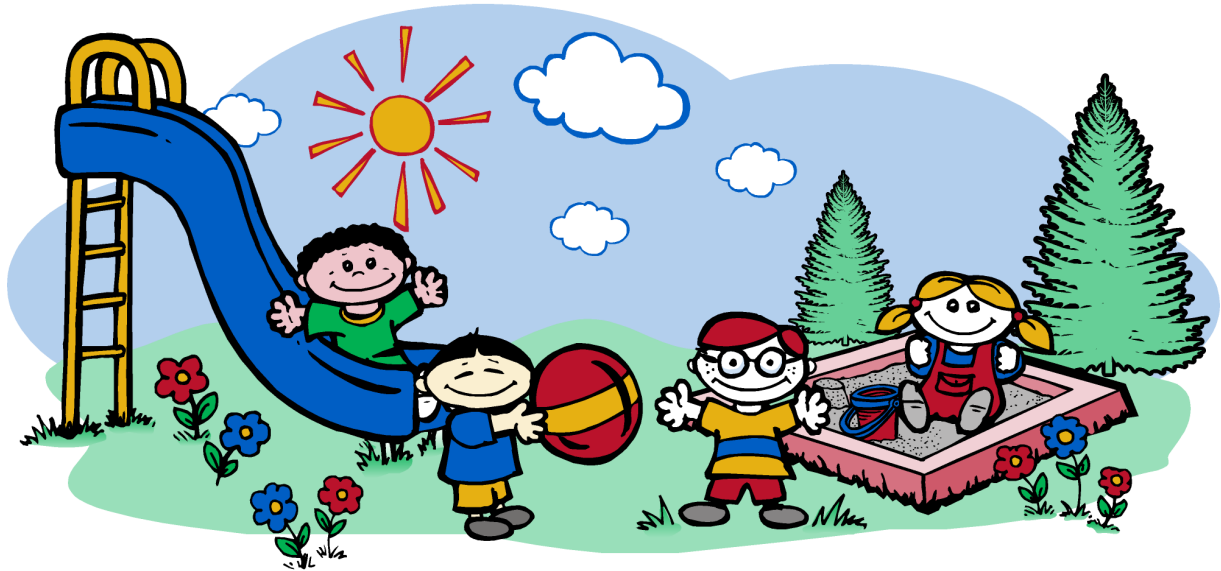


Play Date



Preschool & School Age

Karin Williams, Director

(530) 582-0441 www.playdatepreschool.com

email: preschoolpride@yahoo.com

providing child care and preschool enrichment since 2002!

Parent Handbook

Play Date Preschool

OUR PHILOSOPHY

We at Play Date Preschool believe the purpose of early childhood education is to foster competency in young children. Each child is a unique individual with his or her own personality, strengths, and interests. The rates of growth and development differ within each child and age gives only a general indication of what we can expect. Therefore, each child at Play Date Preschool will be accepted as an individual and valued for his/her own innate capacities, without employing any preconceived standards.

Our program is based on the belief that children should be allowed the freedom to choose and make decisions in a safe, stimulating, and appropriate environment. Stimulating, age appropriate activities help children gain a better understanding of the world around them. Active, hands-on exploration of the learning environment is encouraged. Our curriculum is planned around the child's need to grow in all areas of development: physical, social, emotional, and intellectual.

We believe play is an important avenue for learning and for enjoyment. In play, children are creatively manipulating materials, exploring and testing concepts, and rehearsing roles. Children test, explore, discover, adapt, classify, organize, and reorganize their experiences as they play. Play demands initiative, imagination, and purposefulness, and playful interaction with other children is essential for healthy personality development. The positive experiences and successes associated with play foster the child's positive self-concept.

We at Play Date Preschool strongly believe in facilitating play through an enriching environment. We will provide opportunities for children to make their own choices, to move freely and independently, and to grow in areas of need. Our open environment permits interest areas of dramatic play, blocks, science/math, music, art, library, language arts, large muscle activities, manipulatives, and water/sand play. We are dedicated to providing safe space, equipment, and opportunity for children to develop and practice skills, become inspired, and to be challenged.

Our goal for children as learners is that they become autonomous, self-directed individuals with a strong sense of self worth and an "I can do it" attitude. We strive for each child to view learning as both exciting and challenging. With this emphasis, children become problem-seekers as well as problem-solvers.

We are dedicated to a loving and nurturing teaching style in which the children will experience respect, consistency, and encouragement. Above all, we are committed to physical and emotional safety of all children. We practice the positive discipline methods of guidance, redirection, and role playing as our means of building appropriate behavior, socialization, and/or self-control.

In this program, each and every individual child in all their uniqueness will feel a sense of trust and belonging. They will know and understand how much they are valued and important. They will express themselves and contribute to their entire Preschool experience as we encourage and guide them.

Play Date Preschool

OUR PROGRAM

Our program at Play Date Preschool focuses on child-directed, hands-on experiences where we believe in emphasizing the process rather than the product. Our classroom environment is structured into Learning Centers. Each day teachers will set up the centers for optimal exposure and enrichment. We have included, but are not limited to, the following centers into our curriculum goals:

Art Center

Art is free expression and encourages hand-eye coordination, visual discrimination, creativity, body awareness, social skills, language, emotional release, and fun! Your child will love the wonderful activities our Art Docent has planned. We do lots of messy art; textural art, play dough, edible art, group mural art, collage art, cutting, pasting, gluing, glittering, painting, and the list goes on. . .

Manipulative Center

These toys are used to encourage fine motor development, hand-eye coordination, hand strength, and pre-reading, writing, and math skills. The children will enjoy using puzzles, Legos, string beads, lacing cards, etc. It is the belief of early childhood educators that the use of manipulative toys is the foundation for understanding math and science concepts.

Block Center

We have a large assortment of blocks. Our Unit Blocks are considered to be the single most important equipment for children to use and play with. Block play encourages self confidence, creativity, spatial awareness, shape recognition, geometry, visual perception, cooperation, problem solving, classifying, construction, awareness of gravity, weight and measurement, and social studies.

Dramatic Play and House Center

Dramatic Play is the vehicle for children's insight and understanding of the world around them, their families, friends, and society. Children learn to make sense of people's roles, feelings, and behaviors. Dramatic play encourages pro-social behaviors, language, exchange of ideas, and a healthy sense of self.

Language Arts and Library Center

Activities are provided in this center to encourage children's ability to communicate. Puppet play, flannel board, chalk, colored pencils, pens, crayons, books, tape stories, are a few of the items that foster speaking, listening, pre-reading, and writing skills.

Science and Math Center

Pre-Math and Science activities are important for children's intellectual development. Experiences with this area will foster the development of critical and abstract thought through exploring manipulatives, the environment, ecology, animals, weights, measurement, comparisons, colors, shapes, space, and geometry.

These centers may change from time to time according to our theme, the season, the children's interests, or our curriculum goals. Your child will begin and end their day exploring the Learning Centers.

Play Date Preschool

OUR PROGRAM *cont.*

Circle Time is unquestionably a favorite among children and staff. This is our social time to sing, dance, play games, share, and do calendar. Sharing items from home gives your child the opportunity to talk in front of a large group and be a star!

Our program offers a small group academic time. This is the only teacher-directed activity time in which we focus on specific age appropriate skills of each child. Our teachers are using this opportunity to assess your child's developmental growth in a more intimate setting.

We also enjoy exploring our environment. We will frequently take nature walks for our science center and art projects. We feel fortunate to live in this beautiful community and we will take field trips throughout the year to discover why we're so lucky to live in Truckee!

We at Play Date Preschool can be certain of at least one thing, our teachers offer a plentitude of love, patience, kindness, and encouragement for your children to flourish!



Play Date Preschool

GENERAL POLICIES

1.) *Preschoolers:* Play Date Preschool may enroll up to 42 children between the ages of 2-6. These children have a rest time each day 1:10pm to 2:40pm. Upon parent discretion, once a child reaches the age of 4yrs. they may not need to rest in the "Nap Room". Availability to move into the "Resting Room" is limited and on a first come first serve basis.

2.) *Signing In and Out:* Each child must be signed in and signed out daily by a parent or authorized adult. The parent or guardian is the only person who can authorize Play Date Preschool to release the child to the individual. No child may be dropped off outside and allowed to come in by himself. No child may be picked up by any person under the age of 18 years of age.

3.) *Illness:* It is very important to keep your child at home when ill. The following guidelines will help you to know when homecare is required.

→ Your child has a fever of 100 ° or has had one during the last 24 hour period. *

→ Your child has begun taking antibiotics during the previous 24 hour period.

→ Your child has a contagious skin or eye infection.

→ Your child has a heavy or colored nasal discharge or a persistent, thick cough.

→ Your child has diarrhea 3 times in a 2 hour period. *

→ Your child has episodes of vomiting for over a 4 hour period. *

→ Your child has symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus a fever).

→ Your child has evidence of a parasitic, fungal, or insect contamination (lice, ringworm, fleas, etc.).

***Guideline:** 24 hours fever free, vomit free, and diarrhea free. Please know that we may require your child be seen by their pediatrician and return with a physician's note clearing them to be healthy enough to return to preschool.

Once Illness has been Detected: If your child becomes ill while in our program or it is determined that homecare is necessary, we will notify you as soon as possible to come pick up your child. If we are unable to contact you within 30 minutes, we will call your emergency numbers listed to have the alternate person you've assigned pick up your child. **If either parent and those who are listed as an emergency contact are not available to pick up your child then Truckee Police Department will be contacted for consultation on how to proceed with the well-being of your child.**

Play Date Preschool

GENERAL POLICIES *cont.*

3.) *Illness cont.:*

Dispensing of Short Term Medication: All prescribed medications must be signed in with a teacher by the parent **each day** of required need to the Medication Log. All prescribed medications must be properly labeled with the child's name, current date, time, and dose to be given in the original container. Parents are to indicate proper storage needs of prescribed medication.

The date and initials of the teacher administering the prescribed medication will be recorded in the Medication Log. We cannot administer any medication that has expired, nor can we administer medication that does not have your child's name on it.

If your child requires an over-the-counter medication to be given while in our program, we must have the pediatrician's authorization and proper dosage to be given prior to administering. Otherwise, we do not administer over-the-counter medication.

Dispensing of Long Term Medication: Ongoing or intermittent treatment of long term prescribed medications such as inhalers, ointments, or orals must be received with a doctor's note detailing symptoms and the onset of symptoms and/or triggers. It must be clearly stated and understood the proper dose and procedure of how to administer prescribed medication. **All parents will be responsible for training all staff in the proper administration of prescribed medication.** Prescribed medications viewed as intermittent "as needed" due to an onset of symptoms will be monitored by both parents and teachers on a day-to-day basis. However, it is the parent's responsibility to clearly communicate when an onset of symptoms is under watch or has been recently treated at home or during non-scheduled preschool days. Parents communicating the onset or suspected onset of symptoms must log the details in the Medication Log and relay the details verbally to a teacher. This communication by the parent will assist in tracking the day's medical need for prescribed medication administration to their child. The parent will also be responsible for leaving contact information for the day in which a teacher may call at any time.

4.) *In the event of an Emergency:* In the event we need to relocate due to a fire, earthquake, severe weather, and or disaster, our first evacuation location is the Glenshire General Store and our second evacuation location is Glenshire Elementary School. If we are required to evacuate out of Glenshire area, we plan to meet at the Truckee Donner Rec. and Park District (8924 Donner Pass Rd.) and transportation coordinated with authorized emergency officials. Once relocated, we will notify parents immediately. If we are unable to contact a parent, we will call the emergency numbers listed in the child's files.

Power outage: On the occasion in which a power outage has been determined to last more than 2 hours, all parents must be available to pick up their child within the first 2 hour time period of the power outage onset. Play Date Preschool and School Age will not continue providing childcare services beyond a 2 hour timeframe without utilities.

Play Date Preschool

GENERAL POLICIES *cont.*

5.) *What to Wear to School:* It makes your child's day run much more smoothly when they come prepared. Think of your child's comfort and provide simple clothing that is free of complicated fastenings. We do a lot of fun messy projects, so dress your child in adequate clothing for arts and crafts. We would like one or two changes of clothes left here at preschool, labeled with your child's first name. (See Registration Requirement checklist)

6.) *Toys from Home:* Except for toys that are needed in the very beginning of preschool to help ease your child's transition from home to school, we ask that you leave misc. toys at home or in your car. However, children are encouraged to bring items for sharing during our morning circle time that corresponds in some way to our monthly theme. We ask that your child put their sharing into the "Sharing Bucket" upon arrival for safe keeping. At Play Date, we love books! If your child cannot think of any sharing to bring from home, encourage them to bring a book so we may read it during Story Time. **Please**, no guns, war toys, or other toys representing destruction. These items are taboo in our program.

7.) *Visitors:* Throughout the year guests are invited to further enrich our program. Please keep a lookout in your email for our announcement of guests. We will also encourage parents to share their talents, conduct an art project, or even read a story to the children. It is so special to have mom or dad be the "teacher".

8.) *Photos:* Please know that we are photo happy at Play Date. We take photos for projects, slide shows, our Graduation Ceremony, learning and development, marketing, our webpage, our parent exclusive Facebook account, etc. By registering your child at Play Date you understand that your child will be photographed or video taped for special events on a regular basis.

9.) *Events At A Glance:* You will be emailed our Events At A Glance Calendar to start you off in September. This customized calendar pertains to our entire "school year" and outlines our Weekly Theme, Celebration Letter, Special Functions, and School Holiday Closures. Please be sure to review it and mark special days on your calendar.

10.) *Special Events:* With any special event or celebration, if the day of the special event is not your child's regularly scheduled school day - you are welcome to bring your child by for the event. Please understand that you will need to be responsible for your own child in supervision and assisting with their participation. **We will request that you R.S.V.P. with 48hrs notice, if any special event does not fall on your child's school day, so that we may be prepared in welcoming your child for the celebration.**

Play Date Preschool

GENERAL POLICIES *cont.*

11.) *Setting Limits:* To set limits gives children the security of knowing that their strong emotions will not lead them to do things that they will later regret. Children know an adult will take the responsibility of stopping unacceptable behavior until they are able to do so for themselves. We at Play Date Preschool will teach each child about safety, care of property, good health habits, and consideration of others. We will explain any rules in a positive, non personal way and encourage the children to make their own safety guidelines. Our most popular way to handle difficult situations is to redirect an uncooperative child to another activity. Perhaps we may choose to redirect the entire activity into a more wholesome direction. If the children involved have established a way to verbalize their frustration, then certainly we will encourage the children to use their words (which ever is age appropriate).

The method of "time out" may be necessary if a child needs the opportunity to regain self control. Our teachers will not let a child sit in "time out" more than 5 minutes. We follow a good rule of thumb: having the child sit in "time out" for one minute for every year old the child's age. There will never be any form or threat of corporal punishment as it is in violation of a child's personal rights.

12.) *Meals:* Your child will be served a variety of nutritious snacks. We will be serving a morning snack at 10:15am and an afternoon snack at 3:30pm. On many occasions, the children will participate in making snack or we will have theme lunches throughout the year. We are sure they will find it a tasty experience.

Each child will be responsible for bringing their own lunch, drink, and necessary eating utensils daily. Please bring a nutritious lunch and we ask that you not pack candy, soda, or caffeinated foods or drinks.

Please let us know if your child has any allergies and dietary restrictions. To be of assistance in tracking any unknown allergies, we will always have a list of our snack options posted in the kitchen.

13.) *What's the Weather??:* We make every attempt to play outdoors each and every day.

❄️ During winter we will require snow suits, boots, hats, and gloves for each and every child that is labeled with their **first** name (*see Snow Clothes letter*).

☀️ During the summer we will have water play days in which you will be asked to send a swimsuit, towel, sunscreen, and sunglasses also labeled with their **first** name. ⚡️ *All weather in between, just pack layers* ⚡️

14.) *Outdoor Activities / Field Trips:* Each day your child will enjoy supervised free play outdoors as weather permits. We will be taking nature walks from time to time looking for the fun and unusual. We will be learning about nature and collecting leaves, rocks, pinecones, etc. for our art projects or scientific observations. For any field trips off site, permission slips will be required for your child to participate.

Play Date Preschool

GENERAL POLICIES *cont.*

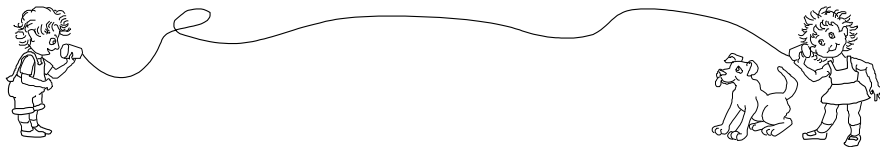
15.) *Open Door:* Please, feel free to come to Teacher Craig or Teacher Karin with any concerns. Our discussions will be completely confidential, and we value your input. Also, at any time you are welcome to visit the program during our hours of operation and even volunteer!! It is vital to the success of this program that we have an open and positive relationship with our parents and it is an additional goal of ours to make it so.

16.) *Pre Enrollment:* All forms in our entrance packet must be filled out completely. This will include but is not limited to current immunization records showing that the child has been immunized against diseases, results of a test for tuberculosis, well child statements and a medical assessment by a physician. Updated immunization certificates for day care must be submitted each time your child receives new immunizations. Your child's file must be completed within 30 calendar days following enrollment.

17.) *Final Note:* Our community is very special and it is a privilege to offer support and quality childcare to you and your child(ren) since 2002. An additional goal of this preschool program is to help bridge the transition between our preschool and the Truckee Tahoe Unified School district, specifically Glenshire Elementary. We continue to develop relationships with the staff at Glenshire Elementary and we will work closely with their teachers and their kindergarten preparation guidelines. It is simply a win, win all around!

The staff of Play Date is actively working for the improvement of early childhood education and the welfare of all children. Dedicating ourselves to further education in early childhood development is both stimulating and keeps us informed of the very important job of teaching young minds.

Thank you for your interest in Play Date Preschool.



PLAYMATE Daily Schedule - BACK CLASSROOM

Below is a sample of our Daily Schedule. It may be altered during snow season.

	Activity or Experience	Goals
7:30/9:00am <u>9:30 1ST</u> potty check	<ul style="list-style-type: none"> ☆ Student Arrival - BACK CLASSROOM ☆ Morning Greeting. ☆ Indoor Free Play ☆ Manipulative Mushing and Squishing (rice table, water table, play doh, finger painting, etc.) ☆ Potty Check and Hand Washing ☆ "Who's Here Today" 	<ul style="list-style-type: none"> ☆ Self-esteem; health awareness; personal relationships; comfort; and a good start for the day. ☆ Vary according to individual experiences, ability, development, and skills. Establishing an environment that interests and entices children to exploring from Parallel Play to Collaborative Play and demonstrating methods and practices to facilitate group play ☆ Hand eye coordination, visual discrimination, creativity, emotional release, and free expression ☆ Healthful habits and learning to take responsibility for self ☆ Self-identification and responsibility
9:50am	<ul style="list-style-type: none"> ☆ Ring bell - Super Sorting 	<ul style="list-style-type: none"> ☆ Group identification, responsibility, sorting, cognition, identification, and memorization
10:00am-10:30am	<ul style="list-style-type: none"> ☆ Circle Time: Greetings, Singing, Movement games, and more! 	<ul style="list-style-type: none"> ☆ Conversation and language development, auditory development, self-awareness and body control, self-expression, musical skills, group identification
10:30am-10:40am <u>10:45 2nd</u> potty check	<ul style="list-style-type: none"> ☆ Snack Time 	<ul style="list-style-type: none"> ☆ Healthful nutrition
11:05am-11:10am	<ul style="list-style-type: none"> ☆ Preparing for Outdoor Play 	<ul style="list-style-type: none"> ☆ Learning to take responsibility for self: shoes on, jackets, winter wear
11:15am-12:05pm <u>11:45 3rd</u> potty check	<ul style="list-style-type: none"> ☆ Outdoor Play 	<ul style="list-style-type: none"> ☆ Gross motor skills, physical health, socialization
11:50am-12:00pm	<ul style="list-style-type: none"> ☆ Parent Pick Up (Mini Schedules Only) - BACK CLASSROOM 	<ul style="list-style-type: none"> Afternoon Farewells. . .
12:10pm-12:45pm <u>12:45 4th</u> potty check	<ul style="list-style-type: none"> ☆ Lunch Time - Socialization 	<ul style="list-style-type: none"> ☆ Nutrition and attending to physical needs, develop social skills ☆ Toileting requested for all
1:00pm-2:40pm <u>2:45 5th</u> potty check	<ul style="list-style-type: none"> ☆ Rest Time 	<ul style="list-style-type: none"> ☆ Healthful habits and relaxation
2:50pm-3:00pm	<ul style="list-style-type: none"> ☆ Parent Pick Up (Short Schedules Only) - FRONT CLASSROOM 	<ul style="list-style-type: none"> Afternoon Farewells. . .
3:15pm-5:30pm	<ul style="list-style-type: none"> ☆ Transition to Front Classroom - Snack Time & Outdoor Free Play ☆ Parent Pick Up 	<ul style="list-style-type: none"> ☆ Healthful nutrition ☆ Gross motor skills, physical health Afternoon Farewells. . .

PRESCHOOL Daily Schedule - FRONT CLASSROOM

	Activity or Experience	Below is a sample of our Daily Schedule. It may be altered during snow season. Goals
7:30am-9:00am <i>8:15am-8:30am is Optimal Arrival Time</i>	<ul style="list-style-type: none"> ☆Morning Greeting. ☆Indoor Free Play (Learning Centers) ☆Art Expression 	<ul style="list-style-type: none"> ☆Self-esteem; health awareness; personal relationships; comfort; and a good start for the day. ☆Vary according to individual experiences, ability, development, and skills. To learn to make choices, solve problems, develop social relationships, grow perceptually and cognitively. ☆Hand eye coordination, visual discrimination, creativity, emotional release, and free expression.
9:20am	☆Ring bell - Clean up time	☆Group identification; responsibility; sorting; cognition, identification, and memorization.
9:30am	☆Hand Washing "Who's Here Today"	☆Healthful habits and learning to take responsibility for self.
9:35am-10:00am	☆Circle Time: Greetings, Singing, HWT games, & more!	☆Conversation and language development; auditory development; self-awareness and body control; self-expression; musical skills; group identification.
10:00am-10:10am	☆Small Groups ☆Snack Time Gp 1	<ul style="list-style-type: none"> ☆Healthful nutrition. ☆Toileting requested for all!
10:00pm-10:10am	☆Sharing Time Gp 2	☆Language development; auditory development; self-awareness and body control; self-expression, self-confidence, and presentation.
10:10am-10:20am	☆Snack Time Gp 2	<ul style="list-style-type: none"> ☆Healthful nutrition. ☆Toileting requested for all!
10:35am-11:00pm 10:10am-11:10pm X - over 11:05am-12:05pm 11:10am-12:10pm	<ul style="list-style-type: none"> Indoor Learning: Gp 2 ☆Outdoor Play: Gp 1 ☆Outdoor Play: Gp 2 ☆Sharing Time Gp 1 Indoor Learning: Gp 1 	<ul style="list-style-type: none"> ☆Varying stimulating, age appropriate activities in math/science, multicultural, language arts, manipulatives, hands-on exploration of the learning environment. ☆Gross motor skills; physical health. ☆Gross motor skills; physical health. ☆Language development; auditory development; self-awareness and body control; self-expression, self-confidence, and presentation. ☆Varying stimulating, age appropriate activities in math/science, multicultural, language arts, manipulatives, hands-on exploration of the learning environment.
12:10pm	☆Hand Washing	☆Healthful habits and learning to take responsibility for self.
12:15pm-12:50pm	☆Lunch Time - Socialization	<ul style="list-style-type: none"> ☆Nutrition & to meet physical needs; develop social skills. ☆Toileting requested for all!
1:10pm-2:45pm	☆Rest Time	<ul style="list-style-type: none"> ☆Healthful habits and relaxation. 4 yr. old option 1:10pm-2:00pm (upon availability only)
3:00pm "Pickup"	☆Story time	<ul style="list-style-type: none"> ☆Auditory development; self-awareness and body control. Short Day Parent Pick Up: Afternoon Farewells. . .
3:20pm	☆Snack Time	☆Healthful nutrition.
3:30pm-5:00pm	<ul style="list-style-type: none"> ☆Outdoor Free Play ☆Art Expression 	<ul style="list-style-type: none"> ☆Gross motor skills; physical health ☆Hand-eye coordination, visual discrimination, creativity, emotional release, and free expression.
5:00pm-5:30pm	☆Parent Pick Up -	Afternoon Farewells. . .

Play Date Preschool

POLICIES REGARDING RATES

Tuition

Each family will be given a monthly rate agreement. Your tuition is due on the 1st of each month for that month, unless participating in the Tuition Express program indicated below. You are reserving space in our program, therefore, payment is due in advance. **Any bill not current as of the 1st of the month will void any discount options and may be charged a late fee of \$10.00 per week, thereafter - no exceptions. Lack of payment results in loss of enrollment if payment is not received by the 15th of the month.**

If your child is absent during the 25th-1st of any month due to vacation or illness, please walk your payment in or postdate your check and submit before you leave town. Otherwise your check will be late and a late charge must be attached.

There is a \$35.00 fee for bounced checks and a late fee will accrue weekly until payment is satisfied.

Currently, our hours of operation are Monday-Friday from 7:30am to 5:30pm excluding posted holiday closures or "unexpected closures" due to power outages or other natural disasters. For your child's health and safety, in the event of a power outage, Play Date Preschool will require parent pick up within two hours of power outage.

Payment

Tuition Express is the way we process payments at Play Date Preschool. We offer Automated ACH Transactions that are processed each month on or near the 25th day.

Tuition Express is a PCI Level 1 Service Provider. Your personal account information could not be safer. Automated payments are proven safer than paying by check - the potential for check fraud and identity theft are eliminated. If you have questions, don't hesitate to ask. More information is available at TuitionExpress.com.

We will continue to require "non-monthly" fees (Drop Ins, Pre-approved Extended Care, Late Pick-up Charges) to be submitted the day of service as our Parent Handbook outlines.

Please complete the Tuition Express Parent Enrollment Form and return with a voided check attached to begin establishing your tuition account.

Any payment transfer after the 25th of the month, including NSF's, will require payment of the regular tuition rates, voiding that month's discount. An additional \$10.00 weekly late fee may also be attached if payment is not satisfied immediately. **Lack of payment results in loss of enrollment if payment is not received by the 15th of the month.**

Play Date Preschool

POLICIES REGARDING RATES *cont.*

PLAYMATES IN "PULL-Ups" 2yr.-3yr. Mini Day Rates 9:00am-12:00pm			PLAYMATES IN "PULL-Ups" 2yr.-3yr. Short Day Rates 9:00am - 3:00pm		
STUDENT ATTENDING:	REGULAR RATE DUE BY THE 1ST:	TUITION EXPRESS:	STUDENT ATTENDING:	REGULAR RATE DUE BY THE 1ST:	TUITION EXPRESS:
5 days/week	\$487/month	\$462/month	5 days/week	\$685/month	\$644/month
4 days/week	\$390/month	\$370/month	4 days/week	\$620/month	\$583/month
3 days/week	\$292/month	\$277/month	3 days/week	\$535/month	\$503/month
2 days/week	\$195/month	\$185/month	2 days/week	\$405/month	\$381/month
Drop In: \$25 per day Late Fee after 12:00pm \$2.00/ minute			Drop In: \$50 per day Late Fee after 3:00pm \$2.00/ minute		

Preschool Full Day Rates 7:30am-5:30pm			Preschool Short Day Rates 7:30am-3:00pm*		
STUDENT ATTENDING:	REGULAR RATE DUE BY THE 1ST:	TUITION EXPRESS:	STUDENT ATTENDING:	REGULAR RATE DUE BY THE 1ST:	TUITION EXPRESS:
5 days/week	\$745/month	\$700/month	5 days/week	\$685/month	\$644/month
4 days/week	\$675/month	\$635/month	4 days/week	\$620/month	\$583/month
3 days/week	\$580/month	\$545/month	3 days/week	\$535/month	\$503/month
2 days/week	\$430/month	\$405/month	2 days/week	\$405/month	\$381/month
Drop In: \$55 per day Late Fee after 5:30pm \$2.00/ minute			Drop In: \$45 per day Late Fee after 3:00pm \$2.00/ minute		

*Hourly 3:00pm-5:30pm only: \$15 per hr. /child with prior arrangement and availability

Schedules are set as part of your contract. No discounts or time trades are considered for late drop offs or early pick-ups.

Registration Fee

The provider requires a \$40.00 non-refundable registration fee to enroll your child. This registration fee is a one-time fee to reserve your child's space and will not be charged annually.

Late Charges

The charge is \$2.00 per minute after your scheduled pick up time (either 12:00pm, 3:00pm or 5:30pm). Please be prompt. Upon your scheduled pick up, if you have not arrived and/or made contact with us and we are unable to contact you immediately, we will call your emergency numbers listed to have the alternate person you've assigned pick up your child. **If either parent or those who are listed as an emergency contact are not available to pick up your child then Truckee Police Department will be contacted for consultation on how to proceed with the well-being of your child.**

Play Date Preschool

POLICIES REGARDING RATES *cont.*

Holidays

We will be closed on the following holidays:

New Year's Eve

New Year's Day

Martin Luther King Jr. Day

President's Day

Memorial Day

Fourth of July

Labor Day

Veteran's Day

Thanksgiving Day

The Day After Thanksgiving

Christmas Eve, Christmas Day

And The Day After Christmas

Holidays will not result in the lowering of the monthly rates. They are not considered absences and no discounts are given nor are trades made.

Your Vacations

With 2 weeks prior notice in writing (see www.playdatepreschool.com and click on *Vacation Notification on the lower right hand side*), you will receive a 10% discount on your tuition for the following month. Your child may enjoy two, one-week vacations (consecutive days only) per year at this discounted rate. Consecutive two-week vacations will receive consecutive 10% per month discounts - no discounts will be combined.

Sibling Discount

Parents with 2 full time children in our program will be given a 10% discount on the second child or lesser amount.

Trading Days or Child Absences

We do not offer trades. For consistency of our program, planning our weekly curriculum, group dynamics of each day, and each child's emotional comfort, we will not be offering trades of any type. The above vacation credit is the benefit provided to our clients for missed days as outlined.

Making A Change

We require at least 2 weeks written notice if a student will be dropped from our enrollment or a reduction in scheduled days (see preschoolpride@yahoo.com and submit via email). If this notice is not given, you will be responsible for payment of those 2 weeks. A refund will be given on anything paid for over the two weeks. No refund will be given for anything under two weeks. We would appreciate one month's notice when possible.

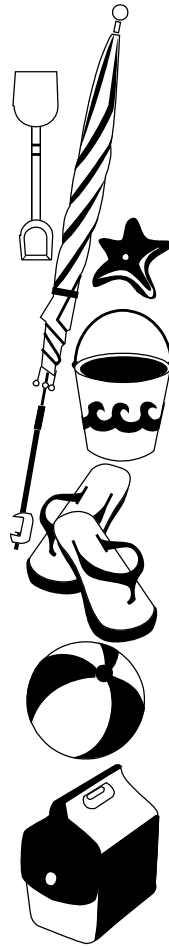
Play Date Preschool

POLICIES REGARDING RATES *cont.*

Summertime Break

We offer to hold your child's position at Play Date during the announced summer break according to the Truckee Tahoe Unified School District's official summer break. We will at no other time offer to hold a child's position before or after the School District's announced summer break. There will be a fee taken to reserve your child's position that is non refundable and will not be applied toward tuition upon returning. Your request to take a summer break will be set and early return may not be available due to the current summertime enrollment.

However, you can call ahead to request drop in days that may be available. Your child's return date will be either the first school day announced by the Truckee Tahoe Unified School District (TTUSD) or the next week immediately following TTUSD's back to school date. Please submit your request in writing of your summertime intentions by June 1st along with the required fee if you desire to utilize our Summertime Break option.



PLAY DATE PRESCHOOL CONTRACT AGREEMENT

We at Play Date Preschool, agree to provide care for _____ (child)
enrolled by _____ beginning _____
(mother / father or guardian) (date)

The above child will be cared for on:

Mon	Tues	Wed	Thurs	Fri

In the Selected Program of:

- | | | | |
|--------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> PLAYMATES
"Mini Day"
9:00am-12:00pm | <input type="checkbox"/> PLAYMATES
"Short Day"
9:00am-3:00pm | <input type="checkbox"/> PRESCHOOL
"Short Day"
7:30am-3:00pm | <input type="checkbox"/> PRESCHOOL
"Full Day"
7:30am-5:30pm |
|--------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------|

For _____ the parent agrees to pay \$ _____ per month.
of days/week


Tuition Express is the way we process payments at Play Date Preschool. We offer Automated ACH Transactions that are processed each month on or near the 25th day.

Tuition Express is a PCI Level 1 Service Provider. Your personal account information could not be safer. Automated payments are proven safer than paying by check - the potential for check fraud and identity theft are eliminated. If you have questions, don't hesitate to ask. More information is available at TuitionExpress.com.

We will continue to require "non-monthly" fees (Drop Ins, Pre-approved Extended Care, Late Pick-up Charges) to be submitted the day of service as our Parent Handbook outlines.

Please complete the Tuition Express Parent Enrollment Form and return with a voided check attached to begin establishing your tuition account.

Any payment transfer after the 25th of the month, including NSF's, will require payment of the regular tuition rates, voiding that month's discount. An additional \$10.00 weekly late fee may also be attached if payment is not satisfied immediately. **Lack of payment results in loss of enrollment if payment is not received by the 15th of the month.**

	<p>I/We would like to participate in the Tuition Express Account (TEA) Plan and receive the tuition discount offered for the 2015/2016 school year. I/We will provide the necessary information for enrollment for the following month's billing cycle. Any payment transfer after the 25th of the month, including NSF's, will require payment of the regular tuition rates, voiding that month's discount.</p> <p>An additional \$10.00 weekly late fee may also be attached if payment is not satisfied immediately. Lack of payment results in loss of enrollment if payment is not received by the 15th of the month.</p>
<hr style="width: 80%; margin: 0 auto;"/> <i>Parent Initials</i>	



We are excited to offer the safety, convenience and ease of Tuition Express® – a payment processing system that allows on-time tuition and fee payments to be made from your bank account.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT**

I (we) hereby authorize **Play Date Preschool and School Age** to initiate debit entries to my (our) **Checking or Savings Account, indicated below**. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

BANK ACCOUNT

Your Name Phone #

Address City State Zip

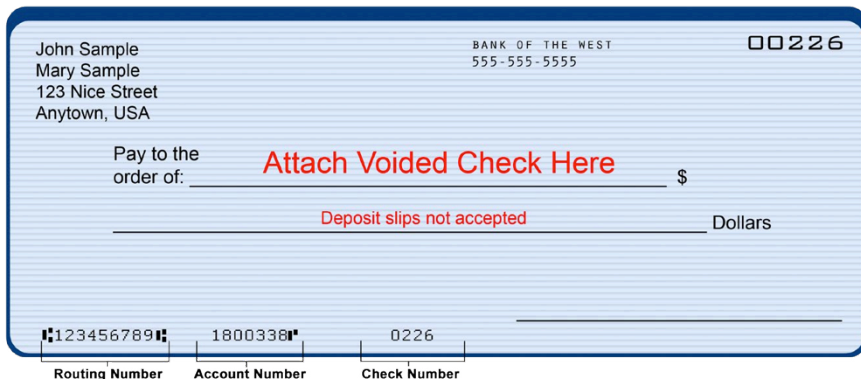
Bank or Credit Union Name

Bank or Credit Union Address City State Zip

Checking **Savings**

Routing Transit Number (see sample below): _____

Account Number (see sample below): _____



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

PLAY DATE PRESCHOOL

CONTRACT AGREEMENT *cont.*

Absence Notification: **Please** notify Play Date Preschool, as promptly as possible, if your child will be absent. (see www.playdatepreschool.com and click on Absence Notification on the lower right hand side)

Child Pick Up: If timing is changed or the parent is late, he/she will notify Play Date Preschool. **Delays will result in an increased charge of \$2.00 per minute past child's contracted pick up time** (either 12:00pm pick up, 3:00pm pick up OR 5:30pm pick up).

Upon your scheduled pick up, if you have not arrived and/or made contact with us and we are unable to contact you immediately, we will call your emergency numbers listed to have the alternate person you've assigned pick up your child. **If either parent or those who are listed as an emergency contact are not available to pick up your child then Truckee Police Department will be contacted for consultation on how to proceed with the well-being of your child.**

A Good Match: The provider exercises a 30 day trial period beginning the first day of services rendered. Until the conclusion of this 30 day trial period, either party may cancel this contract without further obligation. Possible conditions resulting in termination at any time may include lack of fulfilling payment obligations, refusal to complete child's enrollment forms or medical assessment, behavior by parent or child in which the Play Date Preschool students, staff, and other patrons are threatened or placed in threatening or dangerous circumstances. It has been determined by the Director that the child is not developmentally ready for a large preschool environment at this time and is displaying signs of stress.

Withdrawing Enrollment: We require at least a two week written notice if a student will be dropped from our enrollment. If this written notice is not given, you will be responsible for payment of those two weeks. A refund will be given on anything paid for over the two weeks. No refund will be given for anything under two weeks. We would appreciate one month's notice when possible.

Program Policy Updates: Play Date Preschool will provide 30 calendar days prior written notice of any basic rate changes or modifications to this admissions agreement. Any changes will require both party signatures.

Reserving Your Enrollment Date: The provider requires a \$40.00 non-refundable registration fee to enroll your child. This registration fee is a one-time fee to reserve your child's space and will not be charged annually. This fee will hold your reservation for a maximum of 30 days unless otherwise arranged with the Director. (See Policies Regarding Rates)



Please note, the California Department of Social Services (DSS) has the authority to interview children or staff, and to inspect any child or Childcare Center records, without prior consent. DSS also has the authority to observe the physical condition of children including conditions that could indicate abuse, neglect, or inappropriate placement.

Play Date Preschool

PRE REGISTRATION CONSIDERATION

Preschool is a very exciting time for both you and your child and often your child's first big step towards independence. We at Play Date Preschool strive for the optimal cooperative style relationship between your doors and ours. It will be in everyone's best interest to be certain that your child is ready for preschool at Play Date. The dynamics of all preschools vary from "small setting" to "large setting" and from less of a structured style to more of a classroom structured style. How can we tell which style is a match for your child and you?

The term "preschool" as we view it at Play Date refers to a structured group program generally best suited for the ages of 2 to 5. Age, however, is not a sole determinate. Social/emotional readiness will play a greater role as to whether your child is ready for a large setting preschool or will need the gift of time. A preschool setting such as Play Date focuses on age-appropriate learning experiences and enrichment achieved through play.

Our philosophy of play and learning through play is our number one goal. However, certain curricula goals have been established as a program including facilitating cooperative play and interacting with one another, following a regular routine, respect and appreciation for the entire classroom environment and one another. Above all we will have an understanding of what is developmentally appropriate for each individual child and will work within those realms together; both parents and teachers.

Basic Preschool Readiness

Age & Toilet training - the minimum age for preschool entrance, according to the California State Child Care Licensing, is 2 years of age and our current policy includes "Pull-Up" diapers. Toilet training is a practiced and not always perfected undertaking and we understand that occasional accidents occur. We will assist your child in becoming comfortable with the practices of toilet usage and are happy to work with each child's progress in this venture towards independence. We do not wish to pressure a toddler who's not quite ready for the potty but we will pay close attention to the hints. They will get there eventually, on their own internal schedule.

Developmental enrichment - your child entering preschool will practice expressing their needs to their teachers, feeding themselves, and partially dressing or undressing (such as pulling down elastic-waist pants to use the potty).

Your child will experience playing with friends and independently for short periods, focusing on one project or task for several minutes, following simple instructions, and sitting for a few minutes in group activities such as "circle time".

Play Date Preschool

PRE REGISTRATION CONSIDERATION *cont.*

Separation issues - some children are ready to spend time away from their parents earlier than others. There seems to be an expected separation transition that occurs at Play Date that both parents and children will need to understand. Your child will go through a difficult and teary separation for approximately 1-2 weeks. This may occur initially at the first day of drop off. Although we find more commonly that a "honeymoon" phase occurs first and your child seems well adjusted from the get go. However, after your child's happy beginnings, the separation transition may begin and last for approximately 2 weeks. Once the separation transition begins parents will need to be strong and resist the urge to let your child stay home on a "sad day". This will only prolong the separation transition and be more difficult on your child. Remember, we are here to give your child lots of love and support through the separation transition and usually once we have muddled through it we are done. If we do have concerns on the emotional well being of your child and we do not see daily improvements during the separation transition, we will certainly keep you informed on a regular basis and offer some strategies on how to meet your child's needs.

Every child is different - at Play Date, we pay a great deal of attention to group dynamics and how to mingle a cohesive group of young children for multiple hours in the day and multiple days of the week. Group dynamics play such a strong position on your child, your child's friends, and their teachers that it may once again determine whether your child is ready for this large setting preschool. For some children, moving from a small setting daycare (6 children or less) to a classroom setting of 12+ may be very overwhelming and uncomfortable. Your child's comfort, safety, and guidance must be given the utmost consideration. If your child is responding to Play Date in a stressful way, then a larger, more structured preschool may not be a match at this stage in your child's development. A start date may be more appropriate at a later date.

If you are thinking about preschool several months before your child would enter a program, you will be trying to predict their readiness and development. Remember that at this age, a few months can make a big difference.

It is so important that, you as parents, know you are placing your child in a safe, nurturing environment where your child's best interests and needs will be met. In our effort to ensure your trust and the trust of your child, the staff has developed a plan to help create a good match for your child's preschool readiness and to a large preschool such as Play Date.

We request that each child entering Play Date (even if you are a current Play Date Parent) attend two "Warm and Fuzzy" 2 hour visits from 8:30am - 10:30am. These visits are to begin a trusting relationship with your child before their first big school day. After both visits, a parent orientation and student start date will be discussed and finalized

Play Date Preschool

☺ Registration Requirement Checklist ☺

Upon enrollment the following items will be part of your Parent Checklist:

✓Forms to be returned one week prior to enrollment and your responsibility to update as needed:

- All Child Enrollment forms and Family Quick Reference form
- Immunization form signed by Pediatrician
- Parent contracts signed and dated
- Utilize www.playdatepreschool.com

For your convenience, communication, and future planning (*and our preference* ☺), please visit our website at: www.playdatepreschool.com and see **Parent's Club** located on the right side of our web page. You can simply click on the links below, complete the requested information, and we will receive your submission with **priority flagging** instead of general email.

- [Absence Notification](#)
- [Vacation Notification](#)
- [Drop In Request](#)
- [School Age Scheduling Ahead](#)
- [School Age TTUSD Holiday Closure 8-5:30](#)
- [School Age TTUSD Snow Day 8-5:30](#)
- [Preschool Calendars](#)
- [Update Your Child's File](#)
- [Parent Resources](#)
- [Preschool Parent's Handbook](#)
- [School Age Parent's Handbook](#)
- [Student Enrollment Forms and Information](#)

✓Things to bring on or before first day:

- Change of clothing in a Large Ziplock Bag: 2 underpants, 2 socks, 2 pants, and 1 shirt
(*no backpacks please*)
- PLAYMATES Class please bring daily supply of 3 "Pull-Up" style diapers.
- Cold lunch with drink and necessary utensils (we are happy to do a 30sec. zap of dinner leftovers, but please no Cup of Noodles or Easy Mac- too long to cook, cool, and eat. Also, no candy, no sodas, no caffeinated foods or drinks.)
- Outer wear according to weather- tennis shoes/sandals in summer, no flip-flops unless they have back-straps. (*see Snow Clothes letter*)
- If your child requires a small "lovee" item for rest time it may come to visit preschool for 2-3 weeks while your child gets settled in.
- Label all belongings with first name.** No last names please.
- No backpack or specialty bag please. We have limited space and very often we have multiple children sharing a cubby. All that can strategically fit is a lunch box and jacket. (Please note, any snow clothes items - hats, gloves, mittens, pants, boots, all have their own special place of storage - not in the cubby room. A similar process for summertime swimsuits and towels - not in the cubby room. A teacher will gladly provide the placement of your child's seasonal items - Thank you)

Optional: please consider Velcro style shoes for your child rather than lace up shoes. The skill of shoe tying doesn't developmentally occur until ages 5-7 and less laces is so helpful to your child's safety and teacher time.

Snow Clothes



Dear Parents,

If you have not done so already, the following description of snow clothes is what we would like to see at Play Date beginning November. Please keep in mind, we have requested specific items for the ease of your child dressing and for the teachers who must assist 40+ children in dressing. It is not an easy undergoing, but it is worth it!

Please **NO Fleece or Knitted** clothing especially **gloves or mittens!** One fall into the snow and your child transforms into a snowman (the powder sticks to fleece and soaks through the knitting), very uncomfortable.

1. **MITTENS:** Please bring waterproof mittens (preferred over five finger-glove style). Please label each mitten with your **child's first name** on the outside with a permanent marker. We have metallic colored pens that work well with black material.
2. **SNOW PANTS:** Please bring waterproof snow pants, preferably overall style with a front bib or full body. Your child will be rolling in the snow and the overall style or full body suit prevents icy snow from creeping up their backs. Brrrrr! Please label with your child's first name near the back tag with a permanent marker.
3. **JACKETS:** Please bring a waterproof jacket, preferably with a hood. Please label with your child's first name near the back tag with a permanent marker.
4. **HATS:** If the jackets provided do not have hoods, please bring a warm hat, preferably one that straps or ties under the chin. These styles will surely keep those ears from freezing. Of course, fleece or knitted hats are O.K. since that is what the market offers. Please label with your child's first name on the tag.
5. **BOOTS:** Please **bring** waterproof boots (to stay at preschool) and **send your child in regular shoes**. We do many movement games indoors during the winter and the boots are too heavy and cumbersome. We prefer boots that Velcro or Zip over lace up boots. Again, it goes back to 40+ children = 80+ laces for teachers to tie and we would rather be playing in the snow A.S.A.P.! Please label with your child's first name on the outside of each boot with a permanent marker.

Yes, you may leave the snow clothes here at the Preschool. Actually, we hope that you will. Since it is a State requirement that all children have outdoor play time (as weather permits) leaving the snow clothes will insure that your child gets to go out and we are in compliance. Our outside time during snow season will change to 1 hour in the late morning and indoor centers during the afternoon. If you should bring your child to preschool after 10:15am, please be prepared to dress your child in their snow clothes since there will no longer be an extra teacher available to dress them for you.

Thank You for your Cooperation!