

Small People Preschool

Parent Handbook & Policy Agreement

(Revised September 15, 2025)

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SMALL PEOPLE PRESCHOOL

A Quality-First, 5-Star, Cognia-Accredited Preschool

16232 N. Cave Creek Rd Phoenix, Arizona 85032

PH: (602)482-2230 SmallPeople@live.com

Philosophy and Objective

Small People Preschool's philosophy and objective is to serve our community by offering a 5-Star, play-based learning experience for young children in a brand-new state of the art facility that provides a safe and nurturing environment at an affordable cost.

Description of Services

Small People provides quality childcare full-time and part-time for infants, toddlers, preschoolers, and school age children. We provide breakfast, lunch, a snack, transportation to and from local schools, and field trips. We are DES approved and participate in the Child and Adult Care Food Program or CACFP.

Non-Discrimination

Small People believes that every child has an equal value and opportunity to our program. We actively support full inclusion of children with diverse abilities as well as those from all socio/economic ethnic, and religious backgrounds.

Hours of Operation

Small People is open Monday through Friday from 6:00 am until 6:00 pm.

Enrollment / Disenrollment Procedures

We are currently licensed for 185 children in total. Before your family can start at the center, the following documents are required: enrollment card, blue emergency card, registration form, registration fee, and DES Authorization if applicable. We will attempt to verify all immunization records unless you provide us with a completed **exemption form** (provided upon request). If we are unable to verify your child(ren)'s vaccine history, we will require you to provide that information prior to enrollment-or utilize the exemption form. Any other documents requested to be completed will be necessary to start including but not limited to the Infant Care Schedule, Income Affidavit, Tuition Rate Agreement, Policy Agreement, and the first week's tuition payment.

Any child enrolled in our center who is absent for more than five (5) consecutive days in one month, unless due to illness or without pre-arranging with the director, will automatically be withdrawn.

We will disenroll your child if you raise your voice at any Small People employee or become hostile towards employees or other clients of Small People.

Any child who hits a teacher, has a continual biting problem, or whose behavior is dangerous to staff and/or other children will either be suspended or permanently unenrolled.

Small People participates in the DES Expulsion Prevention program. If we feel that your child requires assistance with any emotional/behavioral issues to continue enrollment in our program, the Director will provide the information and set up a plan for outside support to assist you and your child. Adhering to this plan is mandatory to continue enrollment. It is imperative that Parents work as a team with our staff so your child can thrive at our center.

A child can be unenrolled if tuition or additional fees are left unpaid.

Immunization Policy

Arizona does NOT mandate vaccines. If a child has not received immunizations due to medical or religious reasons, a written exemption form will be kept on file. Medical exemptions are completed by a physician or nurse practitioner. Religious exemptions must include a statement of religious belief and must be signed by the parent. Unimmunized children will be excluded during outbreaks of vaccine preventable illness as directed by the state health department. The "Request for Exemption to Immunization" form is filled out by the parent and can be provided by Small People Preschool.

Immunizations are to be updated and kept current.

****If you feel your child has experienced an adverse effect due to a vaccine, it is imperative this is reported to VAERS.Gov.**

Payment and Tuition

All payments are due and payable in advance before the child can attend our center. Weekly tuition rate is due on the first scheduled day of the week. If you fail to make timely payments, a late fee of \$2.00 per day will be assessed. If your account is two weeks in arrears, services will be stopped until the account is current.

Small People charge an **annual** registration fee of \$50.00 for one child and \$30.00 per additional child. The fee for registration is due upon enrollment and annually on March 1. This fee is non-refundable. We will prorate your 2nd year depending on when the first-year fee was paid.

We are pleased to accept checks as a convenient form of payment for our services. In the event of a returned check, please be advised that the responsibility for any additional fees imposed by the bank will rest with the payer.

We appreciate your understanding and cooperation in ensuring smooth financial transactions. If you have any questions or require further clarification, please refer to our contact information in this handbook.

*****3-year-olds will be charged the toddler rates until potty trained***

Financial Assistance

Small People is DES approved. Families that are authorized by the DES subsidy are responsible for making their co-payment in advance for the week. A fee of \$5.00 per hour, per child, will be added to the daily rate if a child attends over 10 hours in a single day.

Refund Policy

If you are owed any tuition fees beyond the minimum weekly requirement, you will receive credit towards the next scheduled week's tuition. If you prepay and decide that you will no longer need services, the minimum weekly fee will be charged, and we will draft a check in your name for the remaining credit. This payment will be available within 5-7 business days. The registration fee is non-refundable.

Attendance Policy

Attendance is a key part of a child's success. Consistent and regular participation provides a child with the structure needed to fully take advantage of our preschool program. Small People Preschool requires a minimum attendance of 3 days per week. Communicate with the director to approve a temporary exception. Small People allots 2 weeks of vacation in a year without a charge. Vacation time should be communicated in advance for the preschool to ensure attendance and space. Sick time can be "excused" with a doctor's confirmation of illness.

First Time Students

Small People understands that adjusting to preschool takes time and patience. Parents and staff will work together & share information they have about the child to support them in their individuality. As children develop from birth through childhood, they will transition from one learning environment to another. We are committed to assisting families and children in making these transitions as seamless and comfortable as possible. *** If your child has known special needs that are communicated to us, we will need to have an existing IP submitted along with their enrollment documents.

Children's Daily Activities

Daily activities include arts and crafts, singing, dancing, music, indoor & outdoor dramatic play, reading, and handling manipulatives. Kids will find exposure to science and math, cognitive skills, language skills, early literacy, reading, and social emotional development.

Child handwashing is done according to DHS standards upon arrival, after outdoor play, before and after all meals, during and after diaper changes and diaper checks.

Lesson Plans and Curriculum

Lesson plans are posted in the lobby for parental review. Children's work is posted throughout the center for you to view and take home when ready. We value your input and questions regarding our curriculum. Please feel free to share concerns, comments, and/or suggestions with the director or the teachers.

Holiday Closures

Small People will be closed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Black Friday, and Christmas Day. If a holiday falls on a weekend, it will be observed on the Friday before or the Monday after with advanced notice to staff and clients. We reserve the right to close on additional holidays with ample notice to the families.

Video Surveillance

Small People Preschool is equipped with 24-hour video surveillance to ensure the safety and security of all children, staff, and guardians. To respect the privacy of all persons in our center, the video surveillance system/security cameras are for internal purposes only. Footage can be requested by other childcare regulatory authorities including but not limited to CPS, DES, and local law enforcement agencies.

ProCare App

ProCare is a cell phone application we use to communicate with families throughout the day. At times, we will send photos of activities, request supplies and send any incident reports via the app. To enroll in these updates, please download the ProCare application in the Google Play Store or Apple App Store. You will receive an email with confirmation with further steps to complete enrollment. For additional support or questions, please ask the director.

Campus Admittance

For the safety of our staff and families, Small People is locked to the public and requires a personal code to access the front door entrance.

Upon confirmed enrollment, your family will be given a personal 4-digit code that will be used to unlock the front doors. In the event you forget your code, or don't relay it to a person scheduled to pick up your child, the door can be opened from the inside and verification will be required before moving through the center.

Sign In / Out Policies

Small People Preschool utilizes the sign in/sign out sheet from the Department of the Economic Security. Children must be signed in and signed out at the time they arrive and depart.

Release of Child

Small People rely on your completed emergency card to know who are and are not allowed to remove your child from the center.

Our staff will request identification from the person when they arrive at the center.

Late Pick-up Charges

Small People is scheduled to close at 6:00 pm daily. If pickup is later than 6:00PM, a charge of one dollar (\$1.00) per minute, per child, will be due at the time of pick up that same day. If we have not been notified of a late arrival and a child is still present by 6:30 P.M., Small People will notify D.C.S. (Department of Child Safety) and the local police.

Caretakers Participation

We invite and highly encourage families to be in the classroom at any time to assist your child in becoming acclimated to the morning routine and getting ready to leave in the afternoon. We welcome parents to assist in crafts and activities for the class, and especially to share their cultural and family traditions. We embolden everyone to attend the numerous Small People gatherings throughout the year including:

- Parent/teacher conferences in May and October
- Fall Festival in October
- Thanksgiving Parent's Luncheon in November
- Christmas Program Posada in December

Any field trips for the school agers

We encourage parents to discuss their child's triumphs and tribulations throughout the day with their teacher. We appreciate and desire any feedback regarding our interaction with your child or any comments, concerns, or improvements you can relay to us.

All parents have access to the areas on facility premises where the parents' enrolled child is receiving childcare services.

Parent's Advisory Council

Once a quarter over dinner; the owner, director, two teachers, and several parents with children from multiple classes meet to discuss improvements, curriculum, concerns,

ideas, etc. If you would like to participate in this meeting, please inform the director. To ensure we are hearing different voices, we will rotate through any volunteer parents.

Staffing Ratios

Small People provides the number of staff according to DHS guidelines. Staff ratio are as follows:

- Infants 1:5
- 1-year-olds 1:6
- 2-year-olds 1:8
- 3-year-olds 1:13
- 4-year-olds 1:15
- School agers 1:20

Volunteers are permitted on premises for various activities. They are not counted towards staffing ratios and will be supervised by certified staff. At times, teachers may move to another classroom to allow for breaks while ensuring continuous supervision of children. We have substitute staff available to ensure child to staff ratios are always met.

Parent / Teacher Conferences

Small People is dedicated to ongoing communication between our center and our parents. During the months of May and October, we offer formal parent/teacher conferences by appointment only. Please discuss a time to schedule with the director by the beginning of October. Please note that we encourage ongoing communication on a regular basis and provide appointments that can be made with the teacher and/or director at any time.

Sanitation Guidelines

Small People adheres to all Sanitation guidelines by the DHS & Maricopa County including, but not limited to:

Daily – Eating/ food prep surfaces (before and after use) diapering surfaces (before and after use) countertops, floors, drinking fountains, sinks, bathroom doorknobs, trash cans, toilets, seats, flush handles, mouth toys and washable toys.

Weekly – Low shelves, chairs (especially backs), play and learning areas, cloth toys, refrigerators, cot frames, cribs, door knobs, light switches, and hard surfaces frequently touched by children.

Monthly – Carpets, all other shelves, walls, and doors.

Meals

Small People Preschool is enrolled in CACFP and we have a full-time chef on site that prepares meals under strict nutritious guidelines. All meals are included in your weekly tuition. CACFP policy states that we cannot allow outside food at the center unless it is with prior permission outlined below.

- If your child is on a special diet, you must provide the Center with a medical physician's statement, which lists food substitutions and specific allergy/preference. If the program cannot meet the requested food substitutions, food will be required to be brought in from home and labeled with the child's name. Food must be in original, unopen containers.
- The menu for the current month will be posted in the office and copies are available upon request.
- We encourage all children to try any new foods.

The center will provide the following meals:

- Breakfast 7:00am – 8:30am
- Lunch 11:00am – 1:00pm
- Snack 3:00pm – 4:00pm

Naptime

Nap time is after lunch between 12pm-2pm. Children are provided their own mat, sheet, and blanket from Small People Preschool. As needed, children will be helped to fall asleep utilizing music, low light, and gentle back patting. We do not allow personal belongings including sippy cups, pacifiers, or other things used to aid falling asleep.

As adults, we know that we aren't always tired at the same time so if your child does not sleep, that is ok! They will be allowed to use their mat as a quiet spot. Once the class has fallen asleep, anyone still awake will be allowed quiet activities like books, coloring, or other distractions to keep from waking the other children.

Specific to Infants

Infant feeding Parents with infants will fill out an *Infant Feeding Instruction Form*. This form will be kept in the kitchen and in the infant room to be updated regularly. All types of solid foods are to be introduced at home first. Once positive of no allergy, please communicate the type of food and when they tried it to the infant teacher to be documented. The infant daily report will be provided to parents on the ProCare app. Due to the possibility of allergies, we only allow single item baby food at the center.

Breast feeding and/or breast milk is highly encouraged. The center provides rocking chairs in the classroom for the mothers to breast feed.

For formula drinkers, Small People will supply all formula needed for your child. Without prior discussions, infants will be given Similac Advance, the blue can. If any other

formula or milk is preferred, a written statement from a Dr or WIC is needed before it can be served.

All bottles must be labeled with the child's first and last name.

We do not allow bottles in cribs.

Infant Sleeping Infants will be put to sleep on their back and will be permitted to roll when ready. Infants are placed on flat, firm mattresses. Pillows, soft toys, blankets, bottles or bumpers are not allowed in the crib. Sleeping sacks can be provided for the infant's comfort. Infants will be consistently monitored. When awake, infants will not be in their crib for longer than 15 minutes at a time. Any other accommodation is to be run by the director prior to being implemented. Due to the possibility of allergies, we only allow single item baby food at the centers.

Adjustments When Transitioning

As your child grows and develops through our school, he or she will transition from one class to another. We strive to make this as stress-free as possible, not only for the child but for you as well. There are many decisions involved in promoting children to the next class. Children are assessed by age, their developmental progress as well as interest level in classroom activities. The classroom teacher and parents will work together to evaluate the children's best move. There will be a transition period to ensure that the child feels comfortable with the change. We help and encourage parents to be involved in the process.

Potty Training

Although parents are tasked with the primary role of potty training their children, teachers play a crucial part in supporting these efforts within the classroom. Recognizing that potty training can be a lengthy and occasionally messy process, teachers hold a significant influence in aiding parents in training their children, both inside and outside the bathroom setting.

Please communicate when your child is ready to potty train. Teachers and parents will work together for the best path to support the success of your child and the class.

We ask that you bring 1-2 change of clothes in case of an accident. Clothes should be labelled with your child's first and last name.

If your child has two accidents in one day, Small People will put a diaper/pull up back on your child while still reminding them to use the potty.

****3-year-olds will be charged the toddler rates until potty trained**

TV Policy

Small People Preschool uses limited screen time to encourage children to engage in physical activities such as singing and dancing, naptime music, special movie days, interactive learning videos or to relax while the teachers are closing the classroom for the day.

Discipline Guidelines

Positive discipline extends beyond a mere set of rules; it embodies a philosophy aimed at fostering a supportive learning environment for children. This evidence-based approach, rooted in kindness and empathy, is not exclusive to parenting but is equally applicable in the classroom setting. Teachers embracing positive discipline are encouraged to delve into the reasons behind a child's behavior and respond with patience, curiosity, and compassion.

In the realm of positive discipline, the emphasis is on teaching rather than punishing. Techniques involve regulating our own reactions when faced with perceived negative behaviors in students, recognizing that every behavior is a form of communication. Instead of reacting with anger or frustration, teachers practicing positive discipline take a moment to pause and explore the underlying issues contributing to observed behavioral challenges.

A particularly impactful tool in positive discipline is the use of natural consequences, steering away from punitive measures. Unlike negative discipline methods, such as punishment, positive discipline seeks to guide and educate students rather than simply imposing consequences.

If redirection is unsuccessful, we use time-ins. Time-ins serve as a constructive approach to guiding children's behavior, wherein the caregiver remains with the child until both are calm and ready to communicate about the issue at hand. During a time-in, it is essential for the caregiver to stay with the child, attentively listening to their feelings. Once the child has regained composure, the caregiver and child can engage in a discussion about the behavior and identify any necessary changes. This method ensures that children feel safe and unthreatened, promoting positive learning experiences.

If there are continued concerns with your child, we will reach out to discuss the situation and work together to come up with the best way to support your child and the rest of the class. For extreme issues that involve the safety of the child, other children, or teachers, we can suspend services immediately, without notice, and indefinitely.

Should a child require intervention to avoid expulsion, SPP will utilize the **DES expulsion prevention process** with the following steps:

- a. Initiate immediate communication with the parent/guardian at the onset of the behavior;

- b. Complete a Request for Child Care Resources form (CCA-1203A) [see Attachment #9] and submit via email to the ADES Resource Specialist to the following mailbox: DCYFResource@azdes.gov;
- c. Devise an action plan with the ADES Resource Specialist which will include, but is not limited to, resources provided and/or attending training appropriate to the situation;
- d. Complete the Notification of Child Care Expulsion (CCA-1204A) [see Attachment #10] to begin the final expulsion process when prior actions have been exhausted and determined ineffective.
- e. Submit a copy of the Notification of Child Care Expulsion (CCA-1204A) [see Attachment #10] via email to the ADES Resource Specialist; and
- f. Notify the Client that expulsion will occur within five (5) business days.

Photographs

Regularly, Small People will photograph your child for purposes of our billing software and/or to display at the school. They may even make a cameo appearance on one of Small People's social media accounts. Let us know if you would like to opt out of having your child(ren)'s photo taken at any time.

Pets / Animals

On occasion, we may have pets or animals at the center. Care will be taken to always ensure the safety and health of the animals as well as of the children. Small People adheres to DHS guidelines regarding pets & animals. Please let the director know if any concerns arise.

Outside Play and Sunscreen Application

"Every single child in the state of Arizona is going to be exposed to the deadliest rays of the sun during the hours while they are in the responsibility of the school unless they know how to protect themselves," said Sen. Barbara Leff, author of the bill that became ARS 15-718.

Physical movement and outside play are important to a child's early development. So much so that Arizona implemented a law that requires children to have two or more recess in one day to allow for freedom of movement and an energy release.

With a few months out of the year being wonderful here in Phoenix, the summer months can be extremely dangerous. Small People Preschool has taken all measures to ensure outside play is as safe as we can while following the heat index and weather advisories for each day.

Playgrounds are equipped with water fountains, misters, and covered play areas. Sunscreen is provided by teachers and applied liberally to children before prolonged outdoor exposure.

For temperature index over 102, outside time will be limited to 10mins or less with water recommended before and during play, as well as returning inside.

Transportation and Field Trips

Small People provides transportation to these local schools. Please communicate with the director to inquire about potentially adding other nearby schools.

- Palomino Primary
- Quail Run Elementary
- Campo Bello Elementary
- Echo Mountain Primary
- Hidden Hills Elementary
- Larkspur Elementary

Small People Preschool carries sufficient liability insurance as required by the State of Arizona.

Small People offers field trips for children aged 5 and over only. Communication for these trips will be posted at least 24hours ahead of the day. Field trips require a signed permission slip and some may require additional fees. These are based on a first-come first-go basis, depending on van space available and certified staff for ratio counts. Personally provided lunches may be needed on some field trips to places that don't serve food. If a personal lunch or additional fees are required, notice will be posted with the field trip information.

Van Etiquette

Small People follows all requirements and guidelines as set forth by the Arizona Department of Health Services.

Any staff that will be providing transportation at Small People Preschool will be required to be over the age of 21, hold a valid driver's license, and undergo a Motor Vehicle Record Check.

Drivers carry a list of all children to be transported and are required to check attendance prior to leaving a location and upon arrival.

Vans are inspected by a visual walk around and dashboard light check before every trip. An on-site technician will check the van's air conditioning, heater, gas, and other important maintenance parts once a week. Repairs will be made before the van will be used to transport the kids immediately.

Seatbelts are mandatory and booster seats can be available upon request. Children will be reminded not to open any doors or windows and will have to wait for the staff.

Cell phones and other electronics are not to be used by anyone in the van including children, staff, and drivers. This is to avoid distractions, altercations, damage to personal property, and other potentially dangerous behaviors.

To keep everyone safe when being transported, it is imperative that children are always on their best behavior. Children are to remain in their seat, buckled properly, and use quiet voices when the van is in motion.

We take your child(ren)'s safety seriously and therefore cannot allow repeated misbehavior in these situations. If your child is unable to be safely transported due to their choices, we will refuse to provide this service.

Liability Insurance

Small People is licensed by The Department of Health Services and meets or exceeds The Department Insurance requirements. All DHS inspections are available to the public on site and at: Office of Childcare Licensure 150 N. 18th Ave, Ste. 400, Phoenix 85007, (602)364-2539.

Biting Policy

Biting is a typical behavior observed in early childhood. Infants and toddlers often engage in biting for various reasons, such as teething or exploring new toys or objects using their mouths. As they develop an understanding of cause-and-effect, they may also experiment with biting people to observe reactions.

Biting can serve as a means for toddlers to seek attention or express their emotions. Given their limited language skills, frustration, anger, and fear may be challenging for them to communicate verbally. Instead, biting may be their way of conveying messages like, "Pay attention to me!" or "I don't like that!" Toddlers may also discover that biting can be a tool to obtain desired items.

It's worth noting that biting tends to be slightly more common in boys and often occurs most frequently between the first and second birthday. As language skills improve, instances of biting typically decrease.

In consideration of the safety of all children in the program, it is important to communicate that, regrettably, persistent biting behavior may necessitate the removal of the child involved. This decision is made with the well-being of both the biting child and their peers in mind, ensuring a safe and positive environment for everyone.

Please use this website address for Positive Parenting information about why kids bite and how to deter the behavior gently while respecting the biting child's feelings and age-appropriate behaviors. Please visit the link below for more information.

<https://kidshealth.org/en/parents/stop-biting.html#:~:text=Use%20positive%20reinforcement.,reinforce%20positive%20alternatives%20to%20biting.>

Head Lice

Head lice present a common concern, particularly among school-aged children and their families. These tiny insects can attach themselves to anyone's hair, regardless of its cleanliness. Head lice are prevalent worldwide, found in various settings like homes, schools, rural areas, and urban environments. Their presence is unrelated to the cleanliness, wealth, or social status of the person or place.

While head lice may be bothersome, it's important to note that they do not cause serious illness or transmit diseases. Treatment for head lice can be administered at home, but it is advisable to consult with a doctor before initiating any treatment.

Head lice are minuscule insects, approximately the size of a sesame seed. Their bodies typically appear pale and gray, although their color can vary. Each of these tiny insects is referred to as a louse.

Feeding on small amounts of blood from the scalp, head lice cannot survive for more than a day without a blood meal. It's essential to be aware of these characteristics to better understand and address any potential concerns related to head lice.

Head lice are crawling insects and do not possess the ability to jump, hop, or fly. The primary mode of transmission for head lice is through close and prolonged head-to-head contact. While there is a minimal risk of spreading head lice by sharing items like combs, brushes, hats, and sports helmets, the likelihood is very small. Understanding these modes of transmission helps in implementing preventive measures.

At Small People, we utilize in-house mats, sheets, and other naptime essentials. As part of our preventive measures, we enforce a No Nit Policy. This means that before returning to the center, there should be no remaining lice, whether alive or dead, and no eggs (nits) left in the hair or scalp. This policy aims to eliminate the possibility of spreading. Rest assured, we are committed to working with you through the treatment process to ensure the resolution and smooth return of your children to school.

Illness and Rashes

Given how often kids get sick at day care, making the decision to keep your child home until they are symptom-free can be challenging. However, it is not always necessary. Daycares and preschools typically adhere to a set of guidelines to assist you in determining whether your child should stay at home or not.

Generally, children can attend daycare with symptoms of common colds, such as coughing, headaches, or a runny or stuffy nose. Nevertheless, there are situations where keeping your child at home is advisable to prevent the spread of illness. It is recommended to keep your child home if they have:

- Experienced a fever within the last 24 hours.
- Vomited two or more times in the past 24 hours.
- Persistent or frequent diarrhea, especially if it leaks out of a diaper.

- Severe abdominal pain.
- Mouth sores causing drooling (a common symptom of hand, foot, & mouth disease).
- A confirmed case of COVID-19 or another contagious infection, requiring a specific duration of staying at home. Some infections, like ear infections and thrush, are typically not contagious. Others, like strep throat, cease to be contagious after starting treatment. Your child's medical provider can guide you on the appropriate waiting period before returning to daycare.

Observing your child's behavior is a reliable indicator of whether they should attend daycare. If they engage in play and maintain their regular eating habits, it is likely safe for them to go. However, an irritable child who shows a lack of interest in eating and prefers lying down rather than playing may benefit from staying home to rest.

The decision to keep your child at home due to a rash depends on the specific circumstances. If your child has both a rash and a fever, it is advisable to keep them at home and seek advice from a doctor. Certain infections, such as scarlet fever, may require antibiotics to prevent further health complications.

For other types of rashes, it might be necessary to cover the lesions before sending your child to daycare. Examples include ringworm and impetigo. If you are uncertain about the cause of a rash, consulting with your pediatrician before allowing your child to attend daycare is recommended.

Health Screenings

If the center determines that your child would benefit from screening in the following areas: vision, speech/language, hearing or development, such as sensory, cognitive, gross motor, fine motor, or social emotional, Small People will refer children from 0-34.5 month to AZ EIP (<http://extranet.azdes.gov/azelp/AzeipREF/Forms/Categories.aspx>) Children older than 2 years & 10.5 months to 21 in the Paradise Valley School District will be referred to Arizona Child Find. Please call (602) 449-2650 to request a screening.

Medication

This facility will adhere to the 6 Rights of Medication Administration:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route
6. Right Documentation

Small People will only administer medication ONCE a day.

Medications must be labeled and in the original container. The label must include the child's name, date filled, prescribing clinician's name, pharmacy name and phone number, dosage instructions and relevant warnings.

Small People Preschool cannot store medication that requires refrigeration and therefore cannot distribute medication that must be cold.

Guardians are welcome to come into the center and administer medication any time.

In Case of Emergencies

In the event of a fire drill and any other needs to evacuate, teachers will be responsible to guide the children in as calm of a manner as possible and meet in a centralized, safe location. At this time, that location will be:

Templo Cristiano Corona De Cristo
2335 E Sandra Terrace
Phoenix, AZ 85022

Any staff member that has the availability will send out the information to all families immediately via call, email and through the ProCare App.

Pesticide Application

We will notify families and staff at least forty-eight (48) hours before a building/structural pesticide application. The notification system shall include posting of the pre-notification in a prominent place in the main office of the childcare center and the door to each classroom. This notice will always be available in the office upon request.

Confidentiality of Record

All information concerning children, parents, staff, or volunteers shall be considered confidential and shall not be disclosed and not discussed to anyone other than those authorized. Unless disclosure is allowed by law.

Parent Resources

Food Bank

- Desert Mission Food Bank – 9229 N. Fourth St., Phoenix, AZ 85020 – (602) 870-6062
- Paradise Valley Emergency Food Bank – 10862 N. 32nd St., Phoenix, AZ 85028 – (602) 867-9228
- Harvest Compassion Center – 4744 E. Thunderbird Rd., Ste 9 Phoenix, AZ 85032 – (602) 788-2444

- Mom's Pantry Community Food Bank – 13440 N. Cave Creek Rd., Phoenix, AZ 85022 – (602) 992-0083
- Agua Fria Food Bank – 2632 W. Augusta Ave., Phoenix, AZ 85051 – (602) 346-2300
- Empty Bowl Pet Food Pantry – 610 E. Bell, Suite 2-271, Phoenix, AZ 85022 – (602) 909- 7153

Other Assistance

- Charity Cars – 1-800-Charity Cars, Car Donation Process – (<http://800charitycars.org/cardonation-process.html>)
- Chicanos Por La Causa – 112 E. Buckeye Rd., Phoenix, AZ 85034 – (602) 257-0700
- Military Assistance Mission – 17464 N. 25th Avenue, A-1 Phoenix, AZ 85023 – (602) 246- 6429
- Valley Metro Bus – 101 N. 1st Ave., Ste 1300, Phoenix, AZ 85003 – (602) 253-5000
- Other Mothers – 3133 E. Greenway Rd., #509, Phoenix, AZ 85032 – (602) 482-6978
- First Things First – 4000 N. Central Ave., Suite 800 Phoenix, AZ 85012 – (602) 771-5100

Phoenix, AZ Homeless Shelters

- UMOM – 3333 E. Van Buren St., Phoenix, AZ 85008 – (602) 595-8700
- Human Services Campus – 204 S. 12th Ave., Phoenix, AZ 85007 – (602) 229-5155
- Salvation Army – 2702 E. Washington St., Phoenix, AZ 85034 – (602) 267-4122
- Phoenix Rescue Mission – 1801 S. 35th Ave., Phoenix, AZ 85009 – (602) 233-3000
- House of Refuge Sunnyslope – 9844 N. 7th Pl., Phoenix, AZ 85020 – (602) 678-0223

Dental Clinics

- Arizona Dental – 3010 E. Cactus Rd., Phoenix, AZ 85032 – (602) 788-4040
- Brookstone Dental Care – 16421 N. Tatum Blvd., 202, Phoenix, AZ 85032 – (602) 992-1639
- Noah Palomino Health Center – 16251 N. Cave Creek Rd., Phoenix, AZ 85032 – (480) 882- 4545
- Peal Dental – 15030 N. Tatum Blvd., Ste. 115, Phoenix, AZ 85032 – (602) 899-6950
- Dental Depot – 4201 E. Bell Rd., Phoenix, AZ 85032 – (480) 447-3700
- Atlantic Dental – 3229 E. Greenway Rd., Ste. 103, Phoenix, AZ – (602) 923-0700

Health Clinics

- Affordable Health Care Inc – 16601 N. 40th St., Ste 202, Phoenix, AZ 85032 – (602) 283-4161
- Banner Health – 4720 E. Greenway Rd., Phoenix, AZ 85032 – (602) 439-6000
- Alpha Health Care – 16042 N. 32nd St., Phoenix, AZ 85032 – (602) 374-6944
- Team Health – 3929 E. Bell Rd., Phoenix, AZ 85032 – (602) 923-5000
- Cornerstone Women’s Care – 15255 N. 40th St., Ste. 105, Phoenix, AZ 85032 – (602) 867-2690
- Next Care Urgent Care – 3229 E. Greenway Rd # 102, Phoenix, AZ 85032 – (602) 788-3285

Health Centers

- Maricopa Integrated Health System – 2601 E. Roosevelt St., Phoenix, AZ 85008 – (602) 344-5011
- Clinica La Familia – 13402 N. 32nd St., Phoenix, AZ 85032 – (602) 569-3999
- NOAH Palomino Health Center – 16251 N. Cave Creek Rd., Phoenix, AZ 85032 – (480) 882-4545
- Copa Care – 1101 N. Central Ave., Ste. 201, Phoenix, AZ 85004 – (602) 344-6550
- Clinic Testing – 1645 E. Roosevelt St., Phoenix, AZ 85006 – (602) 506-1678
- Planned Parenthood – 4751 N. 15th St., Phoenix, AZ 85014
- Abrazo Scottsdale Campus Hospital – 3929 E. Bell Rd., Phoenix, AZ 85032 – (602) 923-5000
- Honor Health John C. Lincoln Medical Center – 250 E. Dunlap Ave., Phoenix, AZ 85020 – (602) 943-2381
- Phoenix Children’s Hospital – 1919 E. Thomas Rd., Phoenix, AZ 85016 – (602) 933-1000

General

- Strong Families AZ – 150 N. 18th Ave., #320, Phoenix, AZ 85007 – (602) 364-1462
- Big Brother Big Sister – 4745 N. 7th St., Ste. 210, Phoenix, AZ 85014 – (602) 264-9283
- Singlemom.com
- Valley of the Sun United Way – 3200 E. Camelback Rd., Ste. 375, Phoenix, AZ 85018 – (602) 631-4800
- Child Crisis Arizona – 2334 E. Polk St., Phoenix, AZ 85006 – (602) 273-7363
- Community Information & Referral – 2200 N. Central Ave., Phoenix, AZ 85004 – (877) 211-8661
- Catholic Charities Community Services – 4747 N. 7th Ave., Phoenix, AZ 85013 – (602) 285-1999
- Boys & Girls Club – 4309 E. Bellevue St., Phoenix, AZ 85008 – (602) 954-8182
- Childhelp – 2120 N. Central Ave., #130, Phoenix, AZ 85004 – (602) 271-4500
- City of Phoenix Human Services – 200 Washington St., Phoenix, AZ 85003 – (602) 262-6666
- FINDHELPPHOENIX.ORG – FindHelpPhoenix is divided into multiple categories of services. Users can look for medical services, legal help, and affordable

housing, and many other services. The approximately 1,500 resources are free and almost free, checked for accuracy, and the information for each service is just what you need: location, a description of the service, cost, and a phone number/website link to make contact. Please email any non-profit resources that aren't included in the site, as well as changes to information to:
FindHelpPhx@mail.maricopa.gov

Please Review and Initial to Agree

☐ Tuition and Payment

I understand that all payments are due and payable in advance before the child can attend SP. Weekly tuition is due on the first scheduled day of the week. I understand that I will be responsible for paying the minimum tuition fee regardless of attendance. A \$2.00 fee per day will be assessed for any late tuition payments. If your account falls two weeks in arrears, services will stop until the account is current. *I will pay my annual enrollment fee in March of each year.*

****3-year-olds will be charged the toddler rates until potty trained**

☐ Video Surveillance

I understand that Small People is equipped with 24-hour video surveillance and that it is used for internal purposes only.

☐ Hours of Operation

I understand that Small People is open Monday-Friday from 6:00 AM to 6:00 PM

☐ ProCare App

I understand that daily communication, photos and billing information will be found in the ProCare App. It is my responsibility to review all communication posted and reach out for clarification as needed.

☐ Late Charges

I understand that any time past 6:00 PM is considered late and I will be responsible for late fees at the time of pick up that same day. We will offer a one-time exception per family for 5 minutes.

I understand that if my child is still present at SP by 6:30 PM and I have not communicated prior, Small People will be forced to reach out to DES and Phoenix PD.

☐ Release of Child(ren)

I understand that my child will be released only to those persons whose names I have listed on the enrollment form. I understand that I must previously discuss arrangements with the director or assistant director if someone not previously authorized will be picking up my child. No exceptions.

☐ Outside Food

I understand that Small People will provide all snacks and meals in accordance with the CACFP and therefore agree not to send outside food with my child to preschool.

☐ Photographs

I understand that my child will be photographed for various reasons including the ProCare App, social media and other events. If I do not want my child photographed, I will need to advise Small People.

☐ Sunscreen

I understand that during the warmer months in Phoenix, Small People will use Blue Lizard Australian Sunscreen that is water resistant, sensitive, and 50 Proof on my children liberally and as needed.

___ Biting Policy

I understand that if my child's biting behavior cannot be corrected, indefinite suspension can occur until corrected.

___ Head Lice

I understand that my child will not be permitted at Small People with the presence of lice or nits. I must provide proof of treatment prior to returning.

___ Returned or Declined Payment

I understand that if my payment is returned or declined, I will be responsible for the tuition and any accrued fees. Small People may require that all future payments be made by cashier's check, money order or cash.

___ Potty Training

I understand that when my child is ready for potty training at home, I will notify Small People. I agree that my child should be able to communicate his/her needs to use the potty with either words or hand movements. I agree that it is not the sole responsibility of Small People to potty train my child.

I understand that diapers and wipes provided by Small People are the Costco Brand- Kirkland. If other brands are preferred, parents will provide. Any pullups will be provided by the parents.

****3-year-olds will be charged the toddler rates until potty trained**

___ Illness

I understand that my child will not be present at Small People if they have or have had consistent diarrhea or a fever over 99.5 in the last 24 hours. I will be notified if my child should become ill or injured during the day and that I will need to plan to have my child picked up within an hour of notification. If my child is exposed to or tested positive for any contagious diseases, I agree to notify the director immediately.

___ I will be responsible to have my child picked up from Small People if they have 3 or more episodes of diarrhea.

___ Contagious Illness

I understand that my child will need a medical release from the doctor to return to daycare after having a contagious illness, including but not limited to strep throat, chicken pox, flu, or any other virus, etc.

___ Medication

I understand that Small People will administer prescription medication only when the medication is in the original container, not expired, and clearly labeled with the child's name and dosage instructions. I agree that I will complete the necessary forms before medication is administered to my child. SP will not administer any nonprescription or medication requiring refrigeration due to limited storage. However, a parent can come in and administer medication at any time.

___ **Returned Payment**

I understand that if my payment is returned, I am responsible for any applied fees from SP or the financial institution it was denied from, and Small People may request that all future payments be made by cashier's check, money order, or cash only.

___ I understand that if my child is still present at SP by 6:30 PM and I have not communicated prior, Small People will be forced to reach out to DES and Phoenix PD.

___ **Personal Belongings**

I understand that the only personal belongings that should be brought to Small People on any given day should be limited to my child's backpack, jacket or sweaters, and water bottles. All items should be clearly labeled with my child's first and last name.

___ **Small People are not responsible for any other lost or damaged items.**

Acknowledgement and Receipt of Parent Handbook

I acknowledge that I have received a copy of the **Small Peoples' Parent Handbook**. I understand that it contains important information about the daycare center general policies. I understand that this parent handbook is not intended to cover every situation that may arise and is simply a general guide to the center's policies.

I understand and acknowledge that the center may change, add to, or delete any policies or provisions in the Parent handbook from time to time, in its sole discretion, with or without prior notice. I also understand that the center may make exceptions to interpret, depart from and apply the provision in this parent handbook as it sees fit in its sole judgment and discretion.

I further understand that this Parent handbook supersedes and replaces all prior handbooks or materials previously distributed.

****Small People IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL BELONGINGS.****

I have read, and fully understand, all pages of the Small People Parent Handbook & Policy Agreement. By signing this form, I agree to adhere to all Small People Policies.

Print Parent Name _____

Parent Signature _____

Date _____

Director Signature _____

Date _____