

 **Parent Information / Guidelines**

* ***Part Time Care***

Stepping Stones is a part time, in home childcare program for children 2 years old (by August 1st) to 4 years old. I provide a safe, educational environment for your child to grow cognitively, socially and emotionally. Stepping Stones is licensed by the Kansas Department of Health and Environment. Our admission policy is nondiscriminatory in regards to gender, race, color, religion or handicap. Stepping Stones is similar to a mom’s morning out program but in a small group home setting rather than in a church or large facility. We operate from 9:00 A.M. – 12:00 P.M. Tuesday, Wednesday and Thursday. Sessions start in late August and continue through the end of May. We will follow the Andover School Systems calendar in regards to breaks and holidays.

* ***Tuition and Fees***

Tuition is $140 a month for a two day session and $210 a month for all three days. Tuition is divided into 9 payments due at the beginning of each month starting in September. Tuition should be paid with check or cash. All checks should be made payable to Stepping Stones Child Care or Jamie Hawk.

\*\*Late fees for tuition after the 5th of the month are $10.00 unless arrangements have been made with the Director. Tuition is ***non-refundable*** if your child is absent.

There is an enrollment fee of $50 to hold your child’s spot due at time of enrollment. Enrollment fees are ***non-refundable.***

* ***Daily Activities***

All activities are geared toward helping your child grow socially, emotionally, and cognitively while also preparing your child to take their first steps toward PreK/kindergarten readiness. Activities include the following:

* **Exploration play** with age appropriate toys in the Stepping Stones playroom
* **Circle Time** - will be conducted in the Stepping Stones classroom and will include introducing the children to their letters, numbers, colors, shapes, following directions, reading stories, songs/poems and playing simple games. There will be a focus each week, and sometimes-different themes. A monthly newsletter will be sent home informing parents what we will be learning and any special events.
* **Table Activities** – Following circle time students will engage in a variety of table activities in the classroom. These activities may include art and crafts, worksheets, learning games, cutting practice, tracing and writing practice, puzzles, play-doh, kinetic sand play, etc.
* **Snack** – A nutritional snack will be provided each day. \*Please document any food allergies your child has on their enrollment form.
* **Outdoor/large motor play** – Weather permitting we will take the child outside in the fenced in area of the yard. They will be free to play in the sandbox, play with balls, jump ropes, bubbles, organized games, soccer, etc.
* **Educational Programs/Songs** –Educational interactive sing alongs.
* ***Arrival and Departure***

All sessions meet from 9:00 A.M. - 12:00 P.M. Parents and caregivers should use the back entrance of the home. You can park on the side of the house (on Pepper Tree St.) or in the driveway and walk to the right side entrance of the gate. Walk along the stepping-stones to the back entrance. Doors will unlock at 8:55. We ask that parents/caregivers walk their child to the door and sign them in and out on the provided attendance sheet.

 Only ***authorized*** adults may pick up your child. Pick Up Authorization Forms will be filled out prior to the first day of sessions. Your child will NOT be released if the person picking up is not listed on this form. This includes relatives and non-custodial parents. Please have anyone new bring a photo ID to pick up.

 If parent or caregiver is late for pick up there is a $10 late fee after 15 minutes. This fee will be waived in emergency situations. If you know you will be late please notify Jamie Hawk (Director) by phone (615) 427-1110.

* ***Health and Safety Policies***

 Children who enroll to Stepping Stones must have all immunizations required for their age by the Kansas Department of Health and Environment. If the child is missing any immunizations for medical reasons a note from the child’s physician must be provided.

 If your child is ill please keep them home until they have been symptom free for 24 hours. In case of a non-emergency illness at Stepping Stones the caregiver will contact a parent. If a child requires emergency treatment the caregiver will first try to make contact with the parent. If the parent cannot be reached we will continue contacting those people listed on the Pick Up Form.

 If your child requires medication while at Stepping Stones, the correct forms must be filled out and on file prior to bringing the medication.

* ***Discipline Policy***

 It is Stepping Stones belief that the best discipline practice is positive reinforcement and to encourage responsible behavior. Physical, frightening, or humiliating punishment will not be used at any time. The following steps will be taken to try and redirect children who are not using proper behavior:

1. Get on the child’s level to speak to him/her about appropriate behavior
2. Define acceptable and unacceptable limits.
3. Offer the child choices when possible.
4. Have a safe place for the child to take a time out if necessary

If a child’s behavior continues to be a consistent problem that is effecting his/her progress and/or the progress of others, a special meeting with the child’s parents will be set up to discuss further concerns. If the child’s behaviors do not improve, Stepping Stones reserves the right to stop services for that child.

* ***Supervision Policy***

**An adult will supervise children at Stepping Stones at all times.**

All the children will be supervised while participating in free play activities and will be contained to the playroom during designated free play time period. One or two adults will be present at all times while the children are enjoying outdoor activities. If the weather is not good, children will participate in large motor activities/games in the playroom. To wrap up the day, the children will be assisted in packing up their belongings and getting coats (if needed). Children will then sit in the DVD section of the playroom and wait to be picked up while being supervised by one or two caregivers.

* **Toileting/Bathroom Needs**

Children are encouraged to be potty trained, but it is not a requirement for children to enroll in Stepping Stones. A separate diapering area will be provided for those children who need to be changed. Parents are to supply their own diapers and wipes. An extra change of clothes is also required for those children still in diapers/pull ups. It is suggested that all students bring an extra set of clothes. Please indicate your child’s toileting needs on their enrollment form.

* ***Personal Items***

We ask that all personal items be labeled with your child’s name to avoid confusion. We also ask that children do not bring toys from home unless the caregiver suggests it for a special occasion.

* ***Emergency Procedures/ Safety Plans***
* **Fire Safety**
1. Exit through the closest and safest exit
2. Take the children to a designated safe area outside
3. Remain outside with children until the proper authorities notify us that it is safe to reenter the home
4. Contact parents if necessary
* **Evacuation off promises**
1. **Inform parents of the need to evacuate the premises**
2. **Escort all children to the Eastside Christ Church parking lot (located directly across the pond from Stepping Stones)**
3. **Contact parents to pick up children if necessary**
* **Tornado or Severe Weather**
1. **Move all children into the storm closet located in the basement of the home**
2. **Secure the room**
3. **Provide quiet activities for the children until the all clear is given**
4. **Monitor weather broadcasts**
5. **Contact parents to pick up children if necessary**
* **Lock Down**
1. **Lock all doors to home**
2. **Hide the children in storage shelter**
3. **Secure the room**
4. **Keep children quiet until all clear is given**
5. **Contact parents to pick up in necessary**
* ***Severe Weather***

 In case of severe weather check local school closings. Stepping Stones will be closed if the Andover Public Schools are closed.

* ***Required Enrollment Forms***

 Each child will have a file that must contain the following completed forms before the first day of attendance:

* Enrollment Form
* Pick-Up Authorization
* Health Assessment
* Vaccine Record
* Permission for Emergency Medical Care

\*\*\*The Kansas Department of Health and Environment requires the above forms to be on file before the child may attend.

 All the forms can be printed straight from the Stepping Stones Website ([www.steppingstoneswichita.com](http://www.steppingstoneswichita.com)) under the Enrollment Tab. If you cannot print the forms and would prefer a hard copy, please contact Stepping Stones to set up an appointment.

* ***Questions?***

 If you have any further questions that need answering please feel free to email or call.

**Contact Info:**

Jamie Hawk (Director) – (615) 427-1110

Email – steppingstoneswichita@gmail.com

\*\*\*Appointments to tour the home are encouraged. Please feel free to call and set up an appointment.