




Tot Spot Playschool

Parent/ Student Handbook

OPEN: 7:30-5:30 M-F

3707 Townsend dr.
Dallas, TX 75229
(512)202-6412
TotSpotSchool@gmail.com
www.TotSpotPlayschool.com

2023



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JUN

*Tot Spot Playschool may be closed for the duration of 1 week between July-Aug 2024 for our **Summer Family Vacation**. Date TBD.

initials: _____/_____





Daily Schedule



7:30 – Drop-off

9:00 – Breakfast

9:45 – Learning Center

10:30 – Classroom

11:15 – Outdoor Recess

12:00 – Lunch

1:00 – Naptime

3:00 – Snacktime

3:45 – Open Activity

4:30 – Free Play/Pick-up

5:30 – Final Bell



initials: ____/____



ARRIVAL

When you arrive with your child, they will be signed in electronically via Procare Connect. During drop-off, please inform staff of any information regarding your student (wake time, how their morning has been, medication, early departure, etc.)

If your child is not going to attend school on a scheduled day, please inform the school before 9am. All students not in attendance by 9am will be considered absent unless otherwise stated.

DEPARTURE



Late pickup is not encouraged. However, we do understand things happen. Late pickup will be processed at \$1/minute unless previously arranged. If for any reason you foresee that you will need to be late, please notify the school as soon as possible.

Tot Spot Playschool MUST have written notice for anyone other than the assigned guardians picking up a child up from class. This includes all non-custodial parents. Children WILL NOT be released to anyone other than custodial parents without written notice. Phone permission will not be granted for the safety of your child. It is also important that the staff is aware if there is anyone who does not have permission to pick up your child and may attempt to do so. An adult picking up a child must be able to show a photo ID. A copy of their ID may be taken if they will be a regular pick-up person.

MEALS AND SNACKS



We provide a healthy balanced breakfast, lunch, and afternoon snacks as part of our tuition. We serve 1% milk and water at all mealtimes. Rich in organic vegetables and healthy grains, our menu is supplemented with fresh eggs from our chickens as well as homemade jams and preserves from our family farm out in East Texas. Gluten free, vegetarian and dairy free meals are prepared often and are available should your student have special dietary needs. If your child chooses not to eat his/her meal, they will not be served again until the next mealtime. We do not force eating. Menus can be given on a weekly basis upon request. If there are additional special dietary restrictions or requirements due to allergies, medications, and/or cultural or religious beliefs you are welcome to send your student with a packed lunch. All staff and children wash their hands before and after all meals.

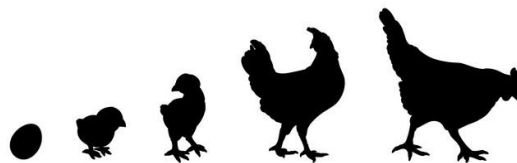


Please do not send your student with sugary snacks or drinks.

initials: ____/____



NAP TIME/REST TIME



All children will be required to lay down for a nap/rest time each day. We will not force your child to sleep but they must rest and lie down quietly. If they have a special nap time blanket or stuffy, please bring this with them or keep a spare in his/her cubby.

TOILET TRAINING/CLOTHING

Children will wash their hands after diaper changes or using the toilet. Diapers will be disposed of properly and changing tables will be disinfectd promptly. A child will NEVER be punished for accidents. Please make sure the child's clothes are easy for them to manage. All students are required to arrive fully dressed and ready for the day. Please provide jackets, layers, etc. as the weather changes. Shoes should be active wear in which your child can run. In warm weather, please do not send your child in sandals, flip-flops or jellies.



Children get dirty! We will do many hands-on activities and there will be times in which the students get dirty. It is not our intent to ruin any clothing and will take precautions to protect items, but there is no guarantee that the child or clothes will stay clean.

All students should always have a spare change of clothing. Infants and toilet training students should have 2 or more changes of clothes. Please remember your child's capabilities in regard to using the restroom when dressing them. Please remember to update your child's extra set of clothes that are kept at school. Change of season or change in your child's size should mean a change in the clothing kept at school. When temperatures reach above 100 or below 40, the class will not go outside for recess. This will be assessed on a case-to-case basis.



initials: ____/____



CHILD BEHAVIOR GUIDANCE

Staff will use redirection as the primary method of child guidance, while encouraging positive self-esteem and teaching personal responsibility. We enforce positive behaviors through PRAISE, RESPECT, REDIRECTION, and POSITIVE REINFORCEMENT. We will use behavior guidance that is positive, consistent, clear and understandable to your child. Children will be guided by the use of descriptive words to take appropriate action. They will be offered choices using positive, directive and descriptive language. Children will NEVER be punished by corporal means or humiliation. Our goal is to coach the students so they can negotiate, compromise, brainstorm and work it out together. Only when and if appropriate, a time out will be given at the rate of 1 minute per child age.



OPEN DOOR POLICY

We have an open-door policy. If at any time you need to speak to us, please feel free; our door is always open to you. Be assured that "Open Door" does not mean that we keep our doors unlocked. We encourage you to drop in and check on your child at any time, however, we appreciate the respectfulness of quiet time between the times of 12:30pm-2:30pm. Please understand that little ears and minds hear and understand more than we think. We are not comfortable discussing a child in the presence of anyone but their parents. Topics that concern day to day events or light-hearted discussion are fine.

COMMUNICATION

You will receive a daily report on your child via Procure Connect. Information you may find in this report includes daily activities, feedings, diapering, naps, reminders, moods, etc. All parents should check our board in the entrance for important information, announcements, etc. Projects, extra crafts, comfort toys will be kept in your students' cubbies. Please have your student remove unnecessary items at the end of each day.

PERSONAL ITEMS

Each child is assigned a cubby for personal items, papers, or projects made while at school. Please help your child keep their cubby neat by taking home items at the end of the day. Please label children's clothing and personal items with their name or initials. A change of clothes for your child is required including socks and underwear. Please dress your child according to the weather.

initials: _____/_____

SAFETY

We offer a supervised, clean, spacious, and well-lit environment for your child to play in. Staff will document all accidents, injuries, or emergencies at the time of occurrence. If there is a non-emergency, parents will be notified of accident or injury at the time of pick-up and will be asked to initial their child's incident report indicating that staff has discussed the incident with them. All chemicals/cleaning products are kept out of reach of children. Electrical outlets are covered to protect the children.



ALL SCHOOL STAFF IS CERTIFIED IN ADULT AND INFANT/CHILD CPR AND FIRST-AID.



Fire drills are practiced each month. The children are made aware of fire safety and the reason for fire drills. Evacuation routes are posted by the entrance and exits.

Bumps and scrapes are bound to happen, and we make every attempt to keep the children safe inside and out. Minor injuries will receive appropriate first aid. If an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact you and your emergency contacts, we will call 911 or go immediately to the hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required. As signed in the enrollment form, Tot Spot Playschool assumes no professional or personal liability for incidents that may occur.

HEALTH PROCEDURES

Sick Policy

Texas State Law requires that we have a complete immunization record or letter of conscience for each child on file. Please do not send a sick child to daycare. If your child is running a fever of 100 degrees underarm or orally, please keep your child home. A copy of state COVID-19 guidelines can be requested at drop off.

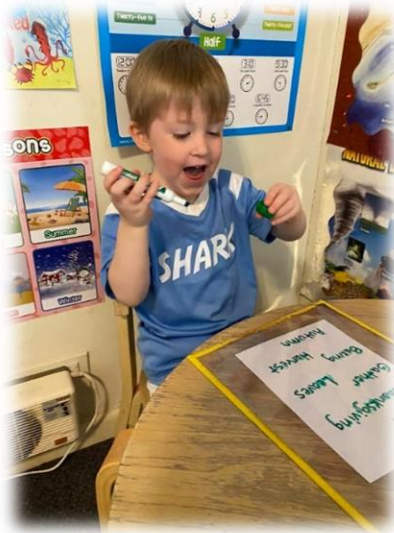


We reserve the right to dismiss the child from daycare if the child: has vomited 2 or more times in a 24-hour period, had more than 3 poopy diapers that are runny, watery, or abnormally discolored, discharge from the eyes, an uncontrollable cough, unexplained rash, constant runny nose or lice. Additionally, we may dismiss a child if they are unable to participate in daily activities due to illness or present any symptoms associated with COVID-19 or any other contagious illness. All medications must be in the original bottle and will be kept in a locked cabinet.

Permission forms must be signed in order for staff to administer your child any medications.

initials: _____/_____

TUITION



Full Time (3-5 days) = \$299/week

Part Time (1-2 days) = \$150/daily



Tot Spot Playschool is set up to be billed weekly. Fees and tuition are expected in advance, payable by the first day of care in any given week. Bi-weekly or monthly payment options are available if requested. We will be unable to care for your child if payment is not made on time. Tot Spot Playschool is happy to work with families to help meet needs that may affect timely payments, however; we cannot provide services without regular payments. Fees will be expected to be paid whether or not your child is in attendance.

Discounts may be provided (dependent on availability) to families enrolling multiple children. A 10% discount may be applied for any

family enrolling more than 1 student.

TERMINATION

The first 14 days is an adjustment period. It is our responsibility to let you know if your child seems unhappy or the arrangement is unsatisfactory for any reason. We expect you to let us know of the same. In the event of withdrawal from the program, **4 weeks withdrawal notice in writing** is required; your regular tuition charges continue during this 4-week period or until written notice has been received. A student may not be re-enrolled for a period of 4 weeks following withdrawal unless payment of tuition is made for the intervening 4-week period. A new registration fee may be due upon re-enrollment. Fees are expected to be paid if you withdraw the child before notice is given. 4 week fees may be paid in lieu of four week notice. All outstanding doubts will be sent to a collection agency after 90 days.

Termination of child care arrangements will take effect immediately for any of the following reasons (but not limited to):

- *Failure to comply with the policies set forth in the handbook
- *Failure to comply with the contract/payment arrangement
- *Destructive or hurtful/harmful behavior
- *Non-payment of childcare fees or late and/or recurring late payment fees
- *Failure to show up for 5 days in a row without communication
- *Failure to complete required forms
- *Inability to meet the student's specific set of needs

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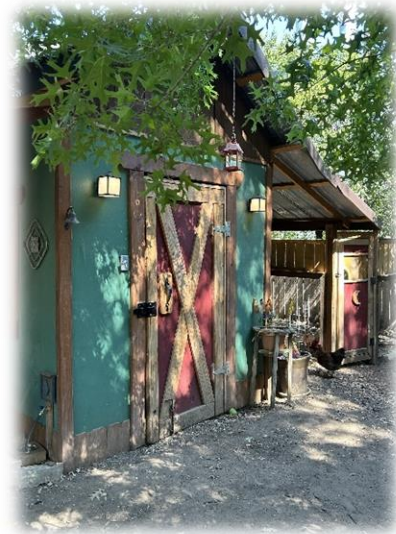




FUN AND CELEBRATIONS

We will celebrate holidays that are observed in the public school system by learning activities, games and celebrations. Birthdays will be celebrated for each child in our care. If your child's birthday falls on a closure day, we ask that the party be scheduled as close to

their birthday as possible. We may also have seasonal parties to celebrate Thanksgiving, Christmas, Valentine's Day, Easter, Independence Day, Muffins with Mom & Donuts with Dad and more! We will provide more information prior to our celebrations. State health guidelines permitting, parents are always welcome to attend.



DONATIONS

Donations are always welcome and appreciated. They help us keep costs down and get creative. Items that are always needed include: Magazines, books, paper, art supplies, tissues, etc. Please remove any personal information, such as addresses and telephone numbers, from magazines.



AFTERSCHOOL PROGRAM

We offer after-school care for school-aged children. Our program is open from 3:30-5:30. Transportation is optional and available upon enrollment. Homemade snacks will be provided. Our curriculum will allow children to have time for homework, art, crafts and outside time, allowing the older children to build their social and critical thinking skills with children their own age. Private or 1-on-1 tutoring lessons are additionally available.

School aged Children (5+) = \$125/week



initials: _____/_____

CLASS PETS



Pepper

Pepper has been with us for 8 years, she is a 12-year-old Chiweenie, who became a member of our family from Georgetown animal shelter in 2015. Rumored to once have been an emotional support companion, Pepper is very patient with children and loves everyone. A few of her favorite things are car rides, her soft bed and having students give her treats.

Josie & Owen

Josie and Owen lovingly joined our family/Corgi Security Staff in 2022 and

have become a mainstay of the school. While they're brother and sister from the same litter, their personalities are what really set them apart. While Josie loves everyone and is happy for a pet and praise from student and parent alike, Owen holds the title of our self-appointed class sheriff. From alerting us of anyone not on his approved list to using his Corgi/Aussie herding instincts to keep an eye on the class, his mission is to be the teacher's pet.



Marcy & Cheddar



Marcy Joined our family in 2022 and has become our school ambassador. Most mornings you'll find her around the front door at drop-off time, eager to greet students and ready to pounce on any bug or lizard at a moment's notice. Cheddar, Marcy's son, was born and has grown up at our school alongside our students. He'll never turn down a head pat or a fresh can of wet food.



Bailey J and Otis, two Hotot rabbit brothers, were donated to the school several years ago and help us daily in offering a more enriching environment for our students. Lola (pictured on the right) is half Lop and half Lionhead, she's one of the sweetest and furriest bunnies around. From filling water containers to feeding fresh veggies, the students learn the dedication and hard work it takes to care for our animal friends.

Dolly, Leggy, Tiger & the Hens

Of course, no little farm would be complete without a group of stubborn hens. Currently sitting at 11 chickens, raised from 3 day old chicks, the hens not only provide us fresh eggs for breakfast and baking, but also an opportunity for our class to interact together with nature by gathering eggs out of our laying boxes and feeding the chickens a mealworm or veggie snack.



initials: ____/____

PARENT'S RIGHTS

Parents have the right to:

- Visit your child anytime
- Access your child's record with appointment
- Meet with staff
- Direct involvement in your child's education
- Information and referral to community agencies
- Request verbal report and/or written report of your child's day
- Have all information involving you and your child kept locked up and confidential
- Bring any concerns to the Director of Daycare
- Call and check on and get updates on your child

PARENT'S RESPONSIBILITIES

- Picking your child up on time
- Providing necessary daily needs (Diapers, wipes, extra clothes, etc.)
- Updating intake information
- Dressing your child appropriately for the weather
- Keeping your ill child home
- Leaving a number where you can be reached in case of emergency
- Making staff aware of your child's needs
- Notifying staff if your child will be absent

DEVELOPMENT

At Tot Spot Playschool, we will be doing activities that involve sensory, fine motor, gross motor, problem solving skills as well as overall age-appropriate development. Through pursuing creativity and group activities, our goal is for our students to be critical thinkers who are eager to teach themselves something new each day. Above all, we encourage the use of imagination and prepare them for their futures in "big kid school!"



If you would like some examples of our curriculum, please do not hesitate to ask!

initials: ____/____

