

Stepping Stones Parent Handbook

MISSION STATEMENT

STEPPING STONES CHILDCARE staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render.

STEPPING STONES CHILDCARE provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment. We foster innovation.

Company Profile We believe the foundation of our center is our employees. We value their knowledge and experience and seek their collaboration in providing the highest quality care possible. With the proper tools, our staff will maintain and go beyond our high standards.

Introduction Welcome to Stepping Stones Childcare! This handbook provides you with all of the information you need including descriptions of our policies and procedures and the roles of our employees, the caregivers and the hands-on participation of all the parents. We ask that you become familiar with all the contents of this handbook and feel free to discuss any concerns or questions with the owners or the director at any time.

Program Philosophy Our goal is to provide each family with a warm and welcoming atmosphere that encourages every child to excel in all areas of development: social, emotional, intellectual, and physical. All of us at Stepping Stones Childcare believe that learning should be done through fun, exciting, hands-on experiences. This is why we provide all the tools necessary for your child to be able to use all his/her senses to experience how things work and move. We provide opportunities for every child to express their ideas and thoughts to help solve problems. By giving this opportunity to every child we encourage them to develop their critical thinking and reasoning skills. All of these opportunities provided to your child will help them achieve an awareness of their feelings and lets them express these feelings in appropriate ways. The interaction with other children in group play and learning allows your child to develop respect for others and their property.

Teachers: Stepping Stones Childcare screens all potential employees. We require a state and federal background check, drug testing, state and federal required educational credentials, on-going child education and two references. We seek teachers who have an all-around love for children and respect for everyone as an individual. The teacher has an understanding of child development and applies this in the classroom. Our teachers understand that Stepping Stones Childcare functions as a team environment and must work together with colleagues, parents and the community. All teachers are trained in First Aid and CPR, hold a current fingerprint clearance card, a current food handler's card, and each year will attend required classes in continuing education.

GENERAL INFORMATION Illness/Sickness Policy: If your child has a fever (101 degrees or higher), cold/flu symptoms, is vomiting, or has diarrhea, please keep them at home. Also, if they experience these symptoms while attending Stepping Stones, we will ask you to pick up your child. Please provide your child with a change of clothes.

Transportation/field trips We DO offer transportation to and/or from school. We do go on field trips.

We provide childcare services for:

Infants	(Newborn to 1 year) Toddlers	(1 to 2 years)
Preschool	(3, 4, and 5 years) Afterschool	(School age 5-12 years)
Full day care	(up to 10 hours) Part time day care	(up to 5 hours)

Center Operations Hours: Monday thru Friday 5am to 12am

863 Airpark Drive
Bullhead City, AZ 86429
928-754-2221

stepping_stones_childcare@hotmail.com

ENROLLMENT/DISENROLLMENT PROCEDURES

Parents are required to complete the registration packet and provide all documentation 24 hours prior to enrolling their child. Your child will not be allowed to start until all paperwork is complete and turned in.

Tuition Your Childs tuition is due before you child attends; you must submit payment at the same time you turn in your Childs weekly schedule.

Disenrollment Procedures: Your child will be considered dis enrolled if after two weeks we have not received written or verbal notification of why your child is not attending. If we have dis enrolled your child and you want them to continue attending, you will be required to pay a new registration fee (if space is available).

Vacation Procedures: We require a 2 (two) week prior notice of vacation. Your child may be gone for a maximum of 2 (two) weeks with no charge and his/her spot will be held. If the child is gone for more than the allotted 2 (two) weeks, the parent will be required to make their normal scheduled payment for those days.

Non-Discrimination Policy: Stepping Stones Childcare will never refuse admittance of a child based on sex, race, nationality, economic background or religion.

You must pay the tuition before your child attends

Infants:

Newborn to 1 year old **1 year old thru 12 years old: All food provided**

Full Time \$40 per day up to 12 hours	Full Time \$28.00
Over 12 hours \$5.00 per hour	Over 12 hours \$5 per hour

Diaper fee \$3.00 per diaper used

Registration fee: \$20 per Child

No Call No Show: \$40 infants /\$28 1 year and up

Drop in not on schedule \$50 infants \$40 year and up

***You must call 24 hours in advance if your child is not going to show up or you will be charged for that day**

WE HAVE A NO REFUND POLICY

This institution is an equal opportunity provider

ADMISSION AND RELEASE POLICY

Every parent (or caregiver) is required to clock and sign their child in and out each day.

Only authorized parents and or guardians may pick up a child. If a parent or guardian is unable to pick up their child, they must notify the center that someone else will be picking up the child.

Behavior Management

Discipline policy: Children who have conflicts with other children or staff while at our center will be encouraged to talk about the issue and their feelings/concerns.

The teacher will always assist in a positive, productive and immediate way to dissolve the issue. Close supervision, gentle guidance, and immediate redirection can manage most behavioral issues. "Four Strike Program"

Strike One: explanation and redirection **Strike Two:** quiet time and parent meeting

Strike Three: parent must pick up child for the rest of day **Strike Four:** disenrollment from center

Stepping Stones Childcare has a strict "NO BULLYING" policy.

Parent Responsibilities and Participation

Open Door Policy:

It is our policy that parents/guardians be allowed to visit our program at any time they wish with no call ahead or appointment needed. We know having an open door policy is crucial to any and all programs and we encourage all parents/guardians to take advantage of it. This also goes for any and all center activities that the parents/guardians would like to join in on!

We will have events throughout the year which we invite, welcome and encourage you to participate in. We will provide a sign-up sheet and any other information necessary. We also welcome parent input and participation at our center. We ask that you respect our rules and procedures when spending time with us.

Learning Programs

Infants: Our program provides a safe, nurturing, home-like environment where you and your baby feel welcome. All of our toys and equipment are developmentally appropriate and help develop the skills needed to grow healthy and strong. Because every baby has different needs, the daily schedule is based around each child. We encourage your participation in creating your child's schedule.

Toddlers: Our program is geared especially for the busy and curious toddler. We provide developmentally appropriate toys and activities that let your child feel comfortable learning while still having fun. Lesson plans developed by the teachers provide important skills in independence and learning.

Preschool: Our program has developmentally appropriate toys, materials, and activities to help lay the foundation for intellectual development and academic achievements. We believe in center-based learning, which allows your child to learn and discover on his/her own time table. Lesson plans are developed by the teacher to provide your child with everything needed for the future.

Afterschool: Our program focuses on fun and fitness for every child to gain the understanding of the importance of fitness and socializing with others while providing them with quiet time and assistance in homework.

LIABILITY INSURANCE We carry all required liability insurance. Documentation of our liability insurance is available upon request.

MEDICATION To give medication we must have a signed consent form and all medication must be in the original bottle/container. All medications must be prescribed by a doctor. It will be kept in a locked box in the office/office fridge.

Accident and Emergency Procedures We have first aid kits in each classroom and the front office. Each classroom also has emergency and evacuation procedures posted near their telephone. Each teacher has a copy of the emergency cards for their classroom. If there is a fire or other emergency, you will be notified by telephone or text within 30 minutes and also receive written notification within 24 hours.

If your child has an accident or injury while attending Stepping Stones, you will receive a written report of the accident and if necessary phone calls.

Stepping Stones is licensed and regulated by the Arizona Department of Health Services. Inspection reports are available for viewing in the office.

Arizona Department of Health Services
1500 E. Cedar Avenue, Suite #22
Flagstaff, Arizona 56004
Phone: (928)774-2707, Fax: (928) 774-2830
www.azdhs.gov

PEST CONTROL

A notice will be posted at least 48 hours in advance of any pest control service that is done at Stepping Stones childcare. It will include the date of service and what pesticides will be used. It is the parent's responsibility to inform Stepping Stones of any allergies your child may have to these pesticides.

What to Bring

You must bring your child dressed appropriately for school there is to be no sandals of any kind, tennis shoes only. If your child is in diaper you must supply the correct size and amount of diapers and wipes (diapers are changed/checked every hour). Every child must bring a change of clothes in case of an accident or spill.

You must pay the tuition before your child attends

I have read and agree to stepping stones policies and procedures in the parent handbook.

Childs Name

Print Parent Name

Parent Signature

Date