



PRESCHOOL

AESS District Member Campus Serving Children from 2 years to School Age

POLICIES AND PROCEDURES

HOURS OF OPERATION

Green Fields Preschool is open from 7:30am to 6:00pm Monday through Friday. Before care is from 7:30 am-8:30 am, School day is from 8:30 am to 3:00 pm, and Aftercare is from 3:00 pm to 6:00 pm. Please note that Before and Aftercare are billed at different rates than the School day.

BILLING POLICIES/LATE FEES

- **A LATE PICKUP FEE OF \$1.00 PER MINUTE WILL BE ASSESSED AFTER 6 PM. PLEASE BE ADVISED** the police will be called at 6:30 pm if listed emergency contacts cannot be reached. Please keep you emergency contacts updated.
- **Not clocking your child in and/or out correctly is a \$3 fee each time.**
- **All vacation and withdraw requests must be submitted 2 weeks in advance to halt tuition.**
- **Tuition is a flat rate and does not change based on sick days, unscheduled vacation, emergencies, or holidays.**
- Tuition is due on the Monday prior to your child's attendance. All unpaid accounts will have a **late fee** of \$25 at 6 pm Wednesday, and at 6pm Friday services will be suspended until accounts are at a \$0.00 balance.
- Students must be pre-registered for aftercare or be charged a flat rate of \$16 per day for drop-in.
- Students not picked up at the dismissal time of the school day will be placed in aftercare (3pm-6 pm).
- Beforecare (7:30am-8:30am) and aftercare (3pm-6pm) is \$5 per hour up to \$50/week or \$6 per hour up to \$60/ week for diapered children. Each hour is charged after the first 15 minutes of each hour.
- School Age children attending during the summer and holidays will be charged at preschool rates.
- Returned checks are a \$25 fee and are non-payment. An additional \$25 late payment fee will be added to your account.
- For all current accounts (paid prior to Monday attendance) we offer a 10% sibling discount for the least expensive child.

DES Missed Attendance Policy

If your child is absent due to illness full tuition is due for the time your child is not in attendance. DES allows for 2 missed days of attendance due to illness per month. **If your child misses additional days** you will be required to pay the **full DES tuition amount plus your co-pay** for any missed days. If your tuition is late you will have a **late fee** of \$25 at 6 pm Wednesday, and at 6pm Friday you child cannot attend until you owe \$0.00. Returned checks are A \$25 fee and is non-payment and will be an additional \$25 fee.

NAPS/DIAPERING

For a child to be considered potty trained and be allowed to come in underwear they must be without an accident for a month. If there is not room in a class, a parent is unwilling to send their child in a pull-up or diaper, or there is not room in a potty training class their child's attendance and tuition will be halted for two weeks so they can practice at home.

Children who are not potty trained will be in a classroom with children that are napping. Naps are not required; however your child will be expected to be rest on a mat and be quiet during this time. They will be allowed to occupy themselves with quiet activities. Children that are placed in a classroom where all children are potty trained will not have a scheduled nap, but cots or mats will be provided if they are in need of one. All pillows, cots, sheets, and blankets will be provided and laundered once a week. Additionally diapers and wipes will be provided at no extra charge.

LUNCHES/FOOD

We at Green Fields Preschool are committed to supporting your child in establishing lifelong habits of healthy eating patterns. In keeping with this philosophy, our facility serves meals family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food. Our role as staff members and child care providers is to provide nourishing food appropriate to the child's needs. The child's role is to decide whether and how much to eat. We will never force a child to eat or discourage a child from eating food that is healthy for them. Staff members and child care providers model behaviors for healthy eating and positive body image in the presence of children.

We are also committed to the health of all of our children. We support making child care more affordable for many low-income families while promoting good eating habits that support a child's individual needs. Green Fields will work collaboratively with families to promote a healthy lifestyle for your child. We will do this by encouraging healthy eating habits and providing plenty of physical activity throughout your child's day. Our teachers will role-model positive healthy eating behavior in the presence of children and provide nutrition education and healthy choices. We will make water clearly visible and available to your child at all times, indoors and outdoors. If your child does not come with a sack lunch food will be provided to them at a \$10 charge per day.

Additionally we are committed to supporting children in lifelong healthy eating and drinking habits. Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Fruit juice should be offered as appropriate to a child's unique needs. Children will be offered a variety of beverages that are nutritious for them, which may include water, milk, milk substitute and/or juice as appropriate. In keeping with this philosophy, our facility will request that parents not send children to Green Fields with fruit juice, soda, or otherwise sweetened drinks. Additionally Green Fields Preschool will observe the following:

- Not serve fruit juice to infants birth-11 months.
- Limit 100% fruit juice with no added sugar to no more than two times per week for all children one year and older.
- No more than 4 ounces will be served at one time for children one year to less than six years.
- No more than 6 ounces will be served to children six years and older at one time.
- Fruit juice will only be served with meals and snacks and not continuously throughout the day.
- Water will be used as the first choice for thirst and will be offered throughout the day.

HEALTHY EATING PARENT PARTNERSHIP

Please partner with us and provide good nutrition for your child. We ask for your support by providing these items in their lunch each day:

- Providing fruits vegetables, whole grain crackers, breads, pastas, etc.
- Protein such as lean meats, skinless poultry, fish, cooked beans or peas.
- Nut butter, eggs, yogurt, cheese, milk or milk substitute
- A list of suggestions will be provided to you that follow the Child and Family Resources meal requirements
- If you need additional suggestions please don't hesitate to consult with our staff

Please refrain from sending:

- Pre-fried and highly processed meats
- Chips and high-fat snacks
- Fruit juice

These items are permitted at Green Fields Preschool:

- Candy
- Cakes (brownies, cup cakes, Hostess, Little Debbie)
- Sugary drinks (sodas, sports drinks, fruit juices that are not 100%)

ARRIVAL AND DEPARTURE

Green Fields Preschool does not provide transportation to or from school, bus stop or other locations. Parents are expected to escort his/her child to and from the classroom. Your child must be signed in and out accurately every day without exception.

Not clocking or making errors when signing in a child will result in a \$3 fee every time. Parents, Guardians, or any person on your child's Emergency Card under the age of 18 must have written permission to be able to pick up your child. Only persons listed on a child's emergency card will be allowed to pick up. Please make sure they are up to date. Before a child is released to an unknown individual that person must be listed on the Emergency card and their identity must be verified by a driver's license or picture ID.

MEDICATION/ILLNESS

Medication **MUST** be given to the front desk, be in the original bottle, and packaging with the label stating the first and last name of your child, name of the medication, prescription number, dosage and instructions on how to administer, the Doctor's name, and reason for the medication, and date of authorization. A form matching this information must be filled out. This includes all topical creams, sunscreens, ointments, and bug sprays. **Do not** send your child with these items in their bag. They must be given to the front desk and all forms must be filled out.

A CURRENT AND COMPLETE Immunization Record is required for all children and staff or an immunization exemption must be filled out. Children and staff will be removed from contact with others and there will be a written record of the notification when they exhibit any of the following symptoms:

- a fever over 100.0 degrees,
- a rash or blister
- discharge from the eyes or ears
- vomiting or diarrhea
- any symptom of a communicable disease or infestation

The parents or emergency contacts of any child exhibiting the aforementioned symptoms will be called and pickup will be required within an hour. To return to school children must be symptom-free **without medication** for 24 hours or have a Doctor's note stating that the child is "not contagious" before returning to school. Parents are required to update records with Green Fields Preschool their children receive new immunizations. Notice will be provided to the local health agency if required when a communicable disease or infestation is present. If there is an outbreak of any vaccinated disease all children without vaccinations will have their attendance at Green Fields Preschool put on hold until the proper amount of time has passed as recommended by the CDC.

Physical Activity

Green Fields Preschool is committed to our children's health and understands the unique needs of each child. We encourage all children to engage in a variety of fun physical activities based on their age and development. Children who are inactive for long periods of time are more likely to become overweight. We will promote physical activity by following the guidelines below. This policy is for an 8-hour per day facility.

- Infants will participate in tummy time and age-appropriate activity daily as enjoyed by the child and as appropriate for children with special health care needs (CSHCN)
- Children over the age of one are provided with at least 60 minutes of physical activity each day or as appropriate for CSHCN. This includes both adult-led and free-play activities according to the Empower guidelines.
- Staff members and child care providers encourage both moderate and vigorous physical activity and as adapted for CSHCN.
- Every child has the opportunity to participate in both outdoor and indoor physical activity and as appropriate for CSHCN.
- Children are encouraged to be active through the day by exploring their environment.
- Sedentary activity is limited to 60 minutes or less at a time, except during nap time and as appropriate for CSHCN.
- Physical activity is never used or withheld as a punishment.
- Screen time is not permitted for children under the age of two. Screen time is limited to three hours per week for children ages two and older excluding those who need assistive and/or adaptive equipment or when screen time engages children in physical activity or is used for educational purposes.
- Screen time is not allowed during meal or snack time excluding those who needed assistive and/or adaptive equipment.

Sun Safety

Here at Green Fields Preschool, the health and safety of our children are a primary concern. To ensure the children are protected from overexposure to the sun's rays while outdoors, we pledge to:

- Ask parents to apply sunscreen to their children prior to arriving at our child care program. Also, to provide a hat, lip balm, sunglasses and clothing that cover child's arms and legs, such as pants and a long sleeve shirt, for outdoor activity.
- Seek written permission to apply sunscreen to child while in out care.
- Provide shade for outdoor activities while at our program.
- Minimize outdoor activity during the midday hours of 10 AM and 2 PM when the sun's rays are the strongest.
- Stay aware of the UV ray intensity by checking the UV index on thempowerpack.org in order to plan outdoor activity.
- Teach sun safety practices by modeling good sun safety habits.
- Limit outdoor exposure for children under the age of 1, and strictly limit sun exposure for infants less than 6 months of age.
- Follow sun safety policies, as the is outlined in the Empower Guidebook in accordance with child's age group.

Breastfeeding

We at Green Fields Preschool are committed to providing ongoing support to breastfeeding mothers and will respect and encourage a mother's decision to continue to breastfeed their child. In keeping with this philosophy, Our facility will:

- Provide a welcoming atmosphere that encourages mothers to begin and continue to breastfeed, even after returning to school or work.
- Provide a rocking chair for mothers, including staff members and child care providers, to breastfeed their child on site.
- Provide a refrigerator or designated space within a refrigerator and/or freezer for storage of expressed breast milk.

Oral Health

We at Green Fields Preschool are committed to protecting the health and safety of our children, staff members and child care providers in regards to tooth decay. Tooth decay is an infectious disease and a serious problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, parents, staff members and child care providers on tooth decay prevention. In keeping with this philosophy, our facility:

- Provides monthly oral health education and/or
- Implement a tooth brushing program for children ages 3 and older. If a child needs specialized assistance or equipment, find resources with a local pediatric dental provider or contact 'ADHS Oral Health' for assistance.

Staff members and child care providers will follow the recommendations below to prevent tooth decay:

- Never share food or utensils with a child or baby.
- Never put a child to sleep with a bottle.
- Talk to the child's parent, when possible, to encourage tooth brushing at home.
- Ensure that children are not allowed to carry a bottle or sippy cup around during the day unless it is water.
- Schedule snack times and provide healthy options. We will not allow snacking throughout the day, except as appropriate for children with special health care needs.

Staff/Provider Training

We at Green Fields Preschool are committed to furthering staff member and child care provider knowledge on the Empower Program and Empower standards. In keeping with this philosophy, our facility will make sure that our staff members and child care providers receive three hours of training annually on age and developmentally-appropriate Empower topics. All training will be documented and records will be readily available for review.

Smoking

We at Green Fields Preschool are committed to providing a smoke-free environment for children, staff members, and child care providers. Due to hazards from exposure to second-hand smoke and as a recognized Empower child care facility, it shall be the

policy of this child care facility to provide a tobacco-free environment for children, staff members, child care providers, and parents. Green Fields School maintains a smoke-free environment. Smoking and the use of tobacco products are prohibited at all sites, including buildings, grounds, company-owned vehicles, parking garages and lots (cars parked in child care lots) at all locations, and other facility-owned, leased or sub-leased locations. This applies to all staff members, child care providers, parents, visitors, contractors, subcontractors, volunteers, and other guests in the child care buildings, grounds or properties. The Green Fields Preschool adheres to the following guidelines:

- All applicants for employment will be informed of the smoke-free policy prior to the applicant accepting an offer of employment.
- This policy will be reviewed at New Hire Orientation and through internal communications.
- Staff members, child care providers, parents, and visitors will be notified of the policy. Appropriate smoke-free signage will be posted.
- This child care facility will make tobacco cessation treatment programs available to staff members, child care providers, parents, and visitors using the Arizona Smokers' Helpline (ASHLine) as a referral resource

We at Green Fields Preschool are committed to encouraging smokers on staff and in our community to quit tobacco. To support that effort we will refer people to the Arizona Smokers' Helpline (ASHLine) to help staff members, child care providers and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their parents, staff members and child care providers, our facility promotes the ASHLine information on the dangers of second and third-hand smoke. We will also refer parents, when possible, to ASHLine.

FIELD TRIPS

Green Fields Preschool MAY participate in field trips. All field trips will be will be under the supervision of a staff member. Emergency cards will be taken for each child and parents will be informed in advance of each field trip. Pictures will be taken during the trip and sent to parents. All staff will follow the following guidelines:

- If possible children will be unloaded on the sidewalk side of any road.
- All children will be in a weight and height appropriate car seat or booster
- All children will have a water bottle
- Children will never be left in a vehicle unattended
- All children must be within visual range of a staff member
- Pictures must be taken and sent to parents throughout the trip
- If taken by wagon all children must be seated at all times
- All participating children must have a signed permission forms prior to the trip.

EMERGENCIES

In the event of a medical emergency: Green Fields Preschool will attempt to contact the parent/guardian. If the parent can not be reached, emergency contacts will be called. If no emergency contacts can be made, 911 will be called. If possible, the child will be accompanied to the hospital. Attempts to contact parent/guardian will be made. In the event of a situational emergency (fire, etc): If necessary, the building will be evacuated according to posted evacuation plans. Green Fields Preschool will make every effort to contact the parent/guardian as soon as possible regarding the current circumstances and indicate where their child can be picked up.

EXPULSION PREVENTION

We believe that all domains of learning are supported during play and through nourishing, positive, interactions with adults and peers. One of the fundamental responsibilities of our program is to further the social and emotional development of children in our care. The preschool age is a crucial time for children to learn how to regulate social and emotional skills, such as feelings, thoughts, attention, and behavior. Part of children's social development is learning how to interact with their peers and other adults. We encourage interactions between children and their teachers to help them learn to form relationships.

We know that when children are provided opportunities and guidance to develop, learn, and practice selfcontrol and other social and emotional skills, it gives them the foundation necessary for academic and life success. Developing social and emotional skills also requires communication between providers and caregivers in how to support the child in their learning process. We support children's development and work diligently to prevent expulsion through:

Our Environment

- Staff regularly observe the classroom environment and the children as they interact in it to ensure it promotes healthy social interactions (ex. activities are made available long enough for all children to participate)
- We develop schedules that meet the needs of children to ensure transitions throughout the day are smooth and to avoid long periods of wait time
 - We are flexible in our schedule and follow the interests of the children's cognitive, physical, and biological needs
 - We provide children with materials and engage them in activities that are appropriate for their age and respectful to them as individuals Our Teachers
 - Teachers make an effort to communicate daily or weekly (in-person, phone, email, etc.) to parents on their child's development, in particular to identify and address any social, emotional, behavioral, or health issues that may arise
 - Encourage peer relationships by creating social opportunities and working with children to resolve conflict
 - Assist children to put words to their emotions (ex. "Emily, I can tell you were mad when James took your block.")
 - Use positive methods of support and redirect the child's behavior by providing alternative actions and behaviors that are acceptable

Our Families

- Communicate regularly with staff to ensure consistency in guidance between home and school
- Partners with us and allow us time to work with all children, including those needing higher levels of support
- Understand and acknowledge that we do not expel children as they are learning skills, and understand that we strive to serve individual needs while ensuring the safety of young children
- When applicable, partner with experts in social and emotional skill development to help give a child the best foundation for academic and life success Our Children • Develop confidence and self-efficacy • Develop skills to help them regulate their behaviors and emotions
- Participate in play and activities to learn social and emotional skills
- Learn how to resolve conflict in a healthy manner (using appropriate words instead of physical harm)

Thank you for choosing to allow our staff to support your child's development. We are committed to each child's development and success, and we do not exclude or dismiss children from our program because of concerns with behavior. Behavior concerns tell us that children need more time, support and practice to develop their social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health. On rare occasions, we may work with families to seek the best care for their child if all parties agree that our program can no longer meet the needs of an individual child.

SENSITIVE INFORMATION/INSPECTION REPORTS

When student information is requested by phone, email, a parent will need to verify their identity by providing the code word provided on the Emergency Card. Green Fields Preschool has regular inspections by DES, Child and Family Resources and The Department of Health Services at 400 W Congress Suite 100, Tucson, AZ 85701, 520-628-6541. All inspection reports for Green Fields Preschool will be available for review at parent request.