

Pumpkin Patch Parent Handbook 2019-2020

Kearsley
Community
Schools

Schedule of Operations

The Pumpkin Patch Early Childhood Education Center is open 5:30 a.m. to 6 p.m. weekdays except for major holidays (Labor Day, Thanksgiving, Christmas, New Years Day, Good Friday, Memorial Day, Independence Day). Summer hours are 5:30 a.m. to 6 p.m. weekdays except for Independence Day and one week at the end of the summer session.

In Session

The preschools will be in session on the following days regardless of the Kearsley schedule:

- Inservice days
- Parent-teacher conference days
- Mid-winter breaks
- Records days
- Snow days – Childcare / Latchkey / Infant and Toddler

There are other scheduled days off for Kearsley students that do not apply to the Pumpkin Patch programs.

Weather

During inclement weather, the Pumpkin Patch may provide day care for those enrolled in Infant-Toddler, Preschool and Latchkey programs who need it.

IMPORTANT: If it is a State of Emergency or power outage, Pumpkin Patch will not be open for day care or preschool. GSRP follows Kearsley school closings.

Program Rates

Contact the Pumpkin Patch office at (810) 591-3585 for current rates.

Tuition policies & Procedures

Tuition payments can be made Monday through Friday. Checks, cash, money orders are accepted from 7 a.m.– 5:30 p.m. Preferred payment method is PayForIt.

Enrollment Fees

A nonrefundable registration fee must be paid at the time of enrollment. During the child's first week of attendance, tuition for the FIRST two weeks is due.

Payment Due Dates

All tuition billing payments are due on Friday. Each week's tuition must be pre-paid and it due on Friday (you will be paying for the week ahead).

Late Payment Fee: If full payment is not received by 6 p.m. on each Friday, a late payment fee of \$10 per child for the first week and \$15 per child for the second week will be added to your account.

We will adhere to our dismissal policy if payments are not received. After the second week of nonpayment, children will not be able to start the third week.

Overdue Accounts

All accounts must be paid in full weekly. Accounts more than two weeks overdue forfeit the right to the absence adjustment. After second week of nonpayment, child will be disenrolled and one nonpayment reminder letter will be sent to parents. If no payment is received after parent reminder letter, the account will be turned over to a collection agency with additional fees.

Unpaid Accounts

Unpaid accounts will be turned over to a collection agency (after the one non-payment letter is sent to parents). Once we turn an account over to the collection agency for non-payment, all payments on the child's account must be made to the collection agency. If re-enrollment is desired after having been referred to the collection agency, the following procedures must be met:

- Previous balance must have been paid in full to collection agency.
- Re-enroll and pay the Registration Fee.
- Maintain a weekly zero balance or be disenrolled for a second time.
- If disenrolled a second time for non-payment, you will not be permitted to re-enroll at Pumpkin Patch.

Responsible Parent

When children under parental custodial care are enrolled, the person responsible for paying the bill will be the parent who enrolled the child in the program and signed the enrollment form. We can provide itemized statements upon request, but the statement will not designate who has made the payment.

Weekly Holding Fee Guidelines

It is the parent's responsibility to indicate the child's absence at the time of making payments, preferably in writing.

Reduced rate applies only if the office is notified within two weeks of the absence.

We will hold your child's spot for two weeks, charging the appropriate weekly holding fee per program. After two weeks, we will charge full tuition and late fee payment will be charged accordingly.

Late Pickup Charges and Disenrollment

A late pick up charge of \$15 for every 15 minutes or fraction thereof, for each child will be added to the tuition billing:

Non-Sufficient Funds check charges

- For first NSF check: A \$15 charge will be added to the tuition billing. This \$15 charge plus the amount of the NSF check must be paid in full with cash or money order within one week of receiving the NSF check. If not paid, we will follow the Late Payment Fee schedule.
- For second NSF check: A \$25 charge will be added to the tuition billing. This \$25 charge plus the amount of the NSF check must be paid in full with cash or money order within one week of receiving the second NSF check. If not paid, we will follow the Late Payment Fee schedule.
- After the second NSF check, all tuition billing, payments for fundraisers, etc. must be paid with cash or money orders for the remainder of the school year.

No Call fee

\$5 per occurrence

If your PM Latchkey child will not be returning to Pumpkin Patch, you must call the Pumpkin Patch office by 3:30 pm. If no call is received, you will be charged \$5 per occurrence.

FIA accounts

Parents must pay half the tuition bill weekly until we receive FIA payments. After FIA payments are received, the director will determine what the parent's portion of the bill is and then they must pay that portion weekly. FIA accounts will also follow the Late Payment Fee policy.

Discipline Policy

The Pumpkin Patch Early Childhood Education Center staff uses positive methods of discipline, which encourages self-control, self-direction, self-esteem and cooperation. Our staff is trained in conflict resolution and conscious discipline.

Enrollment and withdrawal

We welcome you to visit our school at any time. You will be given a tour of the physical facilities and have an opportunity to observe the classroom programs. Any healthy child who is of the age authorized by our center will be accepted for enrollment if a spot is available. If at any time, after enrollment, we have concerns about a child, the parent will be asked for a conference. Parents may ask for a conference at any time.

Enrollment

- A nonrefundable registration fee must be paid at the time of enrollment. BEFORE the child's first day of attendance, tuition for the first two weeks must be paid in full.
- The enrollment card, emergency card and up-to-date shot record must be on file in the office the first day the child is at the center. A completed physical form must be on file in the office within 30 days of the first day the child is at the center.
- Pumpkin Patch follows the Kearsley Student Code of Conduct Handbook.
- GSRP enrollment follows GISD procedures. An application is available at geneseepreschool.org.

Withdrawal / Disenrollment from program

1. The person who enrolls the child must be the person who disenrolls, giving the office, not the classroom staff, one week's notice. Once a child is disenrolled, a nonrefundable registration fee will be charged if the child is reenrolled.
2. **We follow a state licensing guideline for adult-child ratio for all children, and we take this responsibility seriously. If one youngster's behavior continually prevents that from occurring, or if a child demonstrates repeated aggressive behavior toward others, the parent will be requested to withdraw the child, and will be given one week to do so.**
3. Any child absent for two consecutive weeks, without notification to the office, will be considered disenrolled. If a child will be disenrolled, please notify the office as soon as possible to avoid extra charges.
4. We assume children are potty trained when enrolled for a preschool program. We reserve the right to move a child to the toddler room if there is repeated evidence that the child is not potty trained.
5. In order to assure the safety of the Latchkey and kindergarten children, parents are required to call the Pumpkin Patch if their child will not return to an afternoon session. We reserve the right to disenroll the child after the THIRD time a parent does not notify us of an absence.
6. We reserve the right to disenroll a child if the parents or guardians do not cooperate with Pumpkin Patch policies and procedures. One week's notice will be given.
7. There is no completed emergency card.
 - The office does not have on file an updated immunization record within 30 days of enrolling.
 - The office does not have on file a completed physical form signed and dated by a doctor within 30 days.

Food and Nutrition program

Parent will provide nutritious meals or have the option to purchase a school lunch through Nutrition Services. Kearsley provides an online payment processing system called SendMoneyToSchool.com that allows parents to use e-check or a credit card to make lunch payments via the district's website (www.kearsleyschools.org). Look for the SendMoneyToSchool.com link under Parents on the Kearsley home page.

Universal Breakfast is provided at no cost.

Health Program Policies

It is essential that every parent cooperates fully with the center's health program. When there are symptoms of illness or other indications that a child is not well enough for group activities, arrangements must be made for his care at home. The center has no provisions for the care of children who are ill.

Exposure to communicable diseases and any infectious illnesses of other family members should be promptly reported so that the center may be alerted to early symptoms.

Illness at the Center

A child with a temperature of 99.9 degrees or higher, rashes, diarrhea and/or vomiting will be sent home.

Readmittance after illness

The following must be adhered to when returning from an illness:

- Simple cold – When a child is absent for a simple cold, he may be readmitted to the center as long as there is no temperature.
- Temperature, diarrhea, vomiting – Following an illness accompanied by a rise in temperature, diarrhea and/or vomiting, a child must be excluded from the center until 24 hours after the temperature has returned to normal and/or bouts of diarrhea and vomiting have stopped.
- Unidentified rashes – Children may return to the center when the office has received a doctor's note stating that the child is not contagious and may return to school.
- Head Lice – After treatment, the child may return but will be checked by the director or authorized personnel. During this head check, the parent will remain with the child. The child must be lice/nit free to remain in school and they will be checked for the next 10 school days.

If lice/nits are found, the child will be sent home from school and the 10-day check period will start again.

Outside play

It is felt that if a child is well enough to attend the center, he/she is well enough to join other children in the daily outside play. Children go outside every day when the temperature is five degrees Fahrenheit or above. Please dress children accordingly.

Immunization / Physical Forms

The State of Michigan requires that all children be immunized for certain diseases. Parents/guardians will need to contact their county health department to receive immunization waiver education and to obtain a certified, current State of Michigan immunization waiver form. The Genesee County Health Department Immunization Clinic is located at the Burton Health Center, G-3373 S. Saginaw St. For more information, please call (810) 237-4546.

Yearly physical forms, with immunization information, signed and dated by a physician, must be turned into the office within 30 days of the child's first day of school. The child may be withdrawn if immunization/physicals are not up to date, due to state regulations.

Medication Policies

There are certain instances when it becomes necessary for children to take medication during center hours. Because of this, the center must adopt and follow a specific procedure for dispensing medication to children during center hours. This is necessary for the protection of the child as well as the person giving the medication.

1. The only medication that the school is obligated to dispense is that medication prescribed by a licensed physician and the medication form must be completed with the doctor's signature.
2. A medication sheet will be used for all medication given at the center.
3. Medication that is to be taken over a long period of time should have a new medication sheet every month.
4. Medication must be in PRESCRIPTION bottles properly labeled with:
 - Name of child
 - Name of medicine
 - Time and dosage
5. Do not send medication in plastic bags or envelopes.

6. Medicine is to be dispensed by the director or her designee in the director's absence.
 - All medication will be taken in the presence of the designated staff member.
 - In order to be sure that everyone has received their medication for the day, a checklist will be made.
7. In an effort to reduce problems when medication is changed or discontinued, NO more than a 10-day supply of pills will be kept at the center.
8. It is the parent's duty to notify the center when medication has been discontinued. The parent will be expected to pick up any remaining medication or to authorize the director to dispose of it.
9. It is the parent's duty to notify the center when a child's medication has changed. A new medication sheet must be filled out with a doctor's signature.

Drop off and pick up policy

Children will be released only to those persons whose names are listed on the emergency card. Parents are to advise the office in writing in advance if a person not listed on the emergency form is to pick up the child.

Drop-off / Sign-in sheets

All children, including Latchkey children, must be brought into the building daily by an adult. They must be signed in with date and time noted by the adult. We need to know for safety reasons where your children are at all times. Children may NOT be dropped off in the parking lot.

Sign-out sheets for picking up children

1. Parents/designees must sign out children and document time in the office and receive a Pick-Up Release Form to give the child's teacher/assistant.
2. For lunchroom pickup, 11:30 a.m. – 12:30 p.m., parent/designees must sign children out and document time in the office and receive a Pick-Up Release Form to give to the lunchroom monitor.
3. After 3 p.m., parents/designees must sign out and document time with the extended care teacher.
4. For pickup from the playground, parents/designees must sign children out in the office with documented time and receive a Pick-Up Release Form to give to the child's teacher/assistant.
5. Parents/designees must sign their children in and out every day with documented times. If parent/designees do not sign out then Pumpkin Patch staff will record time.

What to bring and wear

What does the well-dressed child wear to preschool? "In fashion" means washable clothes – preferably comfortable, sturdy, washable play clothes. Painting, mud play, etc. is always available and whether you wash with Fab, Tide or All, some colors of paint just won't wash out. To decide if he's "in style" or appropriately dressed, before leaving home ask yourself, "Will I be upset if he comes home with dirt, paint, or chocolate pudding on his outfit?" If the answer is "yes," please change to more appropriate clothing.

Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle their pants and belts without a struggle.

All jackets, sweaters, coats, hats, boots, mittens, purses and umbrellas must be clearly marked with the child's name. Many children wear identical clothing and without a name in each garment, it is almost impossible for an aide or teacher to identify to whom it belongs.

A sweater or jacket at the school, especially for children in the extended care program, is recommended since temperatures change from morning to late afternoon.

For safety reasons, no flip-flops or open toe shoes. Tennis shoes or closed toe shoes with straps are needed.

What to leave at the center:

- A change of clothes: pants, shirt or dress, socks and underwear. Child's name must be on each item.
- A plastic shoe box with a lid in which to keep the child's change of clothes.
- If he/she stays for a nap, he/she needs a child-size blanket clearly marked with name. If needed, security blankets and teddy bears are welcome.
- Boots or rainwear – these items are optional. Our program is dependent on some outside time each day, even when the grass and sand are wet from a recent rain. This does not mean we will be playing outside in a rain storm. If you do send boots, be sure your child's name is on them.
- Candy and other goodies – We do not recommend sending these items except on special occasions and if they are sent prior arrangements must be made with the teacher.
- No guns, knives, or any other kind of weapon will be allowed.

Birthday

A birthday is a special day. The school will always acknowledge each child's birthday. If the parent wishes to provide a special treat on this day, please make arrangements with your child's teacher.

Infants and Toddlers

Diapers and wipes must be provided for infants and toddlers.

On a daily basis, parents need to provide food and premade bottles for infants younger than 12 months.

If children are 12 months and older, parents can leave snacks and juice in their cubbies.

Infants and toddlers should also bring a change of clothing stored in a plastic shoe box.

Rubber bands, hair ties and barrettes are a choking hazard for infants and toddlers.

Our philosophy

The Pumpkin Patch Early Childhood Center provides a child-centered program in a secure, loving environment that is designed to support the development of young children to their fullest potential.

Each child is a special little human being with unique needs. Understanding and meeting those needs is of utmost importance to us. To accomplish this, it is imperative to work closely with parents in a complimentary manner.

We are dedicated to the goal of providing programs aimed at total child development. Research has firmly demonstrated the importance of establishing a solid emotional, social, intellectual and physical base during the child's early years. Our curriculum is professionally designed to do this.

EMOTIONAL DEVELOPMENT is accomplished by nurturing children toward an inner sense of trust and autonomy. Our goal is the development of a positive self-image in order for the children to experience good feelings about themselves and their words.

SOCIAL DEVELOPMENT is accomplished by helping children develop feelings of independence while being able to accept help and guidance from teachers and peers. Our goal is to guide children toward the development of self-control and the ability to participate with group members in a cooperative and satisfying

manner. Emotional and social development are the foundation blocks that make it possible for children to utilize intellectual capacities.

INTELLECTUAL DEVELOPMENT includes first-hand experiences in grasping appropriate concepts that enable children to think and reason as they face the challenges of each new task. Intelligence is measured by the number of ideas a child possesses.

PHYSICAL GROWTH is accomplished by the development of large and small muscles. An appropriately planned motor development program is provided. Pumpkin Patch Child Care and Learning Center is dedicated to the concept of developing each child's potential to the fullest.