31) Vacation**

Vacation time is charged at  $\frac{1}{2}$  of the normal tuition charge on the requested days, if they have notified the school of the date's vacation in writing a minimum of one week in advance.

- If notification is not given or given late the full weekly fee will be charged.
- Vacation fees are due prior to leaving on vacation.
- A maximum of 20 vacation days will be credited each year.
- Vacation days are reset January 1st of each year.
- Unused vacation days may not be rolled over to the following year.
- Vacation days may not be used on the school's scheduled holidays.

**A (32) Withdrawal/two week written notice requirement**

Provide a two weeks written notice or forfeit two weeks tuition.

- Notices must be written and consistent with the two week requirement.
- Vacation time may not be used with written notice.

**B. Payment Provisions****B (1) Registration fee**

A non-refundable registration fee shall be paid upon enrollment. An annual registration fee will be charged to your account automatically each year on the month of your initial enrollment. Registration fees are per family and based on the original enrollment date.

**B (2) Tuition due date and late payment fees**

Our preferred method of payment is Tuition Express.

- Tuition Express Advantages
  - Automatic tuition payments are safe and secure.
  - No longer need to write a check or remember your checkbook
  - It is easy to enroll and even easier to participate

- You'll be joining tens of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

Tuition is due by Friday 6:00 P.M., prior to the week for which services are to be rendered.

- Tuitions paid after Monday is considered late and subject to a minimum late charge of \$15.00 per account for the first three occurrences and \$30.00 for each additional occurrence.
  - If not paid in full by a mutually agreed upon date the account will be terminated and remaining balances will be pursued through legal means if necessary.
  - Reinstatement of services will be based on the account being paid in full and available space.
    - Reinstatement fee \$60.00
    - Tuition Express is mandatory for reinstated accounts.

### **B (3) Non-sufficient funds**

- A \$40.00 fee is charged on all returned checks.
- After 2 returned checks Tuition Express or cash payments are mandatory.

### **B (4) Vacation payments**

Tuitions are due as stated above. Late fees are assessed according to tuition policy. To avoid being late you should:

- Pay prior to leaving (unless enrolled with Tuition Express).

### **B (5) Observed holidays**

The school observes and will be closed for the following holidays:

New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans Day, Thanksgiving Day and the day after, Christmas Day.

- The school will close at 3:00 p.m. on Christmas Eve and New Year's Eve.
- In the event the holiday falls on a weekend, the school follows the same schedule as local schools and or banks (i.e. the Friday before or the Monday after).
- No credit shall be given for the days the school is officially closed.
- Vacation may not be used for observed holidays.

## **C. Staff Requirements**

### **C (1) Orientation**

*Regulation:* Within the first two weeks after commencing employment, newly employed members of the staff of a facility must be given a written and oral orientation program and be trained by the facility director, or a designee trained by the director, in the policies, procedures, and programs of the facility, including the requirements set forth in these Regulations.

### **C (2) Initial courses of training**

*Regulation:* Every caregiver and each director who is employed in a child care facility, other than in a facility that provides care to ill children, shall complete, within 90 days after commencing his/her employment in any child care facility, an initial course of training which must include:

- A course in Prevention and Control of Communicable Diseases in the Child Care Setting,

- Certification in the administration of cardiopulmonary resuscitation
- Two or more hours concerning the administration of first aid
- Two or more hours in the recognition and reporting of child abuse and neglect
- At least two hours concerning Sudden Infant Death Syndrome
- Three or more hours in child development or guidance and discipline specific to the age group served
- At least two hours concerning Childhood Wellness (Obesity, Nutrition, Physical Activity)
- Enroll with Nevada Registry

**C (3) Continued training**

Additional Training; each person, in addition to completing the above listed training shall complete at least 18 hours of training in professional development annually.

- The training required by this Section must be designed to:
  1. Ensure the protection of the health and safety of children; and
  2. Promote the physical, moral, and mental well-being of each child enrolled in the facility.

**D. Emergency Evacuation Procedures**

Evacuation instructions:

- Do not call the school
- Do not come to the school unless you are close and radio reports indicate there is no danger in traveling city streets
- The children will only be released from a designated dismissal area
- The children will only be released to a parent, guardian, or designated representative
- Listen to the radio for instructions- community disasters are reported through radio broadcast
- The school staff will be listening to the radio and will follow the instructions provided by the emergency broadcasting system
- If possible stay off the city streets and out of the way of emergency and rescue equipment
- Do not wander through the evacuation site; remain at the dismissal area and wait for your child to be brought to you
- The school will use the following locations in case of evacuation: Brown Elementary or Galena High School.
- Transportation will be provided by any means available.

**E. Termination of Agreement**

This agreement shall be terminated if any one or more of the following occur:

**E (1) Two week written notice**

A two week written notice was submitted to the school director.

**E (2) Delinquent account termination**

The account is delinquent.

**E (3) Best interest**

The school in its unfettered discretion determines that it is unable to meet the needs of the child or determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.

**F. Complaints and/or Suggestion**

Complaints and suggestions may be logged in writing and placed in the tuition/comment box or given to the director.

- The person who files the complaint will be advised, as is appropriate, regarding any investigation, action or solution of the complaint or suggestion.

**G. Non-Discrimination**

Sierra Summit Children's Academy pledges that the recruitment and the selection of children shall be without discrimination because of race, color, religion, national origin, or gender.

**H. Modification Clause**

This agreement may be modified whenever any of the circumstances covered by this agreement change. Such modifications may only be made in writing and must be signed and dated by the parties involved in order for it to be binding and effective.

- Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

**I. Washoe County Social Services**

Washoe County Social Services requires every school to provide the following information to enrollees:

1. Copy of license issued by the facility. (Current license is posted by the director's desk and copies are available upon request)
2. Summaries of any complaints and reports of any investigations conducted by the Department for the previous twelve months: **None**
3. Report of any disciplinary action taken against the facility in the previous twelve months: **None**

Child Registration  
Please complete and return this page

Parent or Guardian:	Parent or Guardian:
Address:	Address if different:
City, State, Zip	City, State, Zip
Home Phone:	Home Phone:
Cell:	Cell:
Employer:	Employer:
Department:	Department:
Work Phone:	Work Phone:
E-mail address:	E-mail address:
Child Name:	Preferred Name:    Date of Birth:    Sex:M/F
Child Name:	Preferred Name:    Date of Birth:    Sex:M/F
Child Name:	Preferred Name:    Date of Birth:    Sex:M/F
Family Doctor:	Phone:

Emergency Surgical/Medical Care:

I give my permission to obtain emergency surgical/medical care.

I hereby certify that to the best of my knowledge my child does not have an ailment or organic defect which would be dangerous to his/her health and that he/she is able to participate in the routine program. I further certify that to the best of my knowledge my child does not have a communicable disease.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Parent or Guardian



### Child Demographic Form

Please complete and return this page.

Child's Name: \_\_\_\_\_ Date of Birth : \_\_\_\_\_ Sex: Male Female

Child's Ethnicity: \_\_\_\_\_ (optional)

Current Medical Information:

Allergies to food, medication, insect bites, or other: (allergies/food intolerances must be documented by a physician):

Prescription medicines taken regularly:

Disability/Special needs:

Chronic or recurring illnesses:

Medical History:

Did your child have any medical problems at birth? Yes No

If yes, explain

Has your child had any medical or developmental problems since birth? Yes No

If yes, explain

Personal History:

Is this an adoptive or foster family? Yes No

Are there any legal matters that we need to be aware of? Yes No if yes, please provide to the director.

List all adults and children in the household:

Has your child ever been in a child care/ school? Yes No If yes, duration?

Was it a positive experience for you and your child? Yes No

Does your child use special words for bodily functions and/or body parts?

Does your child have any fears? (Darkness, animals, etc.)?

Is your child toilet trained? Yes No Does your child still have accidents? Yes No Frequency

Does your child usually take naps? Yes No Duration

Please provide any additional information which may be helpful.

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**Hop aboard the Tuition Express  
and never write a check again!**

ProCare Software

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to write a check or remember your checkbook when you're picking up your child at the end of a hectic day. Your payment will be safely and securely processed by Tuition Express, giving you peace of mind that your tuition has been paid on time! It's easy to enroll and even easier to participate. You'll be joining tens of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

To learn more about Tuition Express, automatic payment notifications or reviewing your payment history, please visit [www.tuitionexpress.com](http://www.tuitionexpress.com)

**For Bank Account Authorization, complete and return to center management  
ELECTRONIC FUNDS TRANSFER AUTHORIZATION**

I (we) authorize \_\_\_\_\_, (called "CENTER" in this Authorization) to initiate debit entries to my (our) Checking or Savings Account indicated below at the depository financial institution indicated below (called "DEPOSITORY" in this Authorization). I (we) authorize CENTER to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees that are due and payable. I (we) authorize CENTER to use the third party sender, Tuition Express\* to process all payments. I (we) acknowledge that the origination of Automated Clearing House (ACH) transactions to my (our) account must comply with the provisions of United States Law.

**Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.**

Your Name			Phone #	DEPOSITORY - Bank or Credit Union Name		
Address			Bank or Credit Union Address			
City	State	Zip	City	State	Zip	
			Type: Checking	Savings		
Routing Transit Number (see sample below)			Account Number (see sample below)			

This authorization will remain in full force and effect until I (we) notify the CENTER in writing of its termination in such time and in such manner as to afford Tuition Express and DEPOSITORY a reasonable opportunity to act upon it. Notices must be received at a minimum of 5 business days in advance of the termination date.

Signature	Date
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**Record Retention Notice:** The child care provider shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the Tuition Express™ program. \*Tuition Express is an assumed business name of Blum Investment Group, Inc.

**(Please attach a copy of a voided check here.  
Deposit slips not accepted.)**



Routing Transit Account Check#