

Willow Tree Learning Center

# PARENT HANDBOOK



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Megan Shirley, Program Director

A Kindergarten Readiness Program

11231 W Hercules, Drive, Star, ID 83669

208-801-6907

[wilLOWtreelearningcenter123@gmail.com](mailto:wilLOWtreelearningcenter123@gmail.com)

# Welcome!

Dear Parents and Guardians,

Welcome to Willow Tree Learning Center. It is my goal to provide your child with a fun and enriching early childhood development program that allows them to find out what their interests are while learning and preparing for a classroom setting.

My philosophy of childcare is to provide an environment for the child:

- Where learning happens as a result of fun activities
- Where a safe and welcoming environment is provided
- That encourages independent play as well as socialization
- That reinforces the values of truth, respect, integrity and courage
- Where the child feels happy and excited to be part of our program

My philosophy of childcare is to provide for the parents/guardians:

- Honest and open communication about your child
- Up-to-date information about your child's activities
- An attitude of teamwork in areas relating to your child's development

My background gives me the foundations to fulfill my philosophy include:

- 1 year of experience in a large childcare center
- 3 years of experience working in elementary school classrooms
- 3 years of experience working as a Kindergarten Paraprofessional
- 4 years of Early Childhood Education credits from Boise State University
- 2019 Classified Employee of the Year for Meridian Elementary

My goals in caring for your child are

- Getting to know your child's interests, strengths, and challenges to better understand how to help your child learn and discover
- Provide for planned and spontaneous adult-child interactions
- Provide curriculum which includes, math-science-art-music-language-social skills-and
- Develops fine motor skills and gross motor skills

Thank you for choosing Willow Tree Learning Center. As a team we can work together to provide a fun, safe, learning environment for your child.

Sincerely,

Megan Shirley, Program Director

## **Program Goals And Non-Discrimination Statement**

It is our belief at Willow Tree Learning Center:

- In children's early years they should be in a welcoming environment where they feel safe and happy
- Learning should be a result of fun, developmental, activities
- Children should learn how to relate to others with respect and honesty
- Children should have time to play in groups and individually
- Parents and Providers should work together as a team to provide a positive experience for the children

Furthermore:

- Your written permission is required for your child's information to be shared with community agencies in order to make improvements for your child's development and/or well-being.
- You are welcome to visit your child at any time
- Smoking is never allowed in the center
- Parents/guardians may call to check on their child at any time.
- We appreciate you leaving toys and blankets at home.

Willow Tree Learning Center recognizes and invites the participation of all people and does not discriminate on any basis in the administration of our programs.

However:

We do not have the ability to serve children in any language other than English.

## **Confidentiality Policy**

**Willow Tree Learning Center will keep all information, pertaining to our childcare families, confidential until asked or given permission otherwise.**

## **Non-Discrimination Statement (Mental / Physical Disabilities)**

Willow Tree Learning Center does not discriminate against any people. We will accommodate disabilities to the best of our ability.

Some of these disabilities may include:

- Down Syndrome, educatable
- ADD or ADHD
- Leg, Arm, or other braces (pigeon toes, MS, etc.)
- Wheel Chairs (in this case accommodations will have to be made)
- many other mental disabilities
- many other physical disabilities

We are willing to work, along with physical therapists or doctors, to help your child to thrive during their childcare day. If your child has a disability, we will discuss with you: what needs to be done to help the child, what needs to be done for the child's daily care, and any added assistance needed for the child. We will also discuss your child's special needs for emergency evacuation.

## **Inclusion Policy**

At Willow Tree Learning Center, we accept and welcome children of all abilities. Our daily program is modified to meet the needs of each child enrolled in our classes. We strongly believe in providing an environment where every child can express themselves and we will promote growth in all areas of their development. We respect and value input from all parents and believe that our teachers need to be part of the decision-making process for their child's development. We have the right to make suggestions if we have concerns with your child's overall development. If you are not willing to take our advice or suggestions, we can't offer you further help.

We will be using an assessment tool called Watch Me from the CDC that will allow us to track your child's development.

## **Policies for Serving Children with Disabilities**

At Willow Tree Learning Center, we strive to be all inclusive so that no child feels left out. We strive to keep open communication between the children in our care and their families. We do not have the ability to serve children in any language other than English.

In order to accommodate children with disabilities we try different strategies to allow each child to be as independent as possible. We put a lot of thought into our learning material selection and keep our activities and schedule flexible so that we can accommodate each child's abilities. We also strive to learn about special equipment when the need arises.

If the family has an Individualized Family Service Plan or an Individualized Education Program, they are encouraged to share these with us so that we can better serve their child.

If we notice a delay in abilities, you will be informed and given information on how to get further assistance for your child.

Together we can help your child to become an independent life-long learner and to do their best.

If outside support is needed in order to address needs and/or concerns referrals may be given to you. We keep a list of agencies which can help in these matters. We will document these referrals and their outcomes.

## **Admission and Enrollment Procedures**

1. A visit with your child so that they can view the childcare center and can meet the provider. During this visit I will answer your questions and provide you with critical information about our facility. This visit will help to reduce the first-day fears for your child by introducing the teacher and the environment at Willow Tree Learning Center.
2. After a reservation has been made for your child, the following must be provided:
  - Child Information Form/Enrollment Record
  - Mutual Expectations of Parents and Care Giver
  - Agreement
  - Child Profile
  - Medical Record Form
  - Authorization for Medical Treatment

3. Other items required are:
  - Deposit
  - Vaccinations must be **COMPLETE** within 6 weeks of enrollment

### **Required Vaccinations for Childcare :**

DTP/aP (diphtheria, tetanu, pertussis)	Polio
HepA (hepatitis A)	Rotavirus
HepB (hepatitis B)	Td (whooping cough)
Hib (haemophilus influenzae b)	Varicella (chicken pox)

MMR (measles, mumps, rubella)

Pneumococcal (pneumonia, meningitis)

-If your child is in the IRIS system, I will print out their immunization record...if they are not in the IRIS system, Immunization Records will be required within 2 weeks of enrollment

Please let us know if you have any needs/concerns which we can help with. We have the resources to make referrals for outside support in order to address needs and/or concerns. We would like to make your transition to our area or center as pleasant as possible. We would also like to follow up on the any referral made so that we can ensure your needs are being met.

## **Hours of Operation**

**We follow the West Ada School District Calendar for Holidays,  
Collaborations, and Seasonal Breaks**

8/26 First Day of School

9/2 Labor Day **No School**

10/7 **No School**

11/25-11/29 Thanksgiving Break **No School**

12/6 **No School**

12/23-1/3 Winter Break **No School**

1/6 School Resumes

1/20 Martin Luther King Jr Day **No School**

2/17 President's Day **No School**

3/23-3/27 Spring Break **No School**

3/30 School Resumes

4/27 **No School**

5/25 Memorial Day **No School**

6/13 Last Day of School

### **Daily Hours**

Monday-Friday 9:30am-3:30pm

## **Payment Plan and Fee Schedule**

Monday/Wednesday/Friday Ages 4-6

9:30-12:00 \$75/weekly

1:00-3:30 \$75/weekly

Tuesday/Thursday Ages 3-4

9:30-12:00 \$50/weekly

1:00-3:30 \$50/weekly

Monthly payments due the 5<sup>th</sup> of every month. We will add up the number of weeks per month and charge one monthly payment.

\*Weekly charges occur regardless of your child's attendance\*

Material Fee of \$75 will be due before child's 1<sup>st</sup> day with Willow Tree Learning Center

- Late fees of \$1 a minute will be charged for children picked up after their class has ended
- Fees cover all basic supplies and snack
- Please bring an extra set of clothes for children in case of an accident

## **Drop Off Policy**

It is very important that your child sees a positive relationship between the parent/guardian and teacher. When families arrive at school, please check your child in, hang up any coats or backpacks and walk your child up to their teacher and have a quick conversation. That interaction lets the child see the relationship being built between the adults and will feel comfortable being there for class without their grownup. If your child has had a rough morning, please notify the teacher so we can help as much as possible to make their day better!

## **Bathroom Policy**

Your child must be potty trained. At Willow Tree, we have a half door into our bathroom when kids are using the facilities. It is important that we always have a visual of every child. This

allows for teachers to hear or see when a child needs assistance using the bathroom. We understand accidents happen and will be happy to help your child change into an extra set of clothes.

## **Nutrition Policy**

- Food is always served attractively in kid-friendly portions and is not forced upon the child.
- Children can take a no-thank you bite and decide whether they choose to eat that particular food.
- Hands are always washed before and after all meals and snacks.
- Good table manners are taught and reinforced at mealtimes. Young children are encouraged to feed themselves but have assistance when needed.
- Parents are welcome to bring sweets or other food items for their child to share with the other children, on special occasions. The item needs to be given to the provider to be distributed to the children when it is an appropriate time.
- Drinking water is always made accessible and the children are encouraged to drink water during the day.

## **Master Schedule**

Arrival (15 Minutes before class begins)  
Table Top Toys  
Circle Time  
Morning Work (Letter, Number, Shape, Color of the month)  
Centers (Include Art Projects, Science Experiments, Imaginative Play and more!)  
Clean Up/Brain Break  
Snack  
Story  
Pack Up

## **Guidance Policy**

At Willow Tree Learning Center one of our goals is to help children to learn appropriate behavior. We want children to act with:

- Self-control
- Respect for others
- Obedience

In order to help children reinforce these actions, we:

- Model the behaviors that we want to see in the children
- Establish clear, consistent, and simple limits



- Explain the reasons for rules
- Remain positive in our approach

In most cases, the way we encourage these actions is to reinforce positive behavior. In some cases, guidance is necessary. Before guidance of any kind is administered, however, a review of other possible causes will be considered. Is the child sick, tired, or hungry?

We follow the 6 steps of conflict taught from the Hi Scope Foundation when conflicts arise.

- |                         |  |
|-------------------------|--|
| 1. Approach Calmly      | 4. Restate the Problem                                 |
| 2. Acknowledge Feelings | 5. Ask for Ideas for Solutions and Choose One Together |
| 3. Gather Information   | 6. Be Prepared to Give Follow-Up Support               |

When guidance is necessary, we will:

- Redirect the child's attention to an acceptable action
- Explain the negative behavior and help child identify solutions

All guidance will be followed up with the child apologizing, if appropriate, a discussion on what went wrong, and a hug to let the child know that they are still wonderful, cared for people.

In some cases, the parent may be asked to participate by talking to their child and reinforcing good behavioral actions. (The childcare provider will discuss the problem, what the solution was, and ask the parents advice on further actions, if necessary)

## **Continuity & Child Withdrawal**

1. Registration will be required yearly. A registration form will be completed for the beginning of the school year.
2. It is the policy of Willow Tree Learning Center that all children once registered in the program for one year are given the opportunity to attend all appropriate subsequent years.
3. I will be offering developmentally- appropriate practices that go along with the guidelines of the National Association for the Education of Young Children and West Ada School District's Kindergarten Standards which makes the transition to elementary school easier for your child.

Therefore:

- a) Any child who is registered for one year of the Preschool will be offered preregistration for the next year.
- b) Any sibling of any child presently registered in the Preschool will be given the opportunity for pre-registration for the next year provided space is available.

### Child Discharge

It might be necessary for me to give notice to a parent/guardian to discontinue caring for a child. I will give the parent/guardian a two weeks written notice prior to ceasing care. In rare

cases of severe problems, I may be forced to release a child from care without giving a two-week notice. Care may be terminated for the following reasons:

- Child is increasingly unhappy and unable to become comfortable with the childcare setting.
- Child consistently physically or verbally hurts other children
- Parent/Guardian routinely abuses drop-off and pick-up times
- Parent/Guardian doesn't pay childcare fees on time

The steps that I will follow for discharge are: 1. Try working with the parent to meet the objective to continue caring for the child. 2. If that is not successful give a 3-week notice, unless there is a severe problem then there may be an immediate termination. 3. Contact parent 2 weeks after the child is enrolled in another program to ask if the child is doing well.

#### Child Withdrawal

If the parent/guardian finds it necessary to withdraw a child from my care, he/she must give a written, three weeks' notice prior to withdrawal. If the remaining balance isn't paid before the child leaves a \$5 a week late fee will be added until the balance is paid.

## **Health Policies and Procedures**

#### Management of Medication

- All prescription medications must be labeled with the child's name and the parent must sign a permission form giving permission to give the child the medication and what dose.
- Medications must be contained in the original container as prescribed

#### Health Records

- Immunization records must be kept up to date
- Please notify me of any special health problems or concerns regarding your child or family

#### First-Aid Procedures

- American Heart Association First Aid and poison control guidelines will be followed.
- All providers are certified by the American Heart Association in Emergency Care and CPR for infants and children
- A First-Aid kit will be on the premises
- Emergency numbers are available at all times
- Parents/Guardians will be notified of accidents. A small injury report will be filled out in the case of minor injuries. If there is a major injury there will be a large formal Injury record kept.

#### Medical Emergencies

- Immediate First Aid will be administered
- 911 will be called and paramedic recommendations will be followed
- Parents will be notified as soon as possible
- When parents are not available, their emergency references will be called
- Parents are responsible for any expenses incurred as a result of emergency room Care, ambulance, etc.

#### Handwashing and Sanitizing

- Handwashing Procedure:  
(1) Always use warm, running water and a mild, preferably liquid soap; (2) Wet the hands and

apply a small amount of liquid soap to the hands (dime to quarter size); (3) Rub the hands together vigorously with the soap and tempered water for 15 seconds; (4) Be sure to wash all surfaces of the hands, including the backs of hands, palms, wrists, under fingernails, and between fingers; (5) Rinse hands well for 10 seconds, leaving the water running; (6) Dry hands with a paper towel; (7) Turn off the faucet with the paper towel.

- Children and Staff must wash their hands when entering the classroom for the day
- Eating, handling and preparing food, and handling contaminated materials
- After use of the bathroom

#### Snack Time Procedure:

Clean and Sanitize:

- Clean and sanitize table, counter, faucet/sink handles, highchair trays, and any other surface used for food prep/service (ex. top of shelves) before and after all meals and snacks.
- Spray surface with soap and water mixture.
- Wipe surfaces with paper towel. (A clean washcloth can be used instead of paper towels, but cloth should be used for only one meal or snack time and laundered before reusing.)
- Spray surface with bleach solution labeled for food area, then wait 2 minutes. Follow manufacturer's product instructions exactly if another sanitizer is used instead of bleach.
- Wipe surfaces with paper towel to remove sanitizer before use.

Wash Hands:

Staff and children should wash hands with soap and water at a clean sink\* before setting table, preparing or serving food, bottle prep or eating.

- Children should be seated immediately at the table or in a highchair after handwashing.
- Children should not touch or play with objects or toys to prevent recontamination of hands.

Setting the Table

- Place food on napkin, plate or appropriate serving dish – not directly on table or highchair tray.
- Centers and out-of-home group facilities are required to handle food with serving utensils or wear food service gloves. Do not reuse gloves after they've been removed.
- Keep serving bowls/trays covered when not being used. ☐ Handle utensils and cups at the base to prevent contamination.

After Meal/Snack Clean Up

- Clean children's faces and hands with individual clean washcloths, as needed. Then wash children's hands with soap and water at a sink.
- Change children's clothing if soiled from eating.
- Clean floor right after meal or snack so young children are not tempted to eat food off the floor.
- Wash and sanitize tables, counter tops, and highchair trays.

#### Daily Health Checks

- A routine health check will be performed each morning to ensure that your child is ready for their childcare day.

#### Illness

- Parent/Guardian will be notified and expected to pick up their child as soon as possible if their child becomes ill during the day, i.e. throwing up, diarrhea, fever, etc.
- Please notify me by phone the previous evening or the morning of the day of

absence if your child will be missing a childcare day.

#### Communicable Disease Prevention and Reporting

- Your child is required to be current in his/her immunizations
- Your child will be kept isolated from other children as much as possible if your child Has a communicable disease. Communicable diseases are required to be reported to The Health Department.
- Individual items will be used and precautions will be taken to minimize the spread of Infections
- If the Swine Flu or any other flu is diagnosed the child must be absent from childcare while a high fever is present, as well as while the illness is contagious.
- Head Lice-Please keep your child home if they have head lice. They cannot return until there are no Nits or head lice visible.
- Pink Eye is very contagious. Please do not bring your child to us until they have been on an anti-biotic For 24 hours.

#### Allergies

If your child has allergies a notification will be posted on the refrigerator for staff to be aware of the child's allergy before preparing meals.

#### Child Physical Abuse, Sexual Abuse and Neglect

-In the state of Idaho, a childcare provider is a mandated reporter. This means that I have to report any Suspected child abuse or neglect, whether physical or sexual. A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring.

Abuse may be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter, or medical care. Staff and volunteers who report, in good faith, are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines and imprisonment under the law.

I would only be reporting what I have personally observed. This report is for the benefit and safety of the child(ren) and for the purpose of getting the family the help that is needed in these situations.

In order to review the guidelines for recognizing child abuse and neglect we will be annually reviewing the DVD, REPORTING CHILD ABUSE, CARE ENOUGH TO CALL, produced by the University of Idaho.

1. If I observe what I think is abuse or neglect I will document my suspicions and report them to authorities.
2. I will testify as to my first-hand knowledge.
3. I will follow up on the health and safety of the child

#### Behavioral Problems

-Biting-When a child is biting, we will work to avoid this situation by closely monitoring children's behavior. We will strive to move children in the event of a confrontation. We will talk to the child and to their parents so that we can resolve this issue together. In the case of a child being bitten we will show the same respect to each child and family by keeping their identity confidential.

## **ILLNESS POLICY FOR CHILDREN**

Willow Tree Learning Center      11231 W Hercules Drive, Star, ID 83669

**Reason this policy is important:**

Although some illnesses do not require exclusion, sometimes illness requires a child or staff member to be excluded from care to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that require exclusion and those that do not.

**Temporary Exclusion is recommended when:**

- The illness prevents the child from participating comfortably in activities as determined by -staff.
- The ill child requires more care than the staff can give, which may result in compromising care for other children.

**The child has any of the following conditions, unless a health professional determines the child's condition does not require exclusion:**

- Appears to be severely ill
- Fever AND behavior change or axillary temperature of 100° Fahrenheit or higher. Child may return once fever free for 24 hours
- Diarrhea: defined by more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigelloses or E. coli infections.
- Blood in stool: not explained by dietary changes, medication or hard stools.
- Vomiting: There are many reasons children vomit, from eating something that does not agree with them to any number of illnesses. Exclude if child has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
- Abdominal pain (persistent): that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- Conjunctivitis (Pink Eye): A child should be excluded only for bacterial conjunctivitis (red eyes, green or yellow discharge). They may return **24 hours** after treatment has started and are able to participate in activities. Other forms do not need to be excluded (allergy or viral cause).
- Hepatitis A: Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department.
- Impetigo: Exclude until 24 hours after treatment has begun.

- Measles: Exclude until 5th day after rash disappears or local health department states patient is noninfectious.
- Mouth sores: Exclude if mouth sores are coupled with drooling or child is not able to participate.
- Mumps: Exclude until 9 days after onset of parotid gland swelling.
- Pediculosis (Head Lice): A child with live lice will not be accepted for the day, until treated. An additional treatment may be needed 7 to 10 days later to kill the eggs that survived the first treatment. The presence of nits (egg cases) are not exclusion criteria. Using a nit comb is the most effective way to remove lice and the sticky nits.
- Pertussis: (Whooping Cough): Children should be excluded until five days of appropriate antibiotic has been completed or until local health department states patient is non-infectious.
- Rash: with fever and/or behavior change.
- Scabies: Children should be excluded until after treatment is begun (overnight suffices).
- Streptococcal pharyngitis (Strep Throat): excluded until 24 hours after treatment has been begun and child is able to participate.
- Tuberculosis: Tuberculosis (TB): Exclude until the child's physician or local health department authority states the child is non-infectious.
- Varicella-zoster (Chicken pox): Exclude until all the lesions have dried and formed scabs, usually within six days of onset of rash.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate.

You must notify parent/guardian in writing, either by letter or posting notice in a visible location, when their child/children have been exposed to a communicable disease. Parent/guardian or emergency contact will be notified by Megan Shirley, Program Director, to pick up child. Megan Shirley will complete the Symptom Record and give to parent and keep a copy for the child's file.

## **CONDITIONS THAT DO NOT REQUIRE EXCLUSION**

**Reason this policy is important:** When a child becomes ill but does not require immediate medical help, a determination must be made whether the child requires exclusion. Most illnesses do not require exclusion.

- Common Colds, Runny noses (regardless of color or consistency of nasal discharge), and coughs.
- Fever without any signs or symptoms of illness in children who are older than 4 months. For this purpose, fever is defined as temperature above 101° F orally, above 102° F rectally, or 100° F or higher taken auxiliary (armpit) or measured by any equivalent method. \*Fever is an indication of the body's response to something but is neither a disease nor a serious problem by itself.
- Watery eye discharge without fever, eye pain, or eyelid redness.
- Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e., the whites of the eyes).
- Rash without fever and behavioral changes.
- Lice or nits without lice (may delay treatment until the end of the day).
- Ringworm (may delay treatment until the end of the day).
- Pinworms
- Thrush (i.e., white spots or patches in the mouth).
- Fifth Disease (slapped cheek disease, parvovirus B19) in a child without immune problems.
- Cytomegalovirus infection.
- Chronic Hepatitis B virus infection.
- Human immunodeficiency virus (HIV) infection, with consideration of risk to the HIV infected child or others decided on a case-by-case basis by health professionals.
- Children with chronic infectious conditions that can be accommodated in the program according to the legal requirements of federal law in the American with Disabilities Act (e.g., HIV infection). The act requires that childcare programs and schools make reasonable accommodations for children with disabilities and/or chronic illnesses, considering each child individually.

When the policy applies:

**This policy is in effect at all times.**

**Communication plan for staff and parents:**

Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the facility. All parents will receive a written copy of this policy in the parent handbook. Parents, staff, and volunteers will receive written notification of any updates.

## References:

American Academy of Pediatrics (2009) Managing Infectious Diseases in Child Care and Schools, a quick reference guide 2nd edition.

Reviewed by: \_\_\_\_\_Megan Shirley\_\_\_\_\_Director/Owner

## Effective Date and Review Date:

This policy is effective \_\_August 26, 2019\_\_ and will be reviewed annually or as needed.

\*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000.

## **Fire and Natural Disaster Procedures**

### Fire—

To reduce the threat of fire, smoke detectors are installed and checked regularly to make sure they are in working order. In case of a fire, the children will evacuate the one-level building from the main exit. We have fire drills once a month. Parents will be called immediately.

### Storms or Tornado—

In case of severe storms or tornado, the children will meet in the bathroom, which is away from any windows.

### Any other Emergencies which require Evacuation---

In the case where the childcare/home must be evacuated we will transport children to the City Hall. The parents will be called as soon as possible so that they know what is going on and where their child/ren are.

Star City Hall 10769 W State St, Star, ID 83669

Phone: (208) 286-7247

## **Types of Developmental Activities**

### Free Play

Free play provides an opportunity for children to direct their own learning. The play is directed by the child, but the care giver supervises and helps the children. There are various centers that the children use for free play during the day. While doing this, they are developing:

-Cooperation-learning to play with others



- Social Skills-pretending helps children express their opinions and views
- Fine Motor Skills-using scissors, drawing with chalk, markers, crayons, or pencils
- Math and Reading Readiness-playing independently with learning toys gets children Ready to learn math and reading

### Planned Activities

Children learn through planned activities as well. These activities are short but structured in order to introduce a new concept or reinforce concepts already learned by the children.

Activities include:

- Story times provide time for reading-readiness skills of listening and retelling and moral reasoning
- Exercise to strengthen muscles and overall health
- Music with instruments and singing to develop both vocabulary and listening skills
- Arts and Crafts activities, to build on a child's imagination
- Science experiments help children begin to learn about the world around them and how they fit into it.

# Contract Between Parents and Willow Tree Learning Center

11231 W Hercules Drive, Suite B

Star, Idaho 83669

(208) 801-6907

**Willowtreelearningcenter123@gmail.com**

Together we will...

- Communicate on a regular basis about your child's nutrition, new skills, joys, or concerns, general health
- Treat your child and each other with mutual respect
- Show your child that we work as a team in their best interest
- Work together and be open and honest in our communication

Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_

Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_

Special Instructions \_\_\_\_\_

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I/We hereby contract with Willow Tree Learning Center to abide by the policies and procedures contained within this contract and the handbook, which was given to me in order to refer to its' contents.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

# Persons who are authorized to Pick Up and Drop Off Your Child:

(In addition to parents or medical personnel)

Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship \_\_\_\_\_ Home Ph. \_\_\_\_\_ WkPh. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship \_\_\_\_\_ Home Ph. \_\_\_\_\_ WkPh. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship \_\_\_\_\_ Home Ph. \_\_\_\_\_ WkPh. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship \_\_\_\_\_ Home Ph. \_\_\_\_\_ WkPh. \_\_\_\_\_

PERMISSION TO PICK UP Legal Custody Papers Must Be On File to Deny a Parent Permission to Visit or Pick Up Their Child.

Prior authorization from the parent must be given before anyone besides the parents can pick up a child. Please inform the person who is picking up to show their driver's license or photo id. If a new employee does not know the parents, please be prepared to show your driver's license or photo id when picking up your child/ren. This is for the safety of the children.

# Child Profile

It will help us know your child better if you create a simple profile using the following checklist.

Is your child... shy\_\_\_overactive\_\_\_toilet trained\_\_\_used to daily nap\_\_\_\_  
Subject to temper tantrums\_\_\_used to a certain blanket\_\_\_\_\_

Does your child... suck his/her thumb\_\_\_use a special language\_\_\_have certain fears\_\_\_  
(If "yes", please communicate with me directly about these.)  
Bite his/her fingernails\_\_\_play well with other children\_\_\_  
Have siblings\_\_\_(How many? Names, Ages) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information that I should know/be aware of to care for your child as a unique  
Individual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Events in your home atmosphere often affect your child's attitude. I am better able to help your child when you inform me of situations and/or events that may impact his/her overall attitude such as: divorce, separation from a relative or friend, death of a relative or friend, etc. Knowing about these transition times allows me to give special attention, understanding, and care. Information you give me will remain confidential. Thank you for helping me to care for your child.

# Picture Permission

I give my permission for my child, \_\_\_\_\_, to be photographed in the daily activities at Willow Tree Learning Center for purposes of developmental recording and sharing with childcare parents and more. These pictures may be used on the learning center's web site or Facebook/Instagram but will not include names.

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Signature of Parent/Guardian

Date

# Major Injury Report (Example)

Name of Child \_\_\_\_\_ Date of Injury \_\_\_\_\_

Time of Injury \_\_\_\_\_

Injury Description \_\_\_\_\_

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Actions Taken \_\_\_\_\_

Name of Parent/Guardian notified \_\_\_\_\_

Person(s) who observed the accident \_\_\_\_\_

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General Comments \_\_\_\_\_

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