





Early Education Center

# FAMILY HANDBOOK

2026-2027 School Year



## WELCOME

Dear Family,

We created Pinion Early Childhood Education Center to provide a place for children to grow into confident, creative, collaborative humans that can think critically and care deeply for themselves, others, and our planet. We believe early childhood education is an essential part of the early years of life and should be enjoyable to all children. We aim to create an environment where all children feel welcome and at home in our space.

Thank you for choosing Pinion Early Education Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Katie Steenberg and Christine McCormack  
Owner/Director  
[www.pinionearlyeducation.com](http://www.pinionearlyeducation.com)

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## **ABOUT US**

### ***Philosophy***

At Pinion Early Education Center we believe in play based, interest based and project based learning. We are a Reggio Emilia inspired school that aims to use observations to create a classroom that is both inviting and intriguing for young learners. We do our best to incorporate the Nevada Pre-K standards into our daily collaborations with the children but ultimately believe that the children should be in charge of their own education.

### ***Mission***

At Pinion Early Education Center, we are dedicated to developing a lifelong love of learning through a play-based program and child-led discovery.

### ***Definition of Family***

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### ***Hours of Operation***

Child Care services are provided from 7:30 AM to 5:30 PM Monday through Friday.

### ***Holidays***

We are closed for certain breaks: Fall Break, Christmas and New Years, Spring Break, one month in the summer, any federal holidays.

### ***Admission & Enrollment***

All admission and enrollment forms must be completed and registration/supply fee and first tuition payment paid prior to your child's first day of attendance.

An enrollment fee of \$200 is due at the time of enrollment and yearly. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 2 to 7 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

### ***Inclusion***

Pinion Early Education Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in preschool. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, Pinion Early Education Center is will do it's best to accommodate his/her needs. The family and directors will meet in-person to discuss necessary changes to the program and/or physical environment that will aid in the inclusion of a child identified with special needs.

### **Non-Discrimination**

At Pinion Early Education Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

### **Family Activities**

Each family is a child’s first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children’s classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

### **Confidentiality**

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### **Staff Qualifications**

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

<b>Position Title</b>	<b>Education/Certification</b>	<b>Experience</b>
Lead	Associate Degree in Early Childhood Education or Minimum 5 years experience	2+ years
Assistant/Aide	Early Childhood Training	1+ year
Kindergarten	Education Degree and 5+ years experience	2+ years

Teachers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

All staff are required to participate in 24 hours of professional development annually. All staff are required to take CPR every 2 years, and a first aid class.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Pinion Early Education Center.

### **Child to Staff Ratios**

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
2 year-old	9 to 1	11
3 year-olds	10 to 1	12
4 year-olds	12 to 1	12
5 year-olds	13 to 1	15
6 to 8 year-olds	15 to 1	15

Source: National Resource Center for Health and Safety in Child Care and Early Education.

### **Communication & Family Partnership**

**Daily Communications.** Daily notes and pictures from Pinion staff will keep you informed about your child’s activities and experiences at the center. Notes will sent via Daily Connect.

**Newsletters.** Monthly newsletters provide Pinion news, events, announcements, etc. These newsletters will be sent via email.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Parent Resource Area.** Our parent resource area, located in the office, provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor’s badge while on premises and sign-out upon leaving.

**Family Night.** Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child’s learning experience and connect with other families.

**Conferences.** Family & teacher conferences occur twice a year. During these conferences, we will discuss your child’s strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child’s growth and development. You may request additional conferences regarding your child’s progress at any time. We encourage you to communicate any concerns.

### **Open Door Policy**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

## **Publicity**

Occasionally, photos will be taken of the children at Pinion for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

## **CURRICULA & LEARNING**

### **Learning Environment**

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

### **Curricula & Assessment**

Pinion Early Childhood Education is a Reggio Emilia inspired program. We utilize the Emergent Curriculum alongside the Nevada Pre-k Standards and state standards for Kindergarten and First Grade. As part of this program, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please review your child's profile on the Daily Connect app.

### **Developmental Screening**

Pinion Early Education Center uses the state standards to assess the growth and development of our students in an authentic way during our everyday activities. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

### **Outings and Field Trips**

Weather permitting; we conduct at least 1 hour of supervised outdoor play and/or walking trips around the neighborhood at least 1 time a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of childcare programs. Currently, Pinion Early Education Center will not be transporting children to and from field trips. Field trips will be parent participation until further notice.

### ***Transitions***

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

#### ***Transition from home to center***

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

#### ***Transition between learning programs***

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

#### ***Transition to elementary school***

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

### ***Electronic Media***

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice and used to meet a developmental goal.

### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### ***Celebrations***

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Our staff and children at Pinion Early Education Center will be permitted to celebrate birthdays. Teachers will have their own class birthday traditions and those traditions may vary in each

class. Families may bring nut-free treats or small goodie bags to their child's class to help celebrate your child's birthday.

### **Rest Time**

After lunch, all children less than five years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

Children who do nap will be given a cot. Parents are required to bring a nap mat, sleeping bag or sheet. All nap mats, sleeping bags or sheets will be sent home weekly to be laundered. Parents may also bring blankets or stuffed animals for the child's comfort.

Kindergarten age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

### **Toilet Training**

Pinion Early Education Center is a preschool for children age 2 to 7 (licensed for 2-17). Children who are not potty trained will be placed in the 2–3-year-old potty training classroom. The teachers in this classroom are experts in potty training. Please consult with these teachers in their potty training methods. Below is our potty training contract that will be included in your enrollment paperwork.

Potty Training Agreement:

1. Signs of Readiness: Teachers will observe your child for signs of readiness to begin potty training, which may include:

- Showing interest in using the toilet
- Staying dry for longer periods (1-2 hours)
- Communicating the need to go to the bathroom
- Expressing discomfort with dirty diapers
- Demonstrating independence in dressing and undressing

2. Communication: Teachers will communicate any observed signs of readiness to the parents. Before beginning the potty training process, parents must confirm their agreement to start.

3. Collaboration: Parents and teachers will work together at home and in the classroom to support the potty training process. This includes:

- Consistency in language and methods used for potty training
- Encouragement and positive reinforcement for successes
- Open communication regarding progress, challenges and any adjustments needed

4. Requirements for Transition: Children must be fully potty trained before moving into a 3 to 5 year old preschool classroom. Full potty training is defined as:

- The child can independently use the toilet without assistance
- The child can communicate their need to use the toilet
- The child is able to stay dry during nap times
- The child can manage their clothing before and after using the toilet
- At no time during the day or night is my child in pull-ups

Signature: By signing below, both parties agree to the terms outlined in this contract and commit to working together for the successful potty training of the child.

### **General Procedure**

Pinion Early Education Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Discipline Policy**

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

### **Challenging Behavior**

Children are guided to treat each other and adults with self-control and kindness.

Each student at Pinion Early Education Center has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

## ***Discipline. (NRS 432A.077)***

Disciplinary measures used at Pinion Early Education Center are consistent with supportive, positive action and may include:

- 1) Holding a child's arm to prevent hitting
- 2) Bodily picking up the child and removing him or her from the group, and:
  - a. Sitting with the child until he or she is ready to play without hitting; or
  - b. Isolating the child under observation for no more than 10 minutes;
- 3) Informing the child in a simple, positive manner that conduct is expected while the child is in the facility;
- 4) Praising and recognizing a child who behaves in the expected manner; and
- 5) Directing a child who is in a situation that is creating problems to a new activity.

## ***Notification of Behavioral Issues to Families***

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## ***TUITION AND FEES***

All payment and fee processing will be completed through Daily Connect. Please contact the front office for payment questions.

Parents have the right to observe the facility before enrollment and anytime after.

### ***Tuition Rates***

Full Day Rates: 2 days, \$725/month. 3 days, \$1045/month. 5 days, \$1,565/month.

Half Day Rates: 2 days, \$615/month. 3 days, \$865/month. 5 days, \$1,315/month.

Private Kindergarten, 5 days a week: Full day, \$1,665/month. Half day, \$1,505/month.

Siblings will receive a 5% discount.

Payments are based on a yearly tuition cost, divided into an 11-month payment plan for all families.

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement Form*. Payment for this contracted schedule is required every month year-

round whether or not your child attends; this enables us to pay teachers a stable salary every month all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

### ***Overtime Rates***

Overtime rates apply to all families and are contingent on prior agreement of hours of care needed. When your family surpasses the hours of childcare per week agreed upon in your contract, a fee of \$20 will be charged to your account.

### ***Payment***

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due monthly by 9:00 AM on the first of the month, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$250 is due annually on August 1<sup>st</sup>. This fee will-not be pro-rated.

### ***Methods of Payment***

Several methods of payment are available for families' convenience. Families can pay by cash, check, or credit card with a processing fee. Families may set up automatic payment through the Daily Connect app.

### ***Late Payment Charges***

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one month of tuition. **Late payments will result in the imposition of late payment fees of \$300. Failure to pay child care payments will result in child care services being terminated.**

If payment is not received on the 5<sup>th</sup> of the month, a late fee of \$300 will be added to your tuition payment. If payment is not received by the 10<sup>th</sup> of the month, childcare will be terminated. Three months of late payments in a row will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 30 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

### ***Returned Checks/Rejected Transaction Charges***

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$35. This charge may be collected electronically. Two or more returned

checks or rejected transactions will result in your account being placed on “cash only” status.

### **Late Pick-up Fees**

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$20 will be assessed beginning at 1:05pm or 3:05 PM for a regular school day or \$1/minute at 5:30 PM if your family has opted for after care and will be due upon arrival. **Repeated late pick up may result in child care services being terminated.**

### **Other Fees**

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.
- A non-refundable enrollment/ registration fee of \$200 is due annually on August 1st.

### **Credits & No Credits**

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every month year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
- **Weather-related or Environmental Disaster or Pandemic** – in the event of a serious crisis during which we are prohibited from operating, families shall pay 100%. Payment of your tuition allows us to retain staff, pay operating expenses, and hold open your child’s spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor’s note is required to receive a credit.

## **ATTENDANCE & WITHDRAWAL**

### **Absence**

If your child is going to be absent or arrive after 9:15AM, please call us at [info@pinionearlyeducation.com](mailto:info@pinionearlyeducation.com). We will be concerned about your child if we do not hear from you.

### **Vacation**

While we recognize the value of family vacations, the center does not provide credit for vacation days.

### *Withdrawal*

A written notice, 30 days in advance, is required by the center when a child is being withdrawn. Failure to notify will result in a \$300 fine plus tuition past due for the last month of enrollment.

### *Transfer of Records*

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

### *Closing Due to Extreme Weather*

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on Daily Connect and by email.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

## **DROP-OFF AND PICK-UP**

### *General Procedure*

We open at 7:30 AM for before school care. Your account will be charge monthly for days in which your child is dropped off before 8:50 AM. Please do not drop-off your child prior to the opening. School begins at 9:00AM. Parents are expected to accompany their children and sign them in.

We close at 5:30 PM for after school care. Your account will be charged monthly for days in which your child is picked up after 3:10 PM. School ends at 1:00 PM (half day) or 3:00 PM (full day). Please allow enough time to arrive, sign your child out, and leave by closing time.

During drop-off and pick-up, please park in a designated preschool parking spot, either in the parking lot or in the marked spaces in the street near the building.

During drop-off, parents or guardians must walk children into the school and check them in through Daily Connect using the iPad in the classroom or the app on their phone. Parents or guardians **MUST** walk their child to their classroom.

During pick-up, parents or guardians must enter the preschool and pick-up their child from the classroom. Parents or guardians must check their child out of the school using iPad in the classroom or the app on their phone.

### *Cell Phone Usage*

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you **NOT** use your cell phone at any time while visiting the center.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## **PERSONAL BELONGINGS**

### ***What to Bring***

- **Blue Earth Toddlers:** Diapers, wipes, change of clothes including socks and shoes, lunch, snacks, water bottle, rain suit and rain boots (to stay at school).
- **Preschoolers:** at least one change of clothes, socks and shoe, lunch, snacks, water bottle, rain suit and rain boots (to stay at the school).
- **Kindergarteners:** at least one change of clothes, socks and shoes, lunch, snacks, water bottle, rain suit and rain boots (to stay at the school).

**Please label all items brought from home with your child's name** to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

### ***Lost & Found***

You can look for lost items and bring found items to the Lost-and-found Box located at the in the office. Please note that we are not responsible for lost personal property.

### ***Toys from Home***

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## NUTRITION

### *Foods Brought from Home*

Families are asked to provide children with a lunch, packed in a lunch box and reusable containers. If a lunch item needs to be warm to be eaten, please purchase a thermos like container that will keep your child's food warm until lunch. If a lunch item needs to be kept cold, please pack an ice pack.

**\*\*In an effort to help reduce waste consumption by Pinion, please make sure your child's snacks and lunch are sent in reusable containers. If you must use a single use bag, compostable single use bags can be purchased at any local grocery store.**

Families are asked to provide a healthy snack that supports children's growth and brain development in these early years.

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be composted except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

<b>Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.</b>	
Ham and Cheese Sandwich on Whole Wheat bread Tropical fruit salad Broccoli Milk	Chicken strips Whole Wheat Roll Orange wedges Broccoli Milk
Cheese quiche Fresh fruit Broccoli Milk	Whole Wheat Macaroni & Tuna Salad Green Beans Carrots Milk

### *Food Prepared for or at the Center*

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

## **Food Allergies**

If your child has a food allergy, you must notify us in writing. We will ensure that children with severe allergies are listed on the back of every classroom door, in the playroom and in the front office. All teachers will be aware of all students with allergies.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

## **Meal Time**

At lunch and snack, teachers will assist children in finding a place to eat either in the classroom, in the playroom or outside. Children will sit together with their classmates for all meals.

A caregiver who is trained in first-aid for choking is present at all meals.

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, popcorn and hard candy.

## **HEALTH**

### **Immunizations**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every July we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### **Physicals**

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received before but must be received no later than [30] days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

### **Illness**

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### **Medications**

Pinion **DOES NOT** administer prescription or over the counter medication to children.

Pinion does apply sunscreen when necessary. Parents/guardians are responsible for applying sunscreen before drop off during the spring and summer months. Parents/guardians are responsible for supplying sunscreen for their child. Sunscreen will be reapplied after lunch.

### ***Communicable Diseases***

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

## **SAFETY**

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### ***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside temperature is greater than 103°F or less than 25 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is unhealthy for sensitive groups, 101 or above. Kids will rotate in the indoor play space instead.

### ***Communal Water-Play***

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions, i.e. hand washing prior to, replacing water daily, are taken to ensure that communal water-play does not spread communicable infectious disease.

### ***Injuries***

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

In the event of a serious medical injury or an injury that requires emergency medical care, Child Care Licensing will be notified.

### ***Biting***

Biting is a normal stage of development that is common among toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### ***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

### ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

### ***No Tolerance Policy***

Pinion Early Education Center maintains a strict "zero tolerance" policy regarding any form of aggressive behavior, including verbal abuse, threats, intimidation, physical assault, or any other conduct that disrupts the workplace or endangers the safety of employees, children, or visitors. This policy applies to all employees, families, and visitors on company premises, at company events, and during company-related communications.

#### **Prohibited Behaviors:**

- **Verbal abuse:**

Yelling, swearing, insults, derogatory remarks, or using offensive language directed at others.

- **Threats:**

Making verbal or written threats of violence or harm against another person or their property.

- **Intimidation:**

Aggressive body language, gestures, or actions designed to frighten or coerce others.

- **Physical assault:**

Any physical contact intended to cause harm, including pushing, shoving, hitting, kicking, or striking.

- **Harassment:**

Unwelcome conduct based on race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity.

- **Disruptive behavior:**

Engaging in loud or boisterous conduct that disrupts the work environment.

#### **Reporting Procedures:**

- **Immediate reporting:**

Any employee experiencing or witnessing aggressive behavior must immediately report the incident to the director and owner of Pinion Early Education Center.

- **Confidentiality:**

All reports will be handled with utmost confidentiality, and the company will take steps to protect the privacy of the reporting party.

### **Disciplinary Actions:**

- **Disciplinary action:**

Depending on the severity of the offense, disciplinary actions may include verbal or written warnings, suspension, demotion, immediate termination of employment, exclusion from family events, exclusion from students/staff events, and prohibiting from entering the premises indefinitely.

- **Legal action:**

In cases involving serious or repeated aggressive behavior, the company may pursue legal action against the offender, including criminal charges where applicable.

The safety, security and comfortability of our staff and students is our number one priority. At Pinion Early Education Center, we take this very seriously. All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

If you know of or have been a victim of any of the prohibited behaviors listed above, please contact Katie or Christine.

### ***Door Access Policy***

At Pinion Early Education Center, your child's safety and the safety of the other children in our care is the highest priority. We have installed a security system that include cameras on every angle of the preschool, in every classroom, and in the parking lots. Our front doors and doors to the preschool area of the building are secured by a door access system that only allows access to primary guardians of children and those authorized as a pickup option.

To ensure that our building is completely secure, we DO NOT OFFER OR ALLOW door access to anyone who is not a staff, legal guardian or authorized pickup person.

## **EMERGENCIES**

### ***Lost or Missing Child***

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 15 minutes, the family and the police will be notified.

### ***Fire Safety***

Our center is fully equipped with fire alarms and sprinkler systems.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis. Fire drills are done monthly.

In the event of a real fire evacuation, children will be moved to the parking lot on the west side of the building, near the playground. Families will be notified via the teacher, Daily Connect message or text message to come pick up their child from the facility as soon as possible.

Staff and children will practice fire drills monthly so they know exactly where to go and how to get there during a real fire emergency. During a fire drill, the fire alarm will be tested, and

children and staff will make their way out to their classroom's designated fire drill space in the parking lot to the west of the building. Staff will initiate a name to face on Daily Connect once outside the building to ensure all students are present. The director will be the last person out of the building after checking all classrooms, bathrooms, hallways, kitchen and offices to ensure children and staff are safely outside.

Earthquake drills will be held quarterly. In an earthquake drill, children will be taught to shelter in place under a desk. In the event of a damaging or catastrophic earthquake, families will be notified via text message AND by phone call to pick up children immediately. If a designated meeting place (other than the preschool) is to be used, children will be transported to that designated meeting place and families will be asked to pick up children there.

### ***Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

### **Complaints and Grievances**

If you have a complaint about or grievance with a teacher, staff member or facility, please notify Katie Steenberg or Christine McCormack immediately.

You may also send your complaint or grievance to the state.

#### **State of Nevada Child Care Licensing**

1470 E College Parkway  
Carson City NV 89706  
775-684-8781

### **PINION POLICIES**

Pinion policies not included in this handbook are reviewed monthly and updated as needed. They are available for review upon request to the center director.

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to Pinion Early Education Center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Pinion Early Education Center Family Handbook**, and I have reviewed the family handbook with a member of the **Pinion Early Education Center** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Pinion Early Education Center Family Handbook** that I do not understand.

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Recipient Signature

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Date

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Center Staff Signature

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Date

