

Anthony's Bilingual Preschool
Playful Early Learning
3702 Susan Ln
Madison, WI 53704
Margarita Ugalde

PARENT HANDBOOK: January 1, 2025

The following is a list of rules and regulations governing our Childcare. Please read this handbook thoroughly as it contains important policies and procedures that pertain to the care of your child.

SIGN-IN SHEET/ LICENSE

Anthony's Bilingual Preschool LLC ("ABP") is a licensed family child care center. ABP is licensed to care for no more than 8 children at any one time. ABP is inspected regularly to ensure that we meet licensing standards. ABP required to maintain a current, accurate written record of daily attendance for all of the children. Please assist us in meeting this requirement by **signing your child/children in and out of the center** on the required Daily Attendance Record.

Anthony's Bilingual Preschool is also city of Madison Accredited program. Satellite Family Childcare System overseen by Reach Dane and primary funded by the city of Madison Office since 1975. Satellite provides support to family childcare providers and families enrolled in accredited programs. For more information please visit: <https://www.reachdane.org/programs/satellite.cfm>

ABP will post the following items for your review:

- License certificate.
- Any stipulation, condition, exemption or exception that affects the license.
- Results of the latest monitoring visit (Department forms *Noncompliance's Statement and Correction Plan* or *Compliance Statement*).
- Any warning letter or enforcement action—order, forfeiture, and temporary suspension—issued by the Department as soon as it is received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed.
- Center policies.
- Guidance Philosophy.
- Education certificates
- Accreditation certificate (Satellite City of Madison Accreditation)

References: Are available upon request.

Parents will receive a pamphlet, "Your Guide to Licensed Child Care" which is a summary of child care licensing regulations, as part of an enrollment packet.

AGES SERVED

Anthony's Bilingual Preschool provides care for children between the ages of 3 months and 12 years. Childcare services are provided without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

DAYS AND HOURS OF OPERATION

Anthony's Bilingual Preschool is open **from** January through December, Monday through Thursday from 7:00 A.M. - 7:00 P.M. Please remember that fees are based on the hours of actual child care provided or the hours of child care contracted for, whichever is greater. No service will be provided on the following major holidays: New Year's Eve Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, and pertinent School districts' closing days due to snowstorms or other severe weather. All regular fees will be charged for these holidays and pertinent School district's closing days due to snowstorms or other severe weather. If a holiday falls on a Saturday, ABP will be closed the preceding Friday. If a holiday falls on a Sunday, we will be closed the following Monday.

Parents are welcome to visit **Anthony's Bilingual Preschool** at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

ARRIVING/PICK UP POLICIES

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we require to be notified in writing or by a telephone call in advance. The person picking up the child may be required to show a driver's license or other photo ID.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person.

GOALS

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with us to arrange a convenient time to talk in the evening or in a weekend so we can give the issue the attention it deserves. To foster communication, on a regular basis **Anthony's Bilingual Preschool** provides scheduled conferences, written newsletters, playgroups and parent bulletin board. Daily sheets are provided for children less than one year of age and a daily record notebook for children over the age of one.

To protect each family's confidentiality, **Anthony's Bilingual Preschool** will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

All childcare providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that employee is required to report the abuse or neglect to child protective services or the police.

INSURANCE

Anthony's Bilingual Preschool is covered by liability insurance for my premises.

Anthony's Bilingual Preschool is covered by liability insurance for my operations.

WISCONSIN'S CONCEALED CARRY LAW

Wisconsin Act 35 relating to carrying concealed weapons went into effect November 1, 2011.

No person may carry weapons while on the premises of the childcare center during licensed hours.

ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

ENROLLMENT PROCEDURES

TRIAL PERIOD

All children will be enrolled for a trial period of **2 WEEKS**. During the trial period either the provider or parent may terminate childcare without advance notice.

Parents must meet with provider to discuss their child's specific needs and to review program policies. ABP will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the ABP by the first day of attendance or before.

- *Intake for Child Under 2 Years – and over 2 years*
- *Child Care Enrollment*
- *Alternate Arrival / Release Agreement – when in need*
- *Health History and Emergency Care Plan*
- First week's tuition / registration fee
- Last page of Parent handbook

ABP will inform you of any updates that are needed and give you **2 WEEKS** to submit the updated forms.

The following items must be completed and returned to ABP by or before **THE LAST WEEK OF TRIAL PERIOD**.

- *Child Health Report*
- *Day Care Immunization Record*
- Parent Provider Contract

Children may be enrolled on a full-time basis (40 hours per week or more), or a part-time basis (less than 20 hours per week or more). No child may be regularly enrolled for less than 10 hours per week. ABP does accept children for drop-in care if prior enrollment arrangements have been made and space is available.

TERMINATION

A child may be discharged from **Anthony's Bilingual Preschool** for reasons such as, but not limited to:

- Failure to pay fees on time (grounds for immediate termination, without advance notice).
- Lack of parental cooperation.
- Inability of childcare program to meet the needs of the child. ABP will consult with the parent concerning how any problems might be resolved before ending the care arrangement. The parent may be referred to other community resources.

- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms.
- Or child behavioral problems.
- Anthony's Bilingual Preschool reserves the right to discharge a child when considers appropriate.

Following the trial period, if ABP intends to discontinue care provided to a child, ABP will give **two weeks** written notice ("notice period") of its intent to discharge a child, and attempt to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed. Should the parent remove the child during the notice period, fees will be charged for the remaining unused days.

Parents shall provide **two weeks** written notice of their intent to withdraw their child(ren), and will be billed for the **two week period** whether or not children continue to attend. All outstanding fees must be paid.

Waiting list

Anthony's Bilingual Preschool offers a waitlist application to all families without paying any fees. When a spot becomes available ABP will contact all families that are placed on the waiting list in the order that the application was received, prioritizing the families that already have one child currently attending our childcare.

SECURITY/ HOLDING FEE

Prior to your child's admission to **Anthony's Bilingual Preschool** or to hold a future place, an enrollment deposit, a registration fee and a holding fee must be paid. An enrollment deposit of \$80 is applied to the first week tuition. The registration fee is \$80. The place holding fee consists of ½ of the regular weekly tuition fee per month for up to 3 months. After 3 months, you will be charged 100% of the weekly tuition fee. **All the place holding fees are nonrefundable.**

RATES/INCREASES

Tuition and fees may increase annually. **Anthony's Bilingual Preschool** endeavors to provide high quality, affordable child care. As with any business, costs may require we increase tuition and fees. Tuition and fees are reviewed at the end of each calendar year and parents or guardians will be notified in writing two weeks prior to any such increase.

PAYMENTS AND REFUNDS

All tuition and fees are due in advance of the **Monday of child's first enrolled day of each week** for the following week of care. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Anthony's Bilingual Preschool charges a registration fee of **\$80. This fee it is nonrefundable should you choose not to attend.** The registration fee must be paid **prior to enrollment**; a weekly rate based on your child's hours of enrollment will be established in the contract.

A full-time rate is offered for children who will be in care for 20-40 hours, between 3-5 days per week.

A part-time rate is offered for children who will be in care for 10-20 hours, between 2 or 3 days per week.

An hourly rate is charged if children will attend fewer than 10 hours per week.

There will be an extra fee assessed for late pick up. A \$10.00 per hour WILL be applied to your next week tuition fee, for late pick up. (NOTE: Late payments are only acceptable after the second day, unless approved by **(Director of Anthony's Bilingual Preschool)**).

FEE FOR LATE PAYMENT

Fees are to be paid in advance on Monday or on the first day child attends Childcare each week. If a payment is more than TWO days late, \$35 per day will be charged for each day payment is not made. If a portion of the fee will be paid by a third party, such as an employer, City or the county, that payment will be accepted on a separately arranged schedule, described on the contract.

Fee for non-sufficient funds (NSF) or overdrafts

You will be charged an additional fee of \$35 if your check does not clear the bank.

The financial terms will be finalized upon signing of the parent-provider contract.

Rates **are** higher for children under 3 years of age than for older children.

There will be **no reductions** for additional children from one family. ABP is limited in the number of children that it may care for at one time.

No refunds will be given for days when children do not attend due to illness, vacations or other reasons.

CHILD AND PROVIDER ABSENCES

CHILD ABSENCE

If your child will be absent on a regularly scheduled day please provide **ABP 2 WEEKS** prior notice of such a planned absence. If a child who is scheduled to arrive at the center does not arrive within 30 minutes after the specified time on the written agreement signed by the parent, and ABP has not been notified in advance of the child's absence, ABP will attempt to contact the parent or guardian to determine the child's whereabouts.

If a child is expected to arrive at the center from someplace other than home (e.g., school, head start, etc.) and does not arrive as scheduled, ABP will attempt to contact that facility, and the parent if necessary, to determine the child's whereabouts.

CHILD VACATION

Because, ABP charges for two weeks when ABP is closed for provider vacation, parents are responsible to pay a regular tuition fee when your child is on vacation. Please leave Childcare payments with ABP prior to your departure and ABP will hold the check ('s) until the schedule payment due date.

PROVIDER ABSENCE

Because, **Anthony's Bilingual Preschool** has four teachers working in collaboration, it is unusual that ABP closes during regular care hours. However, keep in mind that sometimes things come up that may result in the program being closed for a day. When such rare cases do occur please have an alternate plan for your child's care prepared. ABP will notify you immediately about any disruption to our usual schedule.

PROVIDER VACATION

*Provider will take **two weeks** off each year. For the **10 days**, ABP will require payment. ABP will notify you of this time off at least **one month** in advance so you and your family can make alternate arrangements. You are required to arrange and pay for your own back-up care. If I am closed less than five days in a week, your normal schedule will be followed. If you are part time or have designed days, that schedule will stay the same for each week. I do not honor extra days of care.*

PROVIDER ILLNESS AND EMERGENCY TIME OFF

Provider's sick days will be paid. Provider's sick day(s) paid per year will be **5 days**. Rate of payment for provider's sick days is included in the weekly tuition. **If the provider sick days are not used during the year, this 5 sick days would be billed or add it to the last week at the end of December.**

In the event of an emergency or the provider becomes ill, if a substitute teacher is not available, ABP will notify the parents of all regularly scheduled children no later than **6:30 A.M. or 7:30 P.M. prior to the day** that the center will be closed. Regular tuition **fees will be charged** when ABP is closed due to illness.

In case of an emergency situation that requires Provider's immediate attention, ABP will call **Jose Flores and Jose Flores Ugalde**. Emergency back-up staff will come to the center to stay with the children during provider's absence. Parents **will** be called to pick up their children as soon as possible, and should do so within **an hour** of receiving the call. ABP will provide emergency back-up staff with a brief orientation that will include the names and ages of children present, arrival and departure information for each child including the names of people authorized to pick up the child, the location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs and the procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age. Regular tuition **fees will** be charged when ABP is closed because of an emergency. My emergency back-up staff has been trained in Shaken Baby Syndrome prevention.

In the event that Provider is scheduled to be gone, **Jose L. Flores and Jose L Flores Ugalde** will act as Provider's substitute(s). Before substitute staff or any other staff required to meet the staff-to-child ratios begins to work with the children, ABP will provide them with an orientation and document its completion on a form provided by the Department. The orientation will cover all of the items specified in the licensing rules. My substitute has received Shaken Baby Syndrome prevention training.

TRANSPORTATION

Anthony's Bilingual Preschool does NOT TRANSPORT children.

ILLNESS POLICY

CHILD ILLNESS/ INJURIES

Children who are ill are not to be brought to **Anthony's Bilingual Preschool**. The following are examples of children who are ill: but not limited to these examples.

- A temperature of 100 degrees F. or higher that has occurred in the past 24 hours

- Vomiting or diarrhea that has occurred in the past 24 hours
- A contagious disease such as chicken pox, strep throat, pink eye, Covid 19 or other unknown disease
- An unidentified rash
- Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
- Has a constant, thick, colored nasal discharge
- Sick with fever for several days
- Severe runny nose
- Severe cough
- When a child appears to feel significantly below normal average health keep him/her home for at least one day to monitor his/her well being
- Severe diaper rash

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within 30 minutes. If the child is not picked up within 30 minutes, the emergency contact person on the child's enrollment form will be called.

Children can only return to the center when they are symptom free, have been appropriately treated or have been given medical approval to return to childcare. ABP will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

ABP will report all communicable diseases, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children **WILL** be notified when their child has been exposed to an illness other than a communicable disease.

Provider has NOT been authorized by the licensing agency to provide care for mildly ill children. This means ABP may not care for children who have a common, temporary illness that is non-progressive in nature and is not considered a communicable disease by the Wisconsin Division of Public Health. For example, children with a cold or upper respiratory illness may be cared for. However, children who are in the contagious stages of a communicable disease such as chicken pox, pink eye, strep throat, etc. may not be in care until the appropriate period of communicability has passed.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person.

Provider HAS received training in first aid. Provider will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. Provider has a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED).

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to **St. Mary's Hospital Urgent Care Center**. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, Provider will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of my care will be entered into the center's medical logbook. As a licensed childcare provider, I am required to report suspected child abuse or neglect to the local authorities.

MEDICATIONS

Provider WILL administer medications. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with child's name, dosage and administration directions. Provider will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing Tylenol at my discretion, are not allowed.

Prior to applying sunscreen or insect repellent to a child, Provider will obtain a written authorization from the child's parent. The authorization shall include the brand and the ingredient strength.

SMOKING

Smoking is not permitted on the premises of the center during licensed child care hours.

REST TIME

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS Provider will do the following:

- **Children under one year of age:**
 - Child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.
 - Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- **Children under two years of age:**

- Cribs, and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
- If the child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib or playpen.
- **Children 12 months through- 5 years of age:**
- Child will sleep on a cot or matt on the floor with a blanket and can have a favorite stuff toy.

Provider will not wake up children **Provider** will wait until a child woke up on his/her own.

MEALS

Anthony's Bilingual Preschool DOES NOT participate in the USDA Child and Adult Care Food Program.

Parents will be providing meals and snacks.

DAILY records of meals and snacks will be available.

Provider will follow USDA guidelines when serving food to children. Provider will feed food from home, meals and snacks to all children in attendance at the times identified in the daily schedule.

School-aged children will have an afternoon snack upon arrival from school.

No child will go without nourishment for longer than 3 hours. Please provide at least two meals and two snacks

- ☐ Breakfast
- ☐ A.M. snack
- ☐ Lunch
- ☐ P.M. snack
- ☐ Dinner
- ☐

Parents will be informed **IN WRITING** of the USDA nutritional requirements for children's meals and snacks.

If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with your child's name.

DAILY ACTIVITIES

Anthony's Bilingual Preschool does not include religious instruction or practices. ABP celebrates the following occasions:

Christmas, Martin Luther King, Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving, each child's birthday and **OTHER SPECIAL OCCASIONS THAT COULD BE PRESENTED BY PARENTS.**

A schedule of daily activities is attached:

Provider will plan activities and provide children with a variety of experiences. Some of the activities will include:

- Language development: Books, music, story time, fingerplays, flannel board stories
- Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
- Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music / instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress self for outdoors
- Literacy skills: Books, story board, alphabet and writing games

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children age 2 and above.
- Wind chills of 20 degrees F. or below for children under age 2

There is an outdoor play space on the premises of the center. If I choose to provide a wading pool for the children, I will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space. It will be emptied and sanitized daily.

ABP does have an outdoor play space available on the premises; however, Provider may do field trips at parks, neighborhood and library.

Infants (children under one year of age) will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including excise and massage time. The body position of non-mobile infants and their location in the center will be changed frequently. Provider will provide safe, open spaces for children who are creeping and crawling. Infants will be encouraged to play with a wide variety of safe toys and objects.

Toddlers (children over the age of one) will be given enough time to explore materials, including lots of time for talking and develop questions. I will provide safe, open spaces for children to creeping and crawling. Toddlers will be encouraged to play with a wide variety of safe toys and objects and to interact with older children and teachers.

Preschool children will have a quiet place to study or relax access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

Provider is licensed to provide care between the hours of **7:00 A.M. and 7:00 P.M.**

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. I will help awaken children find appropriate activities. Provider will launder the bedding / sleeping bag after every five uses or sooner if necessary.

A **playpen/ Crib** is provided for each child less than two year of age. Children **over the age of one** year may sleep on a **Cot** or on a **Mat**.

Provider will not wake up children Provider will wait until a child woke up on his/her own.

Provider WILL not allow children to watch television. Children **MAY NOT** bring VHS or DVDs from home **OR ANY OTHER DEVICES**. Preschool children will be allowed to watch only an educational program on a tablet when learning about a new concept: **CHILDREN MAY SOMETIMES WATCH IT BEFORE LUNCH AND BEFORE DINNER**. However, Children are not required to watch it; other activities will be available during that time for children.

We occasionally take field trips, including walks around the neighborhood, to the park and to the library. Emergency information for each child will be taken whenever the children leave the premises.

CHILD GUIDANCE

Children's behavior will be guided by setting clear limits or rules for children. Provider will talk with children about expected behaviors and model those behaviors consistently for them. Provider will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

Provider understands that there will be times when a child will become distraught, fussy or won't quit crying. Provider's first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. Provider understands that crying is normal, and that all babies will have times when they cannot stop crying. At these times, Provider will stay calm and will do whatever Provider can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when Provider needs your advice or assistance, and Provider won't hesitate to call you if necessary.

Provider DOES use "time to rethink about a behavior" to deal with unacceptable behavior.

A "take a break" may be used when other techniques have not been successful. A child will be moved to a "calming down area" where books and sensory bottles will be available to use. A take a break will be used to remove a child from a situation that has gotten out of control before a child can be hurt or hurt others. A "time to rethink" will never exceed five minutes and will be used with children over the age of two years of age. When using "time to rethink" Provider will talk with the child about what behavior was unacceptable, and what else she/he might have done or said instead. Provider will have the child "time to rethink" near the others to emphasize is on relax / cool down rather than isolation and punishment. The child will rejoin the group when the child is relaxed and ready to work again.

Provider recognizes that no single technique will work with children every time. If a child exhibits unacceptable behavior, Provider will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and / or discharge of the child from care.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions

that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

PETS

Anthony's Bilingual Preschool does not have pets on the premises. Prior to adding pets to the center, Provider will notify parents in writing.

If your child has pet allergies, please inform me verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

EMERGENCY PROCEDURES

Anthony's Bilingual Preschool provides care between **7:00 A.M. and 7:00 P.M.** However:

Anthony's Bilingual Preschool **will** close in the event that **local schools close** due to, but not limited to, snowstorm, mass flooding, other weather emergency, rioting, or other public health emergencies. Parents will be contacted to pick up their children within the hour. And they will need to pick up their child (ren) as soon as as possible. Thus regular tuition **fees will** be charged when ABP is closed due to grave unforeseen circumstances beyond either parties' control.

When a snowstorm is forecasted for the next day and local schools close Anthony's Bilingual Preschool will close.

If our Preschool is open, but the temperature **is forecasted to be** -26 or lower in the afternoon at the time of pick-up, the center will remain open.

During the days when the wind chill is less than -25 degrees Fahrenheit, and local schools close, at least one of our Anthony's Bilingual locations will remain open. Know that safety is always our top priority as Provider makes these decisions.

Anthony's Bilingual Preschool leaves it to the discretion of caregivers to decide on bringing their children to the center during potentially severe weather.

Anthony's Bilingual Preschool **will not be** responsible for any health problems that could occur to children when attending our preschool during the days **when the temperature with wind chill falls below** -25 degrees Fahrenheit, and local schools are closed.

ABP's plan for evacuating sleeping children between those hours would consist in an adult/emergency provider carrying up to two children at a time to the street corner.

Fire drills shall be practiced with the children every month, and completion of the practices will be documented. In addition, tornado drills shall be practiced during the tornado season, which is April through October.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled at on the other side of the street Susan Ln.

In the event of a tornado warning, the children will be taken to **the Hallway** Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along.

In the event of a lost child, Provider will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. Provider will notify the Department within 24 hours after the occurrence.

If the center should lose the use of heat, water or electricity before the center opens, Provider will contact parents to inform the incident and have them to find an alternative care until the services are reinstall.

If the center should lose the use of heat, water or electricity while children are in attendance, Provider will use a small heater with batteries and I would save some gallons of water as an emergency backup Provider will also keep flashlights accessible in the kitchen area. I will inform parents within an hour that they may have to pick up their children.

In the event that local schools close due to severe weather, the center **WILL** close. Parents will be contacted to pick up their children within the hour.

If ABP is unable to re-enter the building after a necessary evacuation, Provider will take the children to Hawthorne public library and contact every child caregiver within an hour for an emergency pick up.

In the event that the center receives a threat to the building or it's occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure may be required.

ITEMS TO BE PROVIDED

<u>Parent Provided</u>	<u>Center Provided</u>	<u>Items</u>
☒	☐	Disposable diapers
☒	☒	Baby wipes
☒	☐	Lotions
☒	☒	Labeled sheet and blanket
☒	☐	Sleeping bag
☒	☒	Bottle for water, formula, and / or milk
☒	☐	Full change of clothing including underwear and socks
☒	☐	Sunscreen
☒	☐	Insect repellent
☒	☐	Clothing suitable for outdoor play for each season
☐	☒	Playpen
☐	☐	Car seat or booster seat
☒	☐	Especial toy, blanket and pacifier

RATE SHEET

Rates at **Anthony's Bilingual Preschool**, effective 1/1/2023, are as follows:

CURRENT FEES

Children 3 months – 3 ½ years of age

Full-time care (20 -40 hours / week)	\$ 350 4 days	per week
Part-time care (10- 20 hours / week)	\$ 250 2 days	per week
Part -time (1-10 hours per week)	\$ 150	per week

Children 3 ½ years - 4 years of age

Full-time care (20 -40 hours / week)	\$ 300 4 days	per week
Part-time care (less than 20 hours / week)	\$ 250 2 days	per week
Part part-time (1-10 hours per week)	\$ 150	per week

Children 4 years - 6 years of age

Full-time care (20 -40 hours / week)	\$ 250 4 days	per week
Part-time care (less than 20 hours / week)	\$ 150 2 days	per week

Children 6 years - 12 years of age

Full-time care (20 -40 hours / week)	\$ 220 4 days	per week
Part-time care (less than 20 hours / week)	\$ 100 2 days	per week

Hourly rate for extra hours	\$ 10	per hour
------------------------------------	-------	----------

Drop-in care.(when available)	\$ 15	per hour
--------------------------------------	-------	----------

Fee for late pick up of child	\$ 10	per 30 minutes per child
--------------------------------------	-------	--------------------------

Fee for late payment: Fees are to be paid in advance on Monday first day child enrolled each week for the following week or weeks of services. If a payment is more than one day late, this fee will be charged for each day payment is not made: \$35 per day. If a portion

of the fee will be paid by a third party, such as an employer or the county, that payment will be accepted on a separately arranged schedule, described on the contract.

Fee for non-sufficient funds (NSF) or overdrafts: You will be charged an additional fee of \$35 if your check does not clear the bank.

The financial terms will be finalized upon signing of the parent-provider contract.

If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms.

Families will receive a minimum of **two weeks'** notice when a rate increase is planned.

Anthony's Bilingual Preschool *Playful Early Learning*

The daily schedule could change based on children's needs and age.

Daily Activities Full day program

Monday- Friday 7:00-9:30am Arrival/ Llegada

Monday- Friday 7:00-9:30am Puzzle time and routine task -Tiempo de rompecabezas y deberes.

Monday - Friday 9:15 -10:15am washing hands/Snack time or breakfast-Tiempo para lavar las manos/ merienda o desayuno, diapering-toileting

Monday - Friday 10:15 -10:30 am Gathering-Story time- reunidos tiempo de leer

Monday y - Friday 10:30 -11:30am Indoor work time or outdoor work time/

Tiempo de trabajo adentro o afuera, puzzles/art-rompecabezas/arte

Monday - Friday 11:30 -11:45am clean up time and washing hands diapering-toileting/ Tiempo de limpiar y lavar las manos, cambio de pañal e ir al baño

Monday - Friday 11:45 – 12:30pm Lunch time/ Almuerzo

Monday y - Friday 12:30 – 1:00pm Story time, diapering-toileting, tooth brushing/ Cuentos, cambio de pañal o ir al baño.

Monday - Friday 1:00 – 3:30pm Nap time-quiet time/

Tiempo de siesta- tiempo de descanso

Monday - Friday 3:00-4:15 Snack/ merienda, diapering-toileting, pañal o ir al baño, washing hands

Monday - Friday 3:00-7:00 books, inside/outside time, puzzles/art-departure

Daily Activities After school program

Monday 1:20- and T- F 2:45 Arrival/ Llegada

M 1:20- 2:00 and T- F 2:45 -3:30 Puzzle time and routine task /

Tiempo de rompecabezas y deberes.

M 2:00 - 2:30 and T-F 3:30 - 4:00 Snack time / Tiempo para la merienda

M 2:30 - 3:30 and T-F 4:00 - 5:30 Indoor work time or outdoor work time/

Tiempo de trabajo adentro o afuera

M 3:30 - 4:00 and T-F 5:30 - 6:00 Clean up time / Tiempo de limpiar

M 4:00 – 4:30 and T-F 6:00 - 6:30 Story time/ Tiempo de leer

7:00 Nap time-quiet time or departure/

Tiempo de siesta- tiempo de descanso o despedida

Childs' name _____

Birth date _____

Childs' name _____

Birth date _____

Childs' name _____

Birth date _____

PARENT'S NAME _____ PARENT'S NAME _____

ADDRESS _____ CITY _____ zip _____

Starting date of care _____

I, the parent, by my signature below attest that I have received a copy of these policies. I further attest that I have read and understand these policies, and I agree to abide by them.

Signature – Parent_____
Date_____
Signature – Licensee_____
Date