



# OUTSIDE KIDS PARENT HANDBOOK

Outside Kids is an early childhood education center that focuses on creating lifelong learners by engaging each child's sense of wonder and curiosity in the world around them. We provide a 12 month curriculum, daily lesson plans balanced with free play time, organic meals, and an environment that is nurturing and encourages discovery. We want every child to be engaged and excited while learning and prepared for Kindergarten.

## **MISSION STATEMENT**

Outside Kids gives children a better understanding of the world around them by mixing a structured monthly curriculum with free-play and discovery. We provide a safe, welcoming environment for children and their parents.

## **Hours of Operation**

Outside Kids hours of operation are 7:30-5:30 Monday-Friday

Full Day session - 7:30am - 5:30pm

Cost is \$65.00 per day.

### **Late Pick-up**

**There will be a late pick-up fee of \$25.00 if you are not here to pick up your child by 5:30. If you are not here to pick up your child until after 5:45 there will be a \$50.00 late pick up fee.**

School closes at 5:30. If you need a little extra time to talk with any of the teachers, please come a few minutes early.

We understand that families like to mingle after school. We love that our families are close. However, we ask that you please hangout and chat outside.

### **Invoices**

I will email invoices on the 5th of every month for the current month we are in. Tuition is due no later than the 20<sup>th</sup> of every month. If your invoice is more than 5 days late, an additional \$5.00 will be added for each day it continues to be late.

### **Contracted Days/Attendance**

You will be asked to sign a contract when you enroll your child/children at Outside Kids. The days that you contract are the days that you will pay for every month. You still pay for your contracted days even if your child does not attend school on any certain day. Payments may be made with cash, check, or online through credit card payment (there is a 4% card fee).. If you become 30 days late on your payment, your child will no longer be able to attend Outside Kids until payment is made in full. If the payment is more than 45 days late, I will try to fill the spot with a new student. I understand that unexpected expenses sometimes come up. I do my best to work with families on payment plans as long as they continue to communicate with me and follow the plan.

**COVID 19** – We will not be able to credit accounts or refund tuition if Outside Kids is forced to close for any amount of time due to a case of Covid 19. Please be cautious and think of other families when you are traveling, going to large gatherings, and busy unnecessary public places.

## **Meals**

Outside Kids provides a nutritious breakfast, lunch, and afternoon snack. Menus will be posted for the current week and the week ahead. We participate in the Federal USDA Child and Adult Care Food Program and receive reimbursements for meals served which meet certain nutritional requirements. If your child has special dietary needs, please let us know right away. We have a Medical statement to request special meals and/or accommodations form that will need to be filled out. This form helps the staff understand exactly what your child can and can not eat. Please be as descriptive as possible when filling out this form. Depending on your child's dietary needs we may have food substitutions available for them, or we may ask that you bring in your own food substitutions. Please let Triana know if you will be needing this form.

"In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C., 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

At Outside Kids, we serve organic and all-natural foods. We buy as much local food as possible. We buy some of our produce from our local community market. Most of our meat comes from Perfect Cuts, a local butcher here in Columbia Falls, and Kalispell Creamery or Organic Milk. Triana makes everything right here in our kitchen daily. If you attend a full day, you will be served all three meals. Breakfast is served at 8:30. If your child is at school by 8:45 then they will be served breakfast. If you come to school later than 8:45 please make sure that your child has already eaten breakfast.

## **Sign in & out**

Please make sure that you sign your child in and out everyday that they attend Outside Kids. If you forgot to sign in at drop off, please go back to your child's name and sign under both the in and out signature spots.

## **What to bring & not to bring**

Please pack a bag for your child each day that they attend Outside Kids. It should contain a water bottle, change of clothes, a blanket for nap time, winter gear when needed. During the winter months make sure that your child has a winter coat, snow pants, boots, a hat, and waterproof gloves. If your child is still in diapers, then make sure you provide enough diapers to last throughout the day. You may bring in a large pack of diapers, and we will notify you when we are running low. If they only need one diaper for nap time, please make sure it is packed in their bag. We do ask that you do not bring toys from home. Children often fight over sharing toys from home. They also get lost easily and mixed in with school toys. You may bring a stuffed animal or whatever it is that your kiddo likes to sleep with at nap time.

## **Potty Training**

Here at Outside Kids, we help your child with potty training when you decide you would like to start. It is important that you communicate daily with the staff on any progress you are making at home. The staff will update you on any progress we are making at the school. Being on the same page and using the same reward system is important in potty training. Please don't be shy! We are happy to help with potty training for all of our students.

## **Discipline**

We use as much redirection as possible when disciplining children. If a child continues to not listen and there is a recurring behavior, we will have the child sit by themselves for the number of minutes they are old. During this time, we will discuss the behavior with the child so they understand why they can not be with their friends at that time. We discuss every child's day with their parents at pick up time. If there is a behavior or recurring issue that is happening at school, you will always be notified. We ask that you work with your child at home if there are issues going on at school. If your child is having an extremely hard day and hurting other children, we may ask that you come pick them up that day, due to our no violence policy. Keep in mind that we are a team and communication between teachers and parents is key to problem solving!

## **Illnesses**

Children must be without a fever of 101°F or greater for 24 hours before they return to the day care facility. Children with immunization-related fevers need not be excluded if they are able to participate in the routine of the day care facility. Children must be without vomiting and diarrhea for 24 hours before they return to the day care facility. Vomiting includes 2 or more episodes in the previous 24 hours. Diarrhea is defined as an increased number of stools, increased water in the stool, and/or decreased form to the stool that cannot be contained by a diaper or clothing; Children with any of the bacterial infections

listed below must be treated with antibiotics for 24 hours before they return to the day care center: strep throat, scarlet fever, impetigo, bacterial conjunctivitis (pinkeye), skin infections (such as draining burn or infected wounds or hangnails). Generalized rashes, including those covering multiple parts of the body, must be evaluated by a health care provider to determine their cause before the child can return to the day care facility. Children with chickenpox may not be admitted to the day care facility until their sores dry up, which usually takes 5 to 7 days. Day care providers must not purposefully expose susceptible children to chickenpox, even with the permission of the susceptible child's parents. Children with jaundice must be excluded until a health care provider evaluates the cause and authorizes the child to return to the day care facility. Children with symptoms of severe illness, such as uncontrolled coughing, breathing difficulty or wheezing, stiff neck, irritability, poor food or fluid intake, or a seizure, must be evaluated by a health care provider before they may return to the day care facility. A child need not be excluded for a discharge from the nose which is not accompanied by a fever. If your child is too sick to play outside, they may not attend Outside Kids that day. Outside Kids is a lice/nit free school. If your child has head lice, they may not return to school until they are completely lice and nit/egg free.

**COVID 19** – Due to Covid 19 Outside Kids sickness policy has changed until further notice.

- You must check your child's temperature EVERYDAY before you bring them to Outside Kids
- DO NOT GIVE YOUR CHILD FEVER REDUCERS AND SEND THEM TO SCHOOL
- All children will be sent home with a fever of 100.4 or higher. Children may not return to Outside Kids until they have been fever free for 72 hours
- If ANYONE in your household has any Covid 19 symptoms you may not bring your child to school until you receive a negative test result.
- We continually follow the updated CDC Guidelines for Covid 19 protocols.

### **Medications**

If your child needs to take any medications throughout the day you must fill out a medication authorization form. If the form is not filled out, we will not administer any medication.

### **Immunizations**

1) 37.95.140 IMMUNIZATION (1) Before a child may attend a Montana day care facility, that facility must be provided with the documentation required by (5) that the child has been immunized as required for the child's age group against measles, rubella, mumps, poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, varicella, hepatitis B, pneumococcal, and Haemophilus influenza type B, unless the child qualifies for conditional attendance in accordance with (7):

<u>Age at Entry</u>	<u>Number of Doses-Vaccine Type</u>
under 2 months old	no vaccinations required
by 3 months of age	1 dose of polio vaccine 1 dose of DTP vaccine 1 dose of Hib vaccine 1 dose of Hep B vaccine 1 dose of PCV vaccine
by 5 months of age	2 doses of polio vaccine 2 doses of DTP vaccine 2 doses of Hib vaccine 2 doses of Hep B vaccine 2 doses of PCV vaccine
by 7 months of age	2 doses of polio vaccine 3 doses of DTP vaccine *2 or 3 doses of Hib vaccine 2 doses of Hep B vaccine 3 doses of PCV vaccine
by 16 months of age	2 doses of polio vaccine 3 doses of DTP vaccine 1 dose of varicella vaccine 1 dose of MMR vaccine *3 or 4 doses of Hib vaccine 2 doses of Hep B vaccine *4 doses of PCV vaccine
by 19 months of age	1 dose of varicella vaccine 3 doses of polio vaccine 4 doses of DTP vaccine 1 dose of MMR vaccine *3 or 4 doses of Hib vaccine 3 doses of Hep B vaccine *4 doses of PCV vaccine

By 6 years of age	3 doses of polio vaccine, one given after the 4th birthday 4 doses of DTP vaccine, one given after the 4th birthday 2 doses of varicella vaccine 2 doses of MMR vaccine 3 doses of Hep B vaccine
By <u>12</u> years of age	3 doses of polio vaccine, one given after the 4th birthday 1 dose of Tdap vaccine 2 doses of varicella vaccine 2 doses of MMR vaccine 3 doses of Hep B vaccine

(\*) varies depending on vaccine type used or the ACIP catch up schedule.

## School Closures

Outside Kids is open year-round, however we do have certain times of the year that we will be closed. We follow the Columbia Falls School District Calendar for holiday breaks. Outside Kids closes for Thanksgiving, winter (Christmas), and spring break. Outside Kids is also closed on Presidents Day, Memorial Day, Independence Day, and Labor Day. You will never be charged for these days. If Columbia Falls school district closes due to the weather, Outside Kids will also close. I will notify everyone ASAP if there is an unexpected closure.