

PERPETUAL MOTION PRESCHOOL

The Perpetual Motion Preschool parent handbook is available on-line. Written copies are available on request. Additional children enrolled in the future by this family will be covered under this contract as well. Perpetual Motion Preschool reserves the right to change policies at any time. You will be notified of changes and copies of amended pages will be posted on the website. **Again, written copies will be available on request.**

I have read and understand the handbook. By signing this contract, I agree to abide by Perpetual Motion Preschool policies, rules and regulations.

CHILD(REN)'S NAME

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

PRINTED NAME

SOCIAL SECURITY # DRIVER LICENSE # DATE OF BIRTH

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

PRINTED NAME

SOCIAL SECURITY # DRIVER LICENSE # DATE OF BIRTH

Social Security and Driver's License numbers are required if paying by check.

AUTHORIZED KINDERLAND REPRESENTATIVE

DATE

I would like to begin with thanking you for choosing Perpetual Motion for your childcare. We know your child is the most important person to you. Here at Perpetual Motion we want you to be able to go do your activities and feel secure in leaving your child with us. We are here to provide a service to you and your child. Enjoy your time at Perpetual Motion.

MISSION STATEMENT

Perpetual Motion exists to serve the need of families and their children in the Blount County area. We provide a safe, fun, wholesome, nurturing educational experience for children one through five years of age. The environment and the program are carefully planned to meet the needs of the young child for play, socialization and individual attention. Children will be learning in an environment in which they can solve problems and express their feelings through words, art and other creative areas. We foster growth by imparting to each child the ability to make responsible decisions.

Students will enter kindergarten with the necessary skills to promote lifelong learning. Parents are an integral part of the educational process. In recognition of this important role, parent involvement is actively sought, encouraged and welcome.

ANTI-BIAS STATEMENT

Perpetual Motion does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability or handicap, veteran status, or sexual orientation. We challenge the children and ourselves to:

- Explore issues of fairness as seen from a child's perspective
- See conflict as a challenge in problem solving
- Be open to differing perspectives, ideas, attitudes and behaviors
- Monitor our words and actions for unconscious bias or prejudice
- Recognize and demonstrate respect for diversity among people

SERVICES OFFERED:

Perpetual Motion quality programs are available to children ages one (walking on their own) to five years old. Our program provides educational curriculum for all ages.

We provide care 5 full days or 3 full days per week. If you need an extra day you would pay the daily rate.

Other services we provide are gymnastics and swimming lessons at additional cost.

The parent/Legal Guardian is responsible for transporting children to and from the center. We do not provide any school bus pick-up / drop off. Field trips are optional and may require parent transportation.

PLACEMENT

All children one (walking on their own) to 2 ½ years of age will be placed in the toddler room. Children who are placed in the Preschool room are 2 ½ to 4 years of age. The age ranges from 3 ½ to 5 years of age for the Pre-K room. The determining factors for transitioning to another classroom will be age and readiness. All Pre-K children must be able to use the toilet facilities independently.

When a child turns two -half they may be moved to the Preschool room. To transition a child to another classroom we have the child visit the other classroom for an hour or two every day for the first week. The second week they stay for half a day either morning or afternoon. This transition plan allows the child to have a smooth transition from one class to another class.

OPERATING HOURS/LATE FEES:

Perpetual Motion is open Monday – Friday from 7:00 a.m. – 6:00 p.m. The Toddler room is open from 7:30 a.m.– 5:30p.m. If a child is picked up after closing time (6:00 p.m.) there will be a late charge of \$10 per child and \$1.00 per minute per family. All children should be out of the center by 6:00 p.m. Excessive lateness may result in termination of services. We will not keep a child later than 7:00 p.m., and we will call the Maryville Police Department at 7:00 p.m. to pick up any child remaining at the center.

REGISTRATION

Registration fees of \$30 /child or \$50/per family. The registration is due every August 1st.

Immunizations are due the first day of attendance and must be on the Tennessee form.

TUITION AND FEE PAYMENTS

Read the Payment Policy sheet

RATE CHANGE

Perpetual Motion will give at least a 30-day notice prior to any changes in our rates or tuition.

ABSENCES

If a child does not attend Perpetual Motion for any reason, THE FEES OR TUITION PAID FOR THAT DAY REMAIN IN EFFECT. The State of Tennessee requires certain child/staff ratios, so staffing, meals, and other preparations are made in advance based on the number of children expected to attend that day.

DROP OFF

When you arrive at the center, you must sign your child in on the correct sign in/out clipboard. The clipboard will always be located with the teacher. You will be called to come back and sign your child in if you did not do so at drop off. If dropping off occurs after 9:30 a.m. you must call so we can put your child in the lunch count. You may not drop off after 9:30 a.m. unless other arrangements have been made with the office. **Verbally acknowledge to the teacher that you are dropping off your child.**

PICK UP

When picking up your child you need to sign them out on the sign in/out clipboard. The clipboard will always be located with the teacher. **If we as a staff feel that, the person picking up your child is under the influence of drugs or alcohol we will not release your child to that person.** We will call you to let you know what happened. At that time, you can tell us who to call.

If a child is picked up after closing time (6:00 p.m.) there will be a late charge of \$10 per child and \$1.00 per minute per family. All children should be out of the center by 6:00 p.m. Excessive lateness may result in termination of services. **We will not keep a child no later than 7:00 p.m., and we will call the Maryville Police Department at 7:00 p.m. to pick up any child remaining at the center.**

We require that anyone who picks up your child be 18 years old or older. The person picking up must also be ready to show an identification at any time. **Verbally acknowledge to the teacher that you are picking up your child.**

ACCESS TO CHILDREN

During hours of operation, parents are permitted immediate access to their children.

Perpetual Motion will only release a child to the following:

1. Parent(s) who have legal custody
2. The legal guardian
3. People listed on the Identification and Emergency Information Form
4. Law Enforcement Officers, Social and Welfare Workers with proper authorization.

People unknown to Perpetual Motion staff member on duty at pick-up will be required to show picture ID before the child will be released. This can mean a new staff member who has not yet met the parents, even if the child has attended the center for quite some time.

Perpetual Motion will not deny access to either parent solely on the request of the other parent. In order for Perpetual Motion to refuse to release a child to a parent, we must have a court order on file denying access.

Perpetual Motion may place reasonable restrictions on access by any parent as needed to limit disruption of the child's routine, (limiting the days each week the parent may visit).

DIAPER/SUPPLY POLICY

Families are responsible for providing diapers and wipes for their child/ren. Perpetual Motion staff will notify you when your supply is running low. **Perpetual Motion will charge \$5.00 per day per child for use of facility diapers, and \$1.00 per day per child for use of facility wipes.** This charge must be paid in advance of the child's attendance.

ITEMS TO KEEP IN CUBBY

Your child will need a crib sheet, small blanket and soft animal(optional) for nap. These items will go home every Friday to be washed and returned on Monday.

At least one change of clothes should be in every child's cubby. Your child needs to have a shirt, pants/shorts, socks, underwear and shoes all labeled with the child's name. Remember to change their clothing with the weather.

If your child is potty training, please make sure you have more than one change of clothes and pull-ups/diapers. **If your child does not have clothes and Perpetual Motion cannot find some clothing for your child to wear we will call you to bring clothes.**

HOLIDAY SCHEDULE

Perpetual Motion will be closed the following holiday:

NEW YEAR'S DAY

MEMORIAL DAY

INDEPENDENCE DAY (July 4th)

LABOR DAY

THANKSGIVING & FRIDAY AFTER

CHRISTMAS EVE & CHRISTMAS DAY OR CHRISTMAS DAY AND THE DAY AFTER (depending on how the week-ends fall in relation to Christmas) We may close early on Christmas Eve, and close on the 25th and 26th.

If the holiday falls on a Saturday Perpetual Motion will be closed on Friday; if the holiday falls on a Sunday, we will be closed on Monday. Tuition and fees will be charged for these holidays if a child's regular attendance falls on any of the above days.

Perpetual Motion reserves the right to take one or two additional floating holiday per year; for example, to have the entire staff attend a training session. If this day is taken, parents will be given at least two - weeks advance notice. Normal weekly tuition rates apply during holiday and training days.

WITHDRAWAL FROM PERPETUAL MOTIOIN

Two-weeks advance notice is required when a child will no longer be attending Perpetual Motion. If adequate notice is not provided, two weeks of tuition will be charged on the final bill. Any other fees, such as registration fees not paid in full, will be due on or before the child's last day of attendance. The parent/guardian will receive a two-week notice form and an exit form to be filled out upon giving notice.

ILLNESS

A daily general health check by observation will be routine. Children who appear to be sick with a fever, stomachache, flu, cold symptoms, or any other contagious condition will not be admitted. If a child becomes ill or sick during the day, the parent will be notified to pick up the child in one hour or less. A parent will be called if: a child's temperature is 100 degrees or higher; the child vomits or has diarrhea more than once, if the child appears to have pinkeye or any other contagious condition, etc. We reserve the right to send home a child anytime at our discretion when we feel his/her attendance could impact his/her health. A child must be symptom free for 24 hours before they can return to day care. We require a doctor's note before a child returns to care following a serious or contagious illness.

If your child has a fever of 100 degrees, vomiting or has diarrhea DO NOT send them to school for 24 hours. DO NOT give them medication to cover up an illness. Covering up an illness, sending them to Perpetual Motion only allows other children to be exposed.

If your child has a contagious illness, please contact the office as soon as possible so we can post an exposure letter to let other parents know.

EMERGENCY INFORMATION

If your child is hurt and needs **emergency medical or dental care**, staff will perform first Aid and CPR if necessary. Staff will always call 911 in an emergency. Once the child has received medical attention from our staff, parents will be notified and an incident report will be made.

Parents will always be notified if their child bumps their head or receives a bite that breaks the skin. This does not mean the child needs to be picked up; the call is a courtesy call. An incident report would be made.

DISCIPLINE POLICY:

Perpetual Motion will not use any type of corporal punishment (i.e. spanking or hitting) in disciplining a child.

Consequences for unacceptable behavior by children will include redirection, time out, or other acceptable consequences. Unacceptable behavior includes, but is not limited to, the following: hitting, biting, kicking, not following the teacher's directions, running away from the teacher, activities which violate other children's personal rights, foul language, disturbing other children during naptime, disturbing daily routine, and other inappropriate behaviors. The length of the time out will be one minute for each year of the child's age.

Repeated incidences will may result in a conference with the parent(s), the Director, and/or the teacher. A child may be dismissed from the program if s/he does not adhere to the policies.

LUNCH ARRIVAL POLICY – MEAL TIME POLICIES

LUNCH: All lunch counts are taken at 9:30 a.m. If your child/ren will be arriving later than 9:30, but in time for lunch, you **MUST** call before 9:30 and order lunch. Lunch is served at 11:00 a.m. in the Toddler and Preschool classrooms and 11:30 a.m. in Prekindergarten. If you are going to be arriving after the start of lunch, you must feed your child lunch before bringing him/her in.

BREAKFAST/AFTERNOON SNACK: If your child arrives after the breakfast period 8:00 – 8:30 Preschool/Prekindergarten no snack or meals will be available until lunch.

TOY POLICY

Toys from home are not allowed in any classroom. You may bring a soft animal for nap. All animals must remain in the child's cubby except during napping. If the soft animal becomes a distraction during nap the teacher will put the animal back in the child's cubby. The child's teacher may request no soft animals during nap if the animals become a problem for nap time.

LABELING ITEMS FROM HOME

Any items from home must be labeled before they are left at the center. This includes all baby items such as bottles, extra clothing, diaper bags, binkies, etc. Older children need to have coats/sweaters labeled. Perpetual Motion does not assume responsibility of any items brought into the center.

SAYING GOOD-BYE

Leaving your child at a facility is often very difficult, especially if s/he is crying. Remember, most children are only upset for a very short period of time, and our caring staff will help to comfort him/her. Experts recommend that, when you leave, you follow two simple rules:

1. Always say good-bye; do not “sneak away”. Sneaking away can cause trust issues to develop.
2. Stay as long as you want as long as it does not disrupt the class, but once you say good-bye, leave immediately no matter how much the child cries. The teacher will comfort and your child until s/he calms down.

AGREEMENT TERMINATION

Perpetual Motion reserves the right to end a child’s care under the following circumstances:

1. Failure of the child to adjust to the center’s procedures and programs. (Please see Discipline Policies.)
2. Failure by parents to meet Payment Policy schedule.
3. Failure by parent(s) and/or child(ren) to abide by the policies and procedures of Perpetual Motion.

We will give a two-week notice when possible. If the reason for terminating the agreement is because the child is harming other children or the teachers, a two-week notice will not be given.

ATTENDANCE NOT APPROVED POLICY

After enrollment, attendance may be denied temporarily for the following reasons:

1. The file is incomplete and several notices have been given to submit completed paperwork;
2. Money is owed to the facility;
3. Signatures are missing/not legible on sign-in sheets;
4. County programs have given notice to Perpetual Motion your services have been terminated.

Please contact the office immediately to take care of your situation.

MEDICATIONS/ALLERGIES:

Perpetual Motion will only administer emergency medication (2 epi-pens, inhalers) and topical ointment (diaper rash cream, sun screen). All medications must have a medication form filled out, otherwise staff will not be able to administer the medication. ***No prescription medication will be administered if the tube, bottle or container is not labeled with the child's name, doctor's name, type of medication, and dosage amount.***

ALLERGY POLICY

Since my child has allergies I understand that I need to present the following information to Perpetual Motion Preschool:

1. A detailed description of the allergens to which my child is allergic and symptoms of a reaction. (Food Allergy Assessment Form).
2. A letter signed by me and my child's doctor with instructions to follow in the event of an allergic reaction. (Food Allergy & Anaphylaxis Emergency Care Plan form)
3. An epinephrine kit with 2 epi-pens, if prescribed, or other medication to be used for an allergic reaction.
4. If my child's doctor determine that my child's allergies are severe I will provide breakfast, lunch and snack for my child on a daily basis.

All medications must be in the original container, and must clearly be labeled with my child's name.

My child's needs will be posted in the classroom, so all teachers and volunteers will be aware of those needs.

I understand and agree to the above and agree that Perpetual Motion Preschool and its employees will not be held liable in so far as they administer medical care with the information provided on my child's Food & Allergy Anaphylaxis Emergency Plan Form. I understand the school and the staff will use reasonable care to do so.

POLICY CHANGES

There will be a minimum of two weeks-notice given to parents/legal guardians prior to any changes to Perpetual Motion policies. Parents/legal guardians are always welcome to ask for clarification of any policy of Perpetual Motion.

FOOD SERVICE

All food will be prepared by Perpetual Motion cook. Breakfast, lunch, and afternoon snack will be provided. A menu will be posted each week.

RECREATIONAL SWIMMING – PRESCHOOL & PRE-K ONLY

Our Swimming Program is for Preschool and Pre-K classes only. The children look forward to swim day usually on the Friday of each week from 3 PM to 4 PM. We hire a certified guard and we must meet a double ratio requirement or twice the normal staff. To cover these added expenses, the Perpetual Motion summer swim fee is \$50 per child per summer. This swim fee is charged each May and should be paid by Jun 1st. Please plan to pick up your child after 4:30 PM on swim day to allow the children to get back into their homeroom and change out of their suits. Parents are always invited to join us during swim time and swim with the children. Bring a towel and swimsuit for your child on swim days. Towel and swimsuit must go home the same day and brought back the next swim day. If you decide to opt out for free swim your child will need to be picked up by 3:00p.m If your child does not bring the above items, your child will not participate in swimming that day. Lifeguards will always be present. Children may bring any type of floating device they would like. We suggest that children bring in water wings.

Any child that may have potty accidents or not potty trained must wear “little swimmers” in the pool at all times for them to participate in the swimming.

All children are required to wear water shoes to, from and around the pool or water area. Parent must provide these shoes. This is a strict safety rule.

SWIM LESSONS – PRESCHOOL AND PRE-K ONLY

Optional swim lessons are also available during the summer months. Children who enroll in these classes will swim twice a week for 30 minutes each. Rates are given on the enrollment form.

PARENT INVOLVEMENT

Parents are encouraged to be active in the school. This can be enriching for both the children and the parents. We believe that it is never too early to let your child know that you are interested in his/her activities. Parents can participant in a variety of ways: Sharing a skill in the classroom, sharing your occupation to the classroom, help with fundraising, be on the parent board, helping with classroom parties and many other ways. Let the office and teacher know what you would like to do and what activity you want to do so arrangements can be made.

Brief, informal discussions between parents and teacher occurs daily. If you need to talk with teachers more in depth, arrange a conference through the Director. Parent teacher conferences are going to be set up once and possibly twice a year. One would be in the fall and one in the spring. During this time the teacher would discuss how your child is doing on Social, emotional and academic development.

BIRTHDAYS

Children may celebrate birthdays in the classroom. We ask that you do not make it elaborate or complicated. Bring little cupcakes instead of the big cupcakes. The big cupcakes tend to be wasted more. If you have any questions come to the office to talk with the Director.

TEACHERS

All teachers are required to have first aid and CPR. All staff must be fingerprinted and checked for child abuse through the Tennessee child Abuse Registry. Teachers have to have 18 hours of continue education every year. All staff will be evaluated once a year. If you have any input on your child's teacher stop by and see the Director.

STAFF TURNOVER

When an employee leaves Perpetual Motion we want to assure that your child has a smooth transition. We are here to make you and your child feel at ease as management deals with staff turnover. Children get attached to staff members and it upsets them.

We require staff to give at least a two-week notice. If the staff member would not give a two-week notice, the Director or a sub would be in the classroom until another teacher is hired. When we receive notice a letter would be put out to let everyone know the staff member is leaving. A small bio would accompany the letter for the new staff member.

Before a new staff starts he/she will be allowed to observe the room. If the new staff accepts the position, we would arrange fingerprinting. Fingerprinting can take three days to two weeks. A new staff member cannot start without a clearance for fingerprinting.

If a minimum three-week notice is given by the staff leaving, the new staff member would have two weeks training. When a notice is not given the Director will train the new staff for two weeks or longer if needed.

A sign would be put on the door to let anyone know that is picking up a child that a new staff member has been hired and to carry identification.

If anyone has concerns (negative or positive) or comments, feel free to come to the office to talk with management.

WEATHER INFORMATION

If Maryville City Schools are closed due to weather Perpetual Motion will be closed.

If Maryville City Schools close during the day due to weather, Perpetual Motion will close within the hour of the time Maryville City Schools

If Blount County Schools are closed, we may open two hours later. The weather conditions would determine if Perpetual Motion would close for the day. If Perpetual Motion closes due to weather it is for your family safety as well as Perpetual Motion staff.

You can go to wate.com or wbir.com to find a listing of closed businesses including Perpetual Motion. We make our decisions by 6:00a.m.

SMOKING

PERPETUAL MOTION PROHIBITS THE USE OF TOBACCO, DRUGS /ALCOHOL IN OR ON THE PROPERTY.

INCIDENTS REPORTS

While in the care of Perpetual Motion an incident report will be written for any injuries occurring. In case of head injuries, bites that have broken the skin and bleeding (not for scraps) we would call the parent/guardian. The parent/guardian will need to sign the incident report and a copy will be given t

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