



Student/Parent Handbook

Dear Parents,

Welcome to Kouts Sprouts Preschool and Daycare! We are here to provide a memorable, educational, and Christ-centered experience for you and your child. Discovery, exploration, structure, and play are the cornerstones around which we serve your child at Kouts Sprouts. Our goal is to enrich your child throughout the year with many different learning options while teaching, caring, and showing Christ's love to them. We strive to offer a relaxed and casual yet organized setting that will prepare your Sprout for years ahead in their academic journey.

We thank you for inviting us into your family dynamic for the next season of your child's life. Preschool-aged children are full of excitement, knowledge, and joy. It's our desire to work with you, the parents, to cultivate and teach your Sprout during this amazing time.

Sincerely,

Katie Malone
Director/Teacher
Kouts Sprouts Preschool and Daycare

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WHAT WE EXPECT FROM THE PARENT

AGE REQUIREMENTS:

Children enrolling in the Pre-Kindergarten Preschool Class must be 4 years old on or before **August 1**.

Children enrolling in the Beginner Preschool Class must be 3 years old on or before **August 1**.

KOUTS SPROUTS ONE TIME NON-REFUNDABLE REGISTRATION FEE:

\$50/child

PRESCHOOL ONLY PRICING:

Beginner Class (ages 3-4)	Monday/Wednesday	9am-11:30am	\$125/month
	Tuesday/Thursday		
Pre-K Class (ages 4-5)	Monday-Thursday	8:15am-11:45am	\$145/month

Available Add on Fee when registered for preschool only:

2 Day Early Drop Off (7am) with NORMAL pick up after preschool: \$40/month

4 Day Early Drop Off (7am) with NORMAL pick up after preschool: \$80/month

-This service MUST be pre-registered for at time of enrollment.

-This service provides your child with breakfast served by KSPD.

PRESCHOOL WITH DAYCARE PRICING:

Beginner Preschool/Daycare (ages 3-4) Price includes preschool AND daycare	2 days at KSPD	\$80/week
	3 days at KSPD	\$120/week
	4 days at KSPD	\$150/week
Pre-K Preschool/Daycare (ages 4-5) Price includes preschool (4 days) AND daycare	2 days at KSPD	\$85/week
	3 days at KSPD	\$115/week
	4 days at KSPD	\$135/week

DAYCARE PRICING

Infant Care (ages 0-walking)	2,3, or 4 days	7am-6pm	\$50/day
Toddler Care (ages walking-3)	2,3, or 4 days	7am-6pm	\$50/day

When a family has more than one child enrolled at Kouts Sprouts, a 10% discount will be applied to the **higher** fee to help offset their expenses.

Any permanent scheduling changes to your services will be made at the end of the month. You are required to give at least 2 weeks notice for these changes.

HOLIDAYS:

Preschool AND Daycare will be closed the following days:

- New Year's Eve
- New Year's Day (possible day after New Year's Day)
- Memorial Day
- Independence Day
- Labor Day
- Day Before Thanksgiving
- Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

Daycare will be closed the following weeks

These weeks are subject to change, but you will be given a minimum of 2 weeks notice:

- One week in July
- One week in August
- One week in December
- One week in March

If a holiday falls during the daycare week when your child is scheduled to be here:

- 1-2 Day enrollment: \$15 discount for the week (per child)
- 3-4 Day enrollment: \$25 discount for the week (per child)
 - These changes will be set in your Brightwheel Account by KSPD
- When KSPD is closed for scheduled weeks off, you will not pay

VACATIONS AND ILLNESS for DAYCARE:

Vacation:

- Daycare fees can be waived a maximum of 2 registered weeks per calendar year.
 - Parent/Guardian must submit Vacation Notice to Kouts Sprouts Preschool and Daycare at least **2 weeks prior to vacation date** to utilize waived fees.
 - "Vacation Time" can only be used for strictly Daycare Children
 - Student must be absent for the entire week. Individual days will not be given
 - Student must have been enrolled for at least 9 months
 - Student account must be current and paid in full

Illness:

- Preschool Only pricing will stay the same.
- Daycare pricing will stay the same for up to 4 days of the child being absent. After that, fees will be waived with a Dr. note until the child is healthy.

EMERGENCY ADDED DAYCARE DAYS:

If you are in need of an extra unscheduled day of care for your child:

1. You will need to contact KSPD to see if there is an opening for your child.
2. If an opening is available, your child will be scheduled for that day.
3. There will be a \$75 charge added to your Brightwheel account to be paid at or by time of service.

KOUTS SPROUTS LATE FEES AND EXPECTATIONS:

WE HIGHLY ENCOURAGE YOU TO USE THE EASY ONLINE PAYMENT OPTION ON BRIGHTWHEEL. You may however, also choose to use cash or check.

-PRESCHOOL PAYMENTS (MONTHLY) are due on the 1st day of the month (or first day of school in the month) and considered past due after the 5th day of the month.

The following procedure will take place for excessive collection of past due accounts:

1. Reminder sent and \$10 Late Fee added to your Brightwheel Account
2. Payment in hand/account day after reminder sent or child cannot attend preschool.

-DAYCARE AND PRESCHOOL WITH DAYCARE PAYMENTS (WEEKLY) are due by the end of the day Monday and considered past due after Tuesday.

The following procedure will take place for collection of past due accounts:

1. A \$10 late fee will be automatically added to your account on Wednesday if your account has not been paid.
2. If your account has not been paid in full by the following Monday, your child will not be allowed to attend daycare.
3. If you pay in advance, you must be responsible for tracking payments and will be held accountable for late payments.

Insufficient checks will be charged \$20 and you will be placed on a cash or online payment method only.

PRESCHOOL AND DAYCARE ARRIVALS & DEPARTURES:

1. Preschool drop off and pick up will take place at the Main Door on the North Side of the building. Preschool Teachers will take children from cars at the beginning of their day and bring them out to the cars at the end of the day. Preschool only parents do NOT come in the building.
2. Daycare parents, please stop at the kiosk to sign your child into their classroom in the morning, and sign out in the afternoon. Once you sign into Brightwheel, you will know your personal number. **DO NOT GIVE YOUR NUMBER TO ANYONE ELSE.** If you have someone else picking up or dropping off your child, they should have their own numbers. They will need to have the app on a device of their own.
3. *It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please be very brief (no more than 1-2 minutes is enough) during drop off times; **the longer you prolong the departure the harder it becomes.** A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.*
4. *Daycare parents, please be very brief at pick-up times. This is a time of testing when two different authority figures are present (the parent and the provider), and many children will test to see if the rules still apply. An early arrival to pick up your child does not mean you may stay until the close of business.*
5. When picking (daycare) children up at the end of the day, you must park at and come into the Main Door.
6. Please ring the bell if no one is in sight. The doors are locked for the children's safety.
7. If you are late for pick-up:
 - a. There will be an overtime rate of \$5.00 per child per every 10 minutes that you are late. (Example: The first 1 to 10 minutes late, you owe \$5.00 per child; 11 to 20 minutes late, you owe \$10.00 per child.) Calling to inform Kouts Sprouts that you will be unavoidably late does not waive your late fees. This is to assure that children are picked up on time, so as not to impose on employees personal time. The fee will show up on your next Brightwheel invoice.
 - b. Late drop off does not constitute late pick up.
8. If you know you will be unavoidably late, it is your responsibility to have an authorized alternate person pick up your child.
9. Bad traffic or weather (except in extreme situations) will not be an accepted late excuse and you will be billed accordingly. Please remember that it is your responsibility to allow ample time to pick up your child on time. In cases of extreme bad weather a phone call from you would be expected to let the daycare know you are on your way.

10. Job-related lateness will not be excused for any reason. You are responsible to find an authorized, alternate person to pick up your child.
11. Continued late pick-ups will mean breach of contract and you will forfeit your child's position in the preschool/child care ministry as well as your deposit.
12. During arrivals and departures, you are expected to respect Kouts Sprouts Preschool and Daycare Rules.
13. We ask that you do not pick up or drop off during the designated daily quiet time. If it is necessary, please be as quiet and brief as possible. Children who arrive during quiet time will be expected to remain quiet (they may play/read quietly) until quiet time is over, so that others will not be disrupted from their naps.
14. **Do not allow your child to run out to your car while you are still inside or open the doors. There are other parents picking up their children, and the parking lot may be slick or congested. YOU MUST HOLD YOUR CHILD'S HAND IN THE PARKING LOT.**
15. Drop off and pick-up times are not good times to discuss problems. Little ears and minds hear and understand everything. Kouts Sprouts Preschool and Daycare does not discuss children in the presence of anyone except their parents. Topics that concern day-to-day events, or very brief discussions are fine.
16. If you have an emergency contact picking up your child, please notify Kouts Sprouts in the morning or as soon as you are able so that it can be noted. Your child will not be released without a parent's verbal or written permission even if that person is listed as one of your designated pickup people. They will also have their own number for Brightwheel.
 - a. If a pick up person is NOT on your personal list, Kouts Sprouts MUST have written or verbal permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if Kouts Sprouts Employees do not know them, they will require photo identification. This is simply a measure taken for your child's safety and protection.
 - b. Each person picking your child up should have their own pin number in Brightwheel. You will be notified when they are picking up your child. Notifications are able to be turned off, but this is a great way to see when your child is arriving and leaving the center if you are not the one doing it.

OUR PROGRAM:

Due to the nature of our program guidelines and facility, we offer flexibility and movement throughout our building. Your child will be exploring various activities and interest centers. These centers will change frequently to stimulate learning and creativity. Reading, singing, imaginary play, fine motor skills, Bible curriculum, coloring, and special projects are just a few of our many activities.

If you have questions about your child's learning ability or about our academic program, please feel free to discuss this with us at any time. Please keep in mind that children learn when they are ready, and each will learn at his or her own pace.

OUR STAFF:

Kouts Sprouts Preschool and Daycare staff consists of conscientious people who will strive to provide an exceptional experience for your child. They are also trained in CPR, AED, and First Aide.

Substitutes - On occasion, a substitute may be called to fill in for a faculty member due to unforeseen circumstances. Temporary replacements will be chosen with the utmost care as are our staff members. We are, as always, concerned about the welfare of your child while in our care.

ILLNESS, SERIOUS INJURY, OR DEATH OF A PROVIDER:

In the event a staff member is not in attendance because of illness or serious injury, a substitute teacher will take the place of the staff member until the staff member is able to return. In the event of the death of an employee, the Preschool and Daycare will close for a time for the funeral and will reopen as soon as possible. These days will be posted on our Facebook Page, our website, and sent out on Brightwheel.

THE CHURCH BUILDING:

The **ENTIRE** church facility (including the parking-lot and playground) is smoke-free and alcohol-free. It is prohibited to use either of these substances on our grounds or around the children during field trips or any activity when the children are not on the grounds. Use or possession of an illegal substance or misusing other legal toxic substances (i.e. sniffing paint or glue for the purpose of getting high) are not allowed. Kouts Sprouts Preschool and Daycare is a ministry of Kouts Christian Church.

INCLEMENT WEATHER

General Rules:

1. If East Porter County School Corporation (EPCSC) has a delay, Kouts Sprouts Preschool and Daycare will continue to stay open at normal times. Please drive only if it is safe for you.
2. If EPCSC is closed because of weather, the Director of Kouts Sprouts Preschool and Daycare will assess the situation. We will evaluate the road conditions and safety of the building.
3. A final determination will be made by 6:30 am (for Daycare) and 7:00 am (for Preschool) to decide if the building will be open or closed. The decision will be posted on our Facebook Page, our website, and sent out on Brightwheel.
4. If preschool classes are canceled and a party or field trip was scheduled for that day, it will most likely be rescheduled.
5. Please understand that there may be circumstances that are beyond our control. If KSPD is canceled for any reason, you, the parent, are responsible for finding care for your children. Please have a back-up plan ready for these unexpected situations.

FIELD TRIPS:

PRESCHOOL: Field trips will be scheduled throughout the year. We encourage ALL parents to participate when able. You will not only enjoy the trip, but you will be able to observe your child interacting with peers.

DAYCARE: Outings for daycare children will be planned during the summer months. A separate Release Form will be signed at the beginning of the Summer Session.

MEDICATION PROCEDURE:

1. Only children in a healthy state shall be admitted.
(Unless otherwise discussed with the preschool/daycare in advance.)
2. **A child will not be accepted at the Preschool OR Daycare with fever, rashes that are wet and draining, communicable diseases, diarrhea, vomiting, or severe cough.**
3. If any of the above conditions are observed at the Preschool or Daycare, the parent will be contacted to pick up the child. If there is a question in your mind as to the wellness of the child, please keep him or her home that day. Mutual concern and consideration benefits all the children, teachers, and staff.
4. The Preschool and Daycare may refuse to accept any child who appears ill or is in a contagious state, upon arriving at the Preschool.
5. Kouts Sprouts Preschool and Daycare is not legally or financially responsible for any accidents beyond our control.
 - a. The parent will assume responsibility for any incurred medical expense relating to emergency treatment or care of a child while at the Preschool and Daycare.
6. No child will be given any medication, prescription or over the counter, unless the parent has filled out the Medication Authorization Form. Prescription medication must have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. Permission to Administer Medication forms must be filled out **EACH** time your child needs medicine to be administered.

EXCEPTION: As your childcare provider, Kouts Sprouts will administer emergency medication if instructed to do so by poison control or emergency medical services.

ILLNESS POLICY:

It is not always easy to decide if a child should stay home or come to school. When your child comes to school or to daycare, they are expected to join in **ALL** of the activities for the day. Children who are exhibiting the following symptoms will be sent home, or should stay home.

- Fever of 100 degrees or higher will require a child to remain at home or be sent home until the fever has been gone for 24 unmedicated hours.
- Vomiting, diarrhea, or severe nausea: these symptoms require a child to remain at home or be sent home until they have not had symptoms for 24 unmedicated hours.
- Rashes: rashes or patches of broken, itchy skin should be examined by a doctor if it appears to be spreading, not improving, or irritating to the child, they should remain at home, or will be sent home.

Children with communicable diseases will not attend preschool or childcare. Examples include , but are not limited to:

Chicken Pox	Influenza	Pink Eye	Mumps	Strep Throat
Impetigo	Lice	Measles	Whooping Cough	Scarlet Fever

It is important to notify KSP&D if any medication has been administered to your child within the past 24 hours. Should there be an emergency, it is important that KSPD is able to report if the child has had any medication.

TOILET LEARNING:

Our teachers will assist you in toilet training your child with the understanding that it will be successful **ONLY** if we work together. Send your child **ONLY** in easy on/easy off clothing until they are able to completely undress and dress themselves. We require at least 3 complete changes of clothing, provided by you in a Zip-Loc bag labeled with your child's name, during Toilet Learning. We do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day. Children enrolled in preschool should not need any help in this area. **Please ask to see our Potty-Training Agreement if this pertains to your child.**

OUTSIDE PLAY:

Preschool and Daycare will take groups of children out to play when weather permits (25 degrees "feel like" or above with no ice). Your child is expected to have the correct clothing when it is cold, wet, or snowing outside. If there are any hardships with this, please contact your teacher. **All children need to be dressed appropriately for the weather throughout the day.**

DICIPLINE:

Your child is expected to obey their teachers and show consideration for other persons and things daily. He or she will always be treated with respect. Should a problem develop, you will be notified. **No** corporal punishment will be used at the Preschool or Daycare. Children who repeatedly disrespect the rules, harm others or themselves will be **terminated** from the program. Bad language is never acceptable at Kouts Sprouts Preschool and Daycare and will result in a time out for your child. Modeling appropriate language in your home will help prevent this. One of our main goals as a preschool and daycare is to prepare your children for their years ahead in elementary school and beyond. This goal can not be accomplished without communication, help, and cooperation from home. We will work closely with you to resolve any issues that may arise throughout the year regarding discipline.

SUPPLIES:

Preschool:

1. Please provide a normal sized backpack (not child size) to carry papers, art projects, etc. to and from school. Please print your child's first and last name on the inside of the backpack for easy identification.
2. Please provide one complete change of clothing including shoes, socks, underwear, shirt, and pants in a large Zip-Loc bag labeled with your child's first and last name. (Daycare and Beginner Class Only)
3. We would like to involve the children in this area of learning to be organized in order to promote responsibility. **It is important that you choose a place in your home to keep your child's backpack so it can always be found and will be ready for school. If something is always placed in the same place, you should always be able to find it☺**
4. You may bring a special treat for your child's birthday. If your child has a summer birthday, we will celebrate it on your child's "half-birthday": for example, if your child's birthday is July 10, we will celebrate it on January 10 at school. Please watch the monthly calendar for the day selected to celebrate your child's birthday.
 - a. Birthday Snacks are welcome. We ask that they be small. (examples are: cookies, rice krispy treats, or donut holes to serve at school, or wrapped items to be sent home)
 - b. **NO CUPCAKES PLEASE**

PLEASE CHECK WITH THE TEACHERS TO MAKE SURE THAT THERE ARE NO FOOD ALLERGIES IN YOUR CLASS. THIS WOULD CHANGE WHAT IS ACCEPTABLE TO BRING.

Daycare:

All supplies must be labeled with your child's first and last name. You must provide the following things to remain at Kouts Sprouts Preschool and Daycare:

1. Children **MUST** bring their own lunch each day. Kouts Sprouts Preschool and Daycare will provide water to drink. The Daycare will also provide breakfast, a morning snack, and an afternoon snack (crackers and fruit or veggies). There is **NEVER ANY** sharing of food at Kouts Sprouts Preschool and Daycare. If your child has an allergy, you are welcome to send a snack for your child, or communicate with the Daycare Provider so there is something available to them.
2. A complete change of clothing to be left at Kouts Sprouts. This includes shirt, pants, socks, shoes and underwear. (18 months-3yrs)
3. Any over the counter medication that you may wish to be used. This must have the child's first and last name on it.
 - a. See Medication Authorization Form

FOR CHILDREN YOUNGER THAN 18 MONTHS:

ALL ITEMS MUST BE CLEARLY LABELED WITH YOUR CHILDS FIRST AND LAST NAME.

1. Diapers or Pull-ups; **ONE** full package. They will be stored in your child's cubby and you will be notified when the supply is low.
2. **ONE** extra bottle, **ONE NEW** container of formula, and **ONE** pacifier, if used, to be left at daycare. It will not be necessary for you to send bottles daily.
 - a. If you breast feed, any unused portion from each day will be disposed of. Please send new daily.
3. **TWO** changes of clothing (T-shirt, sleeper, outfit, and socks) in Zip-Loc Bags. Careful attention must be paid to maintain current sizes left at Kouts Sprouts.
4. Any cream, powder, etc. that you wish us to use. These items will be left in your child's individual cubby.

Note: If you prefer not to supply these items to be left here, you may send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required, except for formula. Kouts Sprouts Preschool and Daycare needs to have a new container of formula sent to the preschool. We will inform you in a timely manner when items need to be replenished.

DAYCARE REST TIME:

All children 5 and under will have a rest period. No child is forced to sleep, however they must remain quiet, still, lay in their cot, and close their eyes.

Please try not to schedule pick ups or visits during this time to lessen disturbance to the resting children. All children will rest on their mats with individual linens. These items are provided by KSP&D unless you choose to bring your own. Linens will be laundered every other week by KSPD Staff.

CARE IN AN EMERGENCY:

The staff has been trained in CPR, AED, First Aid and Universal Precautions. In the event something happens to your child, the teacher will evaluate the situation, care for the child, and if needed will call 911. You, the parent will be notified of the situation as soon as possible. If your child has been slightly injured, we will notify you of that injury by Brightwheel, or verbally during pick-up depending on the injury. In the event of a terrorist situation, the building will be in total “lock-down” mode until authorities have notified us that we may resume our normal activities. We will inform parents to the best of our ability of our safety and any possible action that may need to take place.

EMERGENCY EVACUATION INFORMATION:

- A. **Fire drills:** We have fire drills throughout the year at Kouts Sprouts. The procedure is to exit through the nearest door and gather along the playground fence on the south side of the building. Any time the building has to be evacuated, this is where the children will meet. You will be notified as quickly as possible.
- B. **Tornado :** In the event of a tornado, the children will gather in the hallway downstairs. All the classroom doors will be closed to shield the children from windows and potential flying debris. The children will be instructed to sit on the floor next to the wall, put there heads between their knees and their hands over their heads. With very small children, the staff will be responsible for shielding these children with their own bodies in the same sitting position outlined above.
- C. **Power outage:** Kouts Sprouts Preschool and Daycare has flashlights located in each room. If the power outage continues indefinitely and we must leave the building, parents will be notified as quickly as possible to pick up their children.

Revisions or additions to any part of this parent handbook may be made with the approval of Kouts Sprouts Preschool and Daycare. The parents will be notified of any such changes. It will be updated on Kouts Sprouts Preschool and Daycare website as well.

What Kouts Sprouts Preschool and Daycare, as your provider, expects from you, the parent:

Open Communication

Explain clearly and carefully your wishes and expectations about how your child will be cared for. Also, please provide Kouts Sprouts Preschool and Daycare with updates on problems and/or progress that you may be concerned/pleased with. Good communication helps us work together in the best interest of your child.

Agreement on Terms or Arrangements

You should fully understand the terms of the contract along with the policies and procedures that you as the parent are agreeing to.

Honesty and Trust

This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should trust Kouts Sprouts Preschool and Daycare as your childcare provider to do their very best for you and your child.

Promptness

Kouts Sprouts Preschool and Daycare Employees, as your provider, rely on you to do all that is possible to show them the same respect that they give to you and your children. On time drop off, pick up, and payments are a must.

Philosophy

We believe a child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. We respect each child's need for love, security, acceptance, warmth, and stimulation.

Goals

While in the care of Kouts Sprouts Preschool and Daycare your child will have the opportunity to participate in a wide variety of activities which promote all aspects of development. Our approach to childcare is Christ-centered, while growing children in academics, social skills, and developmental skills.

We encourage you to talk with your child about their day. Ask them what was fun, what they learned, and who they played with. They will enjoy telling you all of their stories!

You, the parent, are an important part of our parent-child-staff team! Mutual sharing of your child's interests, feelings, or any unusual family events will help us give your child a rewarding experience and the comfort and care that they need.