



# Parent Handbook

July 2023

## About This Handbook

This handbook is intended to familiarize parents with the current PC Tots policies, practices, and standards. PC Tots reserves the right to revise its policies, practices, and standards as deemed appropriate by the Board, the Program Director and the Executive Director, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.



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## SECTION I

### Welcome to PC Tots

The administrative team, teaching team, and board of directors of PC Tots welcomes you and your family. We are excited to have your child/ren enrolled in our program and look forward to working with you to provide a secure foundation for your child to grow and develop.

This handbook will explain many of our policies and procedures that enable our centers to run smoothly, keep the children in our programs safe and meet or exceed the State childcare licensing regulations. If you have any questions, don't hesitate to contact the Center Director, Program Director, or the Executive Director.

### Who We Are

**Mission-** PC Tots is a non-profit organization dedicated to providing high-quality, affordable, and safe childcare and education for the workforce of Park City and greater Summit County, Utah. Our learning centers focus on early childhood education, social/emotional development, and multicultural awareness for children ages six weeks through five years old. PC Tots offers a diverse socioeconomic blend of children leading to rich community-building and social equity from a young age.

**Values-** PC Tots continues to raise the professionalism of Early Childhood teachers. We support our teachers by paying livable wages and by providing professional development and educational opportunities to enrich their lives and our program.

### Purpose and Goals

PC Tots strives to provide a quality early childhood education program filled with love and compassion for children. PC Tots is built around the concept that children are born ready to learn. We provide a learning environment where working parents can feel secure leaving their children, knowing their child will be safe, nurtured and receive excellent care.

PC Tots seeks to provide opportunities for children to grow and develop through exploration and experimentation with various learning materials and age-appropriate activities, enhancing social-emotional, physical, and intellectual development. Engaging in experiences that promote the development of self-help skills, self-control, and the understanding that others have different backgrounds and perspectives than themselves supports an anti-biased curriculum that promotes and embraces cultural diversity.

### Board of Directors

Since our founding in 2015, PC Tots has been guided by a Board of Directors comprised of volunteers. Board members are willing to give their time, talents, and enthusiasm to ensure PC Tots is fiscally sound and maintains the industry's highest standards.

The board is led by the chairperson, selected by the Board to serve a 3-year term. Consecutive terms are permitted. The board is organized by committees: executive committee, program and policies, fundraising and finance committees meet independently as needed.

Requests to address the board may be submitted to Andrea Barnes at [sbanerjee@pctots.org](mailto:sbanerjee@pctots.org)

## Center Information

Executive Director:

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## Hours of Operation

PC Tots Early Childhood Development Centers are open Monday through Friday. Hours of operation are **7:30 am - 5:30 pm Sharp.**

## State Licensed Facility

PC Tots is licensed by the State of Utah's Office of Childcare. In addition to PC Tots' internal high standards, we follow the State Licensing regulations. A copy of Childcare Licensing Guidelines can be accessed at: [www.childcarelicensing.utah.gov](http://www.childcarelicensing.utah.gov).

## Security and Safety

PC Tots takes the safety and security of children and staff very seriously. The security and safety systems we have installed at our facilities set us apart and exceed the State of Utah Childcare Licensing Requirements for a safe, secure childcare center.





PC Tots has invested in a keyless entry system that provides security by allowing entry only by authorized staff and parents. This system includes video surveillance, security cameras, and door hinge guards. PC Tots implements required CCL background and fingerprint screening, and a reference inquiry before employment begins. Teachers have CPR and First Aid certification.

## The Staff

The quality of the program is due to the quality of the staff. It is vital to attract staff that is experienced and knowledgeable in the field of early childhood. Each classroom is staffed with 1-2 full-time teachers. Additional full and part-time staff float between rooms to offer additional support or coverage where needed.

Each staff person must receive 30 hours of continuing education in child development or special education each year. This requirement is over and above what state licensing regulations require and is crucial in maintaining qualified teachers for the ongoing success of the PC Tots program. All teachers must have some level of experience with young children and demonstrate a genuine interest in children. All staff members must have fingerprints, and a criminal records check

## Educational Programming

The individual developmental needs of each child are considered when classroom placement decisions are made. For a child to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is similar to their own. In all groups of children, there will be varying ability levels. We will take all considerations into account and group children together who may best complement one another. Individual classroom compositions are listed below:

- Infant Classroom - Typically 8 children, between the ages of 0-12 months with 2 teachers. We always maintain a ratio of 1 to 4.
- Wobbler Classroom - Typically 4 children, between the ages of 12- 18 months with 1 teacher. We always maintain a ratio of 1 to 4.
- Toddler Classroom – Typically 8 children, between the ages of 18-24 months with 2 teachers. We always maintain a ratio of 1 to 4.
- Big Tots Classroom - Typically 14 children, between the ages of 2 – 3 years old with 2 teachers. We always maintain a ratio of 1 to 7.
- Preschool 3/4 - Typically 20 children, between the ages of 3 to 4 years old with 2 teachers. We always maintain a ratio of 1 to 10 for a higher quality rating. 1 to 14 for the State licensing ratio.
- Pre-Kindergarten 4/5 - Typically 30 children, between the ages of 4-to-5-year-old with 2 teachers. We always maintain a ratio of 1 to 10 for a higher quality rating. 1 to 19 for

the State licensing ratio.

## Infants/Wobblers

The infant program serves children ages six weeks to 18 months. The program is designed to promote feelings of belonging and loving care, which help infants grow and develop to their full potential. Children eat, sleep, and play according to their schedules.

Every infant is an individual with unique abilities, desires, and emotions. Our program is designed to meet each child's individual needs and provide them with educational experiences. Staff is trained to provide children with consistent and responsive care. Our infant classrooms provide a creative and stimulating program, which encourages visual, language, gross motor, and fine motor experiences to enhance learning through a child's natural curiosity. Our teachers provide a language-rich routine, with meaningful and engaging activities to support your child's daily experience.

PC Tots staff will guide and encourage your child in every stage of their development. We firmly believe in the need for open and thorough communication between teachers and each family to provide appropriate care for each child and confidence for each parent. We utilize Brightwheel to communicate your child's daily activities. PC Tots uses Creative Curriculum, which is research-based to provide positive outcomes for all students. PC Tots uses Teaching Strategies to track each child's growth and development. This is our assessment tool.

### *Infants Checklist: What Your Child Will Need*

Individual cubbies and/or hooks will be available for each child to leave items at the center. Please label all belongings. If personal items are ever misplaced, it is much easier to find them with names attached. These items must be at the school the first day of attendance and refreshed when needed throughout the time your child is with us.

- ☐ Prepared bottles of breast milk or Formula labeled with the child's full name, date, and time of preparation
- ☐ Disposable diapers or cloth diapers with a leak-proof, sealed wet bag (labeled)
- ☐ Fitted crib sheet and a sleep sack (labeled)
- ☐ Cereal/extra snacks (if applicable labeled) **No grapes, hot dogs, popcorn, or nuts allowed for safety. Peanut butter is allowed at this time however, if a PC Tots student becomes allergic to peanut butter, PC Tots will not allow nut products, however sun butter will be allowed.**
- ☐ IMPORTANT Solid foods size for Infants cannot be bigger than ¼ of an inch. Please cut to correct size
- ☐ An extra can of ready-to-feed Formula (for emergency use labeled)
- ☐ Pacifiers (if used labeled)
- ☐ Two sets of spare clothes that are seasonally appropriate labeled) **No open-toed shoes allowed for safety**
- ☐ Drool bibs (if necessary labeled)
- ☐ Appropriate outdoor clothing (snowsuit, sun hat, etc.) All infants will spend at least 20 minutes a day outside. (labeled)
- ☐ Water bottle (for infants eating solids labeled)

## Toddlers and Big Tots

Our toddler program serves children ages 13 months to 35 months. The toddler and Big Tots classrooms are designed to provide stimulating experiences to learn through curiosity. The emphasis during the toddler years is to build self-confidence and foster the toddler's natural curiosity.

Throughout the day, toddlers enjoy a large variety of play materials that are readily available to them and interest areas where children can dress up, build with blocks, and experiment at the sensory table. Art, music, language, and science activities geared to small hands are also introduced during developmentally appropriate small and large group times.

Our staff supports building independence and individual advancements. PC Tots Toddler classrooms promote both teacher-directed and teacher-supported activities as well as child-led activities. The team works with children to support toilet training, good eating habits, and developmentally appropriate growth and development.

### *Toddlers and Big Tots Checklist: What Your Child Will Need*

Individual cubbies and/or hooks will be available for each child to leave items at the center. Please label all belongings. If personal items are ever misplaced, it is much easier to find them with names attached. These items must be at the school the first day of attendance and refreshed when needed throughout the time your child is with us.

- ☐ Daily meals and snacks **labeled** with the child's full name **Milk can be purchased in a carton and is highly recommended for a lunchtime drink. Grapes cut into ¼ pieces are allowed, hot dogs cut into ¼ pieces are allowed, Peanut butter is allowed at this time however, if a PC Tots student becomes allergic to peanut butter, PC Tots will not allow nut products, however sun butter will be allowed. No popcorn, or nuts allowed for safety.**
- ☐ Toddlers Solid Food size cannot be bigger than ½ an inch Please cut to correct size
- ☐ Bottles of milk (if needed) **labeled** with the child's name and date of preparation
- ☐ Disposable diapers or cloth diapers with a leak-proof, sealed wet bag (**labeled**)
- ☐ A change of Clothing including shoes (more if the child is actively potty training) (**labeled**) **No open-toed shoes are allowed for safety. Parents will be asked to bring close-toed shoes, or the child will be sent home.**
- ☐ Blanket for Nap/Quiet Time (**labeled**)
- ☐ Water Bottle (**labeled**)
- ☐ Extra Clothing appropriate for the weather (**Labeled**)

## Preschool 3/4 and Pre-Kindergarten 4/5

PC Tots' preschool classrooms provide care and education for children ages three through five. Our preschool program prepares children for school readiness. Teachers support and encourage the development of

independence, responsibility, and confidence, which are essential for the child's ongoing success in kindergarten.

Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore. PC Tots utilizes Creative Curriculum, an award-winning, nationally recognized, and research-based curriculum that promotes growth and learning through the child's interest. The curriculum is designed to actively engage each child in developmentally age-appropriate activities that explore the content of literacy, language, mathematics, science, social studies, the arts, and technology. Our teachers prepare an exciting and challenging curriculum, supporting children to use critical thinking skills to make sense of the world around them. PC Tots also uses Second Step, a social/emotional curriculum.

Our preschool room arrangement creates the optimum learning environment. It allows children easy access to educational toys, materials, and books. This enables them to initiate and expand their activities. Each classroom is organized with areas for block play, manipulative toys, art, dramatic play, discovery, and reading, in addition to larger spaces for group activities. Our daily routine is consistent and allows children to play independently during choice time and participate in small groups to learn specific skill sets. There are large groups to practice social skills and for the exploration of our studies.

#### *Preschool 3/4 and Pre-Kindergarten 4/5 Checklist: What Your Child Will Need*

Individual cubbies and/or hooks will be available for each child to leave items at the center. Please label all belongings. If personal items are ever misplaced, it is much easier to find them with names attached. These items must be at the school the first day of attendance and refreshed when needed throughout the time your child is with us.

- ☐ Daily meals and snacks are **labeled** with the child's full name. (Children are offered meals/snacks every three hours) **Milk can be purchased in a carton and is highly recommended for a lunchtime drink. Grapes cut into ¼ pieces are allowed, hot dogs cut into ¼ pieces are allowed, Peanut butter is allowed at this time however, if a PC Tots student becomes allergic to peanut butter, PC Tots will not allow nut products, however sun butter will be allowed. No popcorn, or nuts allowed for safety.**
- ☐ A change of clothing, including shoes (**labeled**). **No open-toed shoes are allowed for safety. Parents will be asked to bring close-toed shoes, or the child will be sent home.**
- ☐ Water bottle (**labeled**)
- ☐ Blanket for Nap/Quiet time (**labeled**)
- ☐ Seasonally appropriate outdoor attire (**labeled**)

## Assessment of Child Progress

Child assessment is a vital component of all high-quality early childhood programs. An assessment is essential to understand and support young children's development. PC Tots has selected Creative Curriculum and Teaching Strategies Gold to measure child outcomes. All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning. These assessments are also used to effectively communicate with parents about their child's growth and development during parent/teacher conferences. PC Tots will also assess preschool students aged 4 and above using the Utah PEEP (Pre-Kindergarten Entry and Exit Profile) results from the PEEP will be shared with parents as well.

### *Assessment Plan*

Teaching Strategies GOLD® is an authentic observation-based assessment system for children from birth through kindergarten. The system may be implemented with any developmentally appropriate curriculum. It blends ongoing observational assessment for all areas of development and learning with performance tasks for selected predictors of school success in the areas of literacy and numeracy. Teaching Strategies GOLD® can be used to assess all children, including English-language learners, children with disabilities, and children who demonstrate competencies beyond typical developmental expectations.

For Infants, Wobblers and Toddlers, PC Tots with the support of parents will be completing the ASQ-SE2 (Ages and Stages Questionnaire-3) for milestone months 2, 6, 12, 18, 24, 30, 36. PC Tots will be implemented in March 2023.

PC Tots uses Brightwheel to communicate napping, eating, and diaper changes of infants and toddlers with parents. Brightwheel is also a way of communicating growth, daily activities, or new skills.

For Pre-Kindergarten students, Parents will fill out the ASQ 3 to provide information about their child. As a result, PC Tots staff will follow up with any resources needed as a result of the ASQ 3. PC Tots will be implemented in March 2023.

PC Tots will administer the PEEP (Preschool Entrance and Exit Assessment) This assessment will support effective planning and individualized learning for your child. The results will be discussed twice a year at parent-teacher conferences. Communication is key to providing your child with the best child development experience. Please use daily communication at drop off and pick up as well as the Brightwheel app.

Children are assessed 2 times a year

- Children will be assessed in familiar spaces, and assessments will be conducted by adults the child is familiar with.
- Assessments will be conducted via observation during the natural course of the child's day.
- This may include during one on one, small group, or large group opportunities.

### *Assessment results*

- Teachers use the information gathered during the assessment process to:
- Identify children's interests and needs
- Be intentional in their teaching
- Develop goals for each child and plan for individual student needs
- Guide instructional/environmental planning that best meets the needs of all children
- Share progress with families by pinpointing where children are along a continuum of development and education.

Assessment results and developmental progress is shared with parents twice a year at the parent-teacher conferences. A Parent-Teacher conference ensure parents and teachers maintain a robust dialogue about the growth and development of their child. Sign-ups will be posted in advance so that families can plan for conferences and work around their schedules. If the times available do not work for your family, we would be happy to make alternative arrangements. We do not close our center for these conferences.

Suppose assessments indicate a need for further evaluation. In that case, the teachers will discuss this with the family and use the information gathered for referral to an outside agency for additional diagnostic screenings and assessments.

## Behavior Guideline Philosophy

Our foundational goal at PC Tots is to help our students develop strong social and emotional skills. We use Conscious Discipline 0-5 and Second Steps 3-5 to guide discipline in the classroom, because discipline means teach, we focus on teaching the replacement skills for children to succeed. These curriculums are about building an encouraging setting for every person in the group to meet their highest potential. It means helping young children understand they can learn from their mistakes, and it starts with showing them how (NAECY). Research indicates that children with strong social-emotional skills tend to be happier, show greater motivation to learn, have a more positive attitude toward school, more eagerly participate in class activities, and demonstrate higher academic performance than students who exhibit social and emotional difficulties.<sup>1</sup>

Additionally, socially-emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. To support our students in developing these skills, we take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

*Our Environment:* We provide children with exciting materials and engage them in activities that are appropriate for their age to keep them focused and engaged. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity. Yet, our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.

*Our teachers:* We work to develop a strong rapport with each child by speaking to children calmly, especially during redirections. We help children put words to their emotions. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of young children.

*Our Families:* We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, and provide guidance, if necessary, and connect them with experts to help give their children the best foundation for academic and life success.

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<sup>1</sup> Hyson, M. 2004. *The Emotional Development of Young Children: Building an Emotion-Centered Curriculum*, 2nd ed. New York: Teachers College Press

Kostelnik, M.J., A.K. Soderman, A.P. Whiren, M.L. Rupiper, & K.M. Gregory. 2015. *Guiding Children's Social Development and Learning: Theory and Skills*, 8th ed. Stamford, CT: Cengage.



## Guidance Procedures

Program wide, each classroom implements these three rules:

- We keep ourselves safe (We keep our feet on the floor, We use our words to ask for what we want and need)
- We keep our friends safe (We use gentle hands, We use walking feet inside)
- We keep our classroom safe (We clean up our toys when we are done using them, We handle classroom materials with care)



Please feel free to implement these rules at home as we are a strong team when we are aligned in our practices:

- When any student at PC Tots presents with challenging behavior, teaching staff shall follow the standards of the National Association for the Education of Young Children (NAEYC):
- Observe the children to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
- Teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the child's safety and the safety of others in the classroom. Our response will be calm, respectful and give the child information on what is acceptable behavior and what is not.
- We will document the challenging behaviors and the intervention methods that were attempted in a log. Documentation may include incident reports, or Behavior Plans.
- Teacher-parent discussions regarding a child's behavior shall be held in private. They shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.

- If necessary, intervention shall ensure each child has access to professional services, such as referrals to community agencies offering early intervention services, community mental health centers, and/or a private therapist.
- All discipline decisions will always be individualized, consistent, and appropriate to each child's level of understanding.

PC Tots does not condone or tolerate the use of physical punishment of any kind on PC Tots property. This policy restricts parents and staff from using physical punishment on their children while on PC Tots property. Also, PC Tots will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline. PC Tots does not utilize "timeouts" or any forms of punishment. PC Tots creates an environment that is safe and positive for all children. Any method of discipline that uses corporal punishment is STRICTLY forbidden.

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. The following steps will be completed if a child must be removed for challenging behaviors that constitute an imminent danger to the child or others:

- Make a referral to an early childhood mental health specialist or Healthy Social Behavioral Initiative specialist through the Child Care Resource & Referral and refer to the agency responsible for early childhood special education services. If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.
- Maintain documentation on file of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies. The parent conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)
- If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, PC Tots Administrators may recommend and/or require alternative placement.
- Suppose a child with an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) exhibits persistent challenging behaviors. In that case, special considerations are enacted due to procedural safeguards and due process rights ensured under the Individuals with Disabilities Education Act (IDEA), Parts C and B. PC Tots will follow all state special education rules and regulations governing suspension/expulsion.

#### *Persistent Unacceptable Behavior*

When a child exhibits unacceptable behavior, the teacher will prepare an incident report and discuss it with the parent. The parent will be asked to sign the incident report acknowledging they have been made aware of their child's unacceptable behavior. Persistent unacceptable behavior is defined as multiple incident reports in a day, a week, or few weeks. Behaviors of most significant concern are those that put the child, other children, or staff at risk of injury, those that require students to be removed from the room, or one-on-one staff time. If your child needs more care than the PC Tots staff can provide without compromising the health and safety of the other children, your child may be sent home that day by an administrator. If your child is sent home, they may not return until the following day or longer.

PC Tots staff and management team will take corrective action by implementing strategies and behavior plans to change a child's persistent unacceptable behavior. The parents will be kept informed of any progress, or lack thereof, in changing their child's behavior. In the event the various behavior strategies do not significantly change the child's behavior, the child's behavior is continuing to put other children and the staff at risk, and the PC Tots staff cannot provide the necessary support to meet the child's needs, PC Tots may terminate care for that child immediately.

### *Biting*

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

When a child is bitten, it can be a traumatic situation for both children and both sets of parents. However, biting is not unusual behavior for pre-verbal children. They may become frustrated and do not have the words to say, "stop, I was playing with that," or "you are too close." Because they do not yet have words, sometimes they bite.

Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common. For repeated biting instances with preschoolers, we may request a parent/teacher conference. The purpose of the parent-teacher conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid and therefore lead to biting. Additionally, we would develop a joint plan of action following our behavior guidance procedures listed in this handbook. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

When a child is bitten, the area is cleaned, and ice may be applied if necessary. They are held and consoled until they are ready to rejoin the group. The biter is told that biting hurts and encouraged to use their words next time. PC Tots uses chewlery (a necklace that can be bitten) and other strategies to support children in the classroom that are struggling with biting. If a biting situation does occur in the classroom, both sets of parents will be notified of the event at pick-up.



# Enrollment Procedures

SEE SECTION II for full details on enrollment, admissions, tuition and withdrawing.

Parents may secure childcare applications online at [pctots.org](http://pctots.org). Regular office hours are 8:00 am to 5:00 pm, excluding 12:00–2:30 pm during scheduled children’s lunch and nap time.

In addition to the application for admission, parents must have a pre-enrollment conference with the Center Director. Parents are encouraged to bring their child with them to the pre-enrollment conference.

## Admissions

PC Tots is a non-profit learning center dedicated to providing quality and affordable childcare for the working families of Summit County, UT. You must live or work in Summit County to be eligible to attend PC Tots centers. PC Tots gives priority enrollment to siblings of current families and children.

We are a full-time Monday-Friday program. We require a minimum of 4 days a week attendance to maintain continuity of care. Consistent attendance ensures relationship building between the child and their teacher. This creates a trusting, positive bond as well as providing the best school readiness outcomes.

PC Tots will admit children of families who qualify for the Utah Department of Workforce Services Child Care Assistance Program to provide childcare to Park City’s diverse socioeconomic population.

## Tuition

A child’s monthly tuition is a set monthly tuition; however, PC Tots does provide scholarships based on the Summit County AMI and cost of childcare. Families that qualify for DWS **are required to apply for the childcare subsidy.** Billing payments will occur through our management software, Brightwheel, and may be made monthly or biweekly per each family’s PC Tots financial agreement.

Note: Tuition is billed so long as your child is enrolled as a student, regardless of attendance. Tuition rates are not reduced for Holidays, Staff Professional Development Days, or student vacations. Tuition rates are subject to change with a minimum of 90 days’ notice.

## Communication & Family Involvement

Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you can communicate with your child’s teacher or administration via messaging, as well as pay tuition and receive your child’s daily report.

- Create a free Brightwheel account. When you receive an invitation via email or text, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child’s profile. You will see your child’s profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child’s profile, please contact us with the email address or phone number you used to

sign up. You will not see updates within Brightwheel until we start to use it regularly.

- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

#### *Family vs. Approved Pick-Ups vs. Emergency Contacts*

We ask that you add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. When adding contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges, as listed in the chart. We do not recommend listing anyone as an Emergency Contact because emergency contacts do NOT have pick-up privileges. Only parents, family, and approved pickups may check a child out. For more information on how to add contacts to your child's profile.

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

#### *Check-In Codes*

**You must use your check-in code to ensure proper record keeping!** To make this easier, Brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app.

- Tap the Edit icon next to your check-in code
- You will see a red-orange screen with your current code displayed
- Enter a new 4-digit code
- If your code matches that of another staff or parent, a warning message will be shown, you can still save and use that code, but it is not recommended\*
- Once you enter a unique code, tap the Save button

\*Please Note: If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

# The School Day

## Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time - we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. If possible, we recommend new students start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations. Follow your child's lead. Talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to contact your child's teacher using the Brightwheel app for updates throughout the day.

## Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful.  
Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will play, make friends and have fun, and I will be back."
- Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.



## Parking & Carpool

Please turn off your car and take the keys out of the ignition before entering the center in the morning and end of day. Park City is an Idle free community. To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot.

If you are entering the building, please DO NOT hold the door open for others. The person behind you may not be a parent.

**Children entering or leaving the building must be accompanied by parents or adults from the class to the vehicle. KEEP Pedestrian safety in mind. Hold your child's hand. DO NOT ALLOW your child the freedom to run or roam the building, classrooms, parking lot, or hallways. PC Tots will not be held liable for accidents, incidents, or injuries that may occur to children who are not under the care of PC Tots staff. When children are released from the classroom to parents/guardians, they are no longer under the supervision of PC Tots staff.**

## Arrivals

Mornings can be busy times, and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Each parent will sign up in Brightwheel as this is our primary source of communication with families. As a state-licensed childcare facility, every child attending PC Tots must be signed in and out every day the child attends by their parents. Parents will scan the code with their phone at the front door to check their child in and out each day. It is best if both parents are active on Brightwheel. Please let the Center Director know if you would like a code to scan and keep in your car. When your child has been scanned in, please ring the doorbell, and a staff member will open the door for you.
- Parents must accompany their child to and from the classroom each day.
- You must connect with the teacher upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule. If you are dropping off early this message will be relayed to your child's teacher.
- Help your child wash their hands before playing. There are bathrooms in the main hallway with sinks to wash hands at each of the PC Tots centers. To help prevent the spread of COVID, colds, illnesses, and diseases, please wash your hands and your child's hands upon arrival and departure.
- Please plan to bring your child to school by 8:00 am and not later than 9:30 am due to lunch and quiet time disruptions for classrooms. We want each of our students to gain the most they can from their experiences at PC Tots. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned.

## Absences, Sick Days & Vacations

For children to learn from our program, they need to be here on a regular basis. As participants in PC Tots, we must record attendance.

Please notify your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send all notifications to your child's teacher via messaging within the Brightwheel app.

If your child has been absent two days in a row for unknown reasons, a staff member will touch base with you to check in and ensure the child is well and when to expect their return.

## Classroom Schedule

Each classroom follows a slightly different schedule that is customized for their students. The primary school day begins at 8:00 am, with a rest time from 12:30 pm- 2:30 pm. While all parts of the school day are important, if you need to make appointments during the school day, we generally recommend your child not miss the primary educational time of 8:00 am- 11:00 am. During this time, we heavily focus on working in large and small groups, completing centers, and circle time.

Staff is sensitive to the attention spans of young children and plan, accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

## Supervision and Protection of Children

The health and safety of your child is the number one priority of PC Tots. To ensure their safety, the children are always supervised. Teachers are responsible for safety in all areas, including the playground, classroom, bathroom, and hallways. Supervision requires physical presence, knowledge of the children's needs, accountability for the care of children, and intervention when needed. Our "active supervision" method maintains that children and teachers always follow ratios and are never sitting idly with their backs to the group of children. PC Tots also has a strict policy against cell phone use when supervising your child.

## Outdoor Play

Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

Outdoor play is vital for each child every day; therefore, all children are expected to go outside every day for at least 30 minutes (weather permitting). Weather that would cause playground cancellation would include:

- 'Red' or 'Orange' Unhealthy air quality
- Rain
- Temperatures below 20 degrees or above 95 degrees. (Time outside would be shortened if the class went outside to 10-15 mins)
- If the temperature is above 75 degrees, each child will take their water bottle outside with them.



- *Please do not ask that your child stay inside as we are not staffed for one-to-one care.*



When the weather keeps us inside, we find safe and fun ways to get active indoors. PC Tots' staff will discuss playground safety with the children and consistently reinforce the rules. Children and staff will wash hands upon coming indoors.

Please send labeled Clothing appropriate for the weather each day. During light rain, we may take a walk, so raincoat/boots are encouraged. On cold days, hats, boots, coats, and mittens help keep children comfortable. We will have water play during the summer, so, a change of dry clothes is helpful.

We ask that children wear **rubber-soled close-toed shoes** for outdoor play. Sandals, Crocs, and flip-flops fall off easily and may hinder a child's active ability and become a safety hazard. You will be asked to pick your child up from school or bring closed-toed shoes for the day in order for your child to stay at school.

#### *Air Quality*

PC Tots staff monitor the conditions and make decisions using [aqicn.org](http://aqicn.org). On days that are labeled code yellow, outdoor time will be reduced. Children will not go outside on days labeled code red, and gross motor activities will occur indoors. Children will use the playground at least twice daily in most situations. In exceptional cases such as a child with asthma or an extreme allergy condition, a doctor's note is required outlining proper care for the child.

## Nutrition Policy: Meals and Snacks

Healthy, balanced meals are just what growing bodies need! PC Tots does not provide meals for your child. Each family provides all meals served during the day including breakfast, lunch and afternoon snacks. When you are preparing meals for your child focus on whole foods that reflect the colors in the rainbow. PC Tots is not a nut free facility, however, if a student develops an allergy to nuts the Center will become a nut free facility. Please ensure that meals/snacks containers are labeled with your child's name and date per licensing requirements. Food is an essential aspect of your child's health, growth, and development. Because young children grow and develop more rapidly during the first few years of life,

they must be provided food that is adequate in amount and type to meet their fundamental metabolic growth and energy needs. Please keep health and safety in mind when packing lunches; please do not pack sweets or excessively salty items for lunch; think only of healthy foods. If that is all that they have, they will eat it 😊 Please try to provide milk or 100 % juice as an alternative to water each day as well. **Grapes cut into ¼ pieces are allowed, hot dogs cut into ¼ pieces are allowed, Peanut butter is allowed at this time however, if a PC Tots student becomes allergic to peanut butter, PC Tots will not allow nut products, however sun butter will be allowed. No popcorn, or nuts allowed for safety.** Candy and chewing gum are not permitted in the Centers. PC Tots will offer meals/snacks every 3 hours. Teachers will offer children a morning snack between 8:30 am and 9:30 am. Children arriving later should have already eaten at home. If you pick up your child before the snack is served, teachers will communicate when the child last ate.

Infants will follow an individual feeding schedule based on their home habits. Teachers will follow parent instructions on how to feed their baby and use provided breast milk or Formula. Breast milk and Formula must be prepared at home, labeled with the child's full name, date, and preparation time, and stored in the PC Tots refrigerator. Per licensing rules, a bottle must be discarded after 2 hours. Any milk unused during the day must be taken home daily. Mothers are welcome to come to breastfeed their child at any point in the day.

### IMPORTANT

Solid foods size for Infants cannot be bigger than ¼ of an inch

Toddlers solid food size cannot be bigger than ½ an inch

## Formula/Bottles/Sippy Cups

Center staff cannot mix formula bottles and cannot add cereal to bottles. If a child is drinking formula, it must come to school premixed and labeled with the child's name, date, and preparation time every day. Please do not leave bottles at the center overnight; their contents will be discarded. Due to the potential risk, children will not be laid down to rest with a bottle/sippy cup, nor will the bottle/sippy cup be propped. Children cannot walk around the classroom with their bottle/sippy cup. We will work with our families to ensure our students are offered fluids from an open cup as soon as the families and teachers decide together that a child is developmentally ready to use a cup.

## Naps/Quiet Time

Each child at PC Tots will have the opportunity to rest during their day. Infants are on an individual schedule and will be able to nap whenever necessary. The older classrooms will have a scheduled nap in the middle of the day, posted on the classroom schedule. If a child cannot fall asleep independently, teachers will rock or pat backs if needed. State licensing requires that all children nap or lie quietly for 45 minutes. If a child does not sleep during that time or wakes up before rest time is over, they will be encouraged to engage in quiet activities until nap/quiet time is over.

Each infant should have a fitted crib sheet to be placed on their mattress and a sleep sack. Children ages two and up need a blanket as PC Tots supply the cot sheet.

PC Tots will wash all children's bedding weekly.

## Personal Belongings

### *Clothing & Shoes*

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at school, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits. (No open-toed shoes are allowed at PC Tots)
- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, or hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Please have your children wear sun-protective clothing such as clothing made with fabrics rated for ultraviolet protection or clothing that protects skin areas most prone to sun damage.
- Sometimes learning and fun can get messy! PC Tots isn't responsible for lost, stained, soiled, or torn clothing.

Shoes are required for all students. Shoes need to be appropriate for indoor/outdoor play. An extra pair of indoor shoes must be available to change into from wet shoes/snow boots. **Sneakers or rubber-soled, closed-toed shoes are required.** An extra pair may be left in your child's cubby. Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Please no flip-flops or open-toed shoes.

### *Diapers*

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers, and additional necessary clothing. If your child is wearing pull-ups, it is helpful to send in the type with Velcro sides. This allows us to help your child change without having to take off their pants and shoes. Cubbies and coat hooks/backpacks should be checked daily for items that need to be laundered. For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. A dry bag must be provided for dirty cloth diapers. Both the diaper and the outer shell must be changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

### *Belongings from Home*

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at PC Tots. All personal electronics (except augmentative communication devices) brought to school must be stored in the “off” position in the child’s cubby. Use of personal electronics is not permitted in the classroom. We cannot assume responsibility for lost or damaged personal belongings.

## Photos/Videos

PC Tots will not permit anyone in the centers to take photographs or videos of children enrolled in PC Tots without getting written permission from the parents and verbal permission from the Director. Suppose a parent signs a photo release form granting permission. In that case, PC Tots and its agents may take photographs or videos of the child for the purpose of PC Tots’ publicity, public relations, PC Tots website and/or Facebook page, and fundraising. Neither the parents nor the minor child will be entitled to any compensation in exchange for granting photo release permission to PC Tots.

PC Tots has photographs of children enrolled with photo consent in the centers on the PC Tots website. This is a fun and informative way for parents, grandparents, or other family members to see their child participating in various learning activities. PC Tots has also used photographs of children enrolled in the centers for other informational purposes such as Live PC Give PC.

## Departure

It is important to sign your child in and out each day. You can sign your child out via the Brightwheel app on your smartphone, like signing in upon arrival. It’s also critical that you check in with your child’s teachers before leaving. School closes **at 5:30 pm sharp. Please make every effort to be timely as your child’s teacher has been working a full shift and has a family to get home too 😊 (See late fees below)**

### *Change in Pickup Person*

The safety of our students is our top priority. Please notify your child's teacher if someone other than you will be picking up your child. PC Tots staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Application or within the Brightwheel App.

IF AN INDIVIDUAL OTHER THAN THE PARENT/GUARDIAN IS PICKING UP THE CHILD, THE INDIVIDUAL MUST BE AUTHORIZED TO PICK UP THE CHILD ON THE

BRIGHTWHEEL APP. UNDER EMERGENCY CONTACTS (The parent can update the emergency contact person on the spot) ALSO THE PARENT MUST NOTIFY THE CENTER DIRECTOR AND THE CHILD'S TEACHER OF THIS CHANGE IN BRIGHTWHEEL. ALL EMERGENCY CONTACTS MUST SHOW IDENTIFICATION, SUCH AS DRIVER'S LICENSE, PRIOR TO DEPARTING WITH THE CHILD IF THE STAFF IS NOT FAMILIAR WITH THE INDIVIDUAL. STAFF WILL SCAN THE CHILD OUT ON BRIGHTWHEEL WITH A NOTE INDICATING THE PERSON THAT PICKED UP THE CHILD. **IF A PERSON IS NOT ON THE EMERGENCY CARD AUTHORIZATION AND NO OTHER CONSENT IS GIVEN, WE WILL NOT RELEASE YOUR CHILD.**

## Custodial & Foster Care

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to PC Tots or your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the teacher and Center Director when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our centers.

For enrolled children in the foster care system, PC Tots will need to receive a copy of the foster care paperwork. PC Tots will release the child only to the foster parents or the child's caseworker, who must sign the child in and out on the visitor's list and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or fax).

## The School Year

### School Calendar

You will be provided a calendar upon enrollment. PC Tots will be closed most federal holidays. We also dedicate time each year for professional development. PC Tots maintains the right to change the calendar at any time. Tuition and fees are not prorated for illness, holidays, inclement weather, professional development, or emergency closures.

### *Closings*

PC Tots Centers will be closed the following Holidays. We hope you enjoy your day with family and friends as our staff will be doing the same.

Labor Day	September 5 <sup>th</sup> , 2022
Professional Development Days (No Student Day)	October 21, 2022
Fall Break	November 24 <sup>th</sup> - 25 <sup>th</sup>

2022

Winter Break and New Year's Day

30<sup>th</sup>, 2022

Professional Development Days  
student day)

Professional Development Days  
Student Day)

Memorial Day

Independence Day

Professional Development Days  
Day)

December 26<sup>th</sup>- December

January 27<sup>th</sup>, 2023 (No

May 26<sup>th</sup>, 2023 (No

May 29<sup>th</sup>, 2023

July 4<sup>th</sup>, 2023

August 11, 2023 (No Student

Events during the 2022/2023 year

Parent engagement event (Back to School)

Male engagement week

Live PC Give PC

Parent-Teacher Conferences

(Make an appointment with your teacher)

Parent engagement event (petting zoo?)

Teacher Appreciation Week

PC Tots Birthday Party (Donate for the month of May)

Parent-Teacher Conferences

September 1st, 2022

October 9<sup>th</sup> -13<sup>th</sup>, 2022

November 4th, 2022

November 7th – 11th, 2022

April 6<sup>th</sup>, 2023

May 1<sup>st</sup> – 5<sup>th</sup>, 2023

May 17<sup>th</sup>, 2023

June 12<sup>th</sup> -16<sup>th</sup>, 2023

### *Inclement Weather Closing*

PC Tots will make every attempt to stay open as usual; however, we will follow the Park City School District guidelines and close for inclement weather when they do. PC Tots may follow delays with the Salt Lake City School District as well as half of our staff lives in the Salt Lake valley. PC Tots monitors both school districts as PC Tots **must** maintain teacher to student ratios. P C Tots will contact parents before 7:00 am via Brightwheel Alerts with delays or closures.



## Celebrations & Birthdays



If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. Please do not send in any treats or candy which may be a choking hazard to our students. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

## Transitioning to a New Classroom

PC Tots strives to make the transition from one classroom to another as smooth as possible. When the time comes to transition from one class to the next, we look at your child's developmental and maturation levels, as well as space availability in other classrooms. The center director or the program director will contact you to make you aware when your child is transitioning to a new classroom. Your child's current teacher will share with the new teacher about your child's strengths, areas for growth, and supportive strategies. If you are interested in setting up a conference centered around transition, feel free to reach out to your child's teacher.

## Conferences

Family participation is encouraged and welcomed. PC Tots uses Family Conferences to offer family support and communication. Family Conferences are designed:



- To guide families and teachers with a way of sharing valuable information about their child.
- To individualize the planning process for each child in the context of their family, culture, and community.
- To explore ways to use a child's family's strengths to promote growth and development.
- To create an ongoing process for recording the growth and development of the child.

We schedule 2 formal conferences each school year, but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. Conferences are highly encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a written report about your child's strengths and areas for growth.

## Developmental Concerns

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

## Family Support

While PC Tots specializes in providing high-quality early childhood education, we recognize that our students and families may have needs outside early education. We have a variety of ways that we can support our families. These include:

- Assist families with locating community resources
- Help families obtain emergency assistance in areas such as food, clothing, utilities, housing, and counseling
- Assist families with a successful transition to school

Please reach out to the Program Director at [mmendez@pctots.org](mailto:mmendez@pctots.org) if you are in need of support.

## Home Language

It is important to PC Tots that all families are given the opportunity to fully understand, interpret, and become involved in their child's education. PC Tots will work with the family to provide information in the language they are most comfortable with for any family that makes a request.

## Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with Utah Child Care Licensing, protective services, or other government agencies will not have access to your child's records without your written authorization or court order. All PC Tots staff members must sign a Statement of Assurance of Confidentiality upon employment and annually after that.

As a parent or guardian, you can request access to your child's records; to do so, please email Melissa Mendez at [mmendez@pctots.org](mailto:mmendez@pctots.org). If you withdraw your child from the center, we will maintain your child's records for at least 6 months. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.



## Family Involvement

PC Tots believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Brightwheel app, newsletters, flyers, notes, phone calls, posters, conferences, and e-mail. PC Tots has an open-door policy and offers many opportunities to be part of your child's early learning experience and connect with other families.

### *Volunteer Opportunities*

Volunteering is always welcome. We would love to have you share your time and talents with PC Tots. We encourage you to read a book, play an instrument, or share a hobby with the children. Ask your child's teacher about the many ways you can help.

- Volunteer on a PC Tots Board Committee
- Volunteer for Teacher Appreciation
- Volunteer to be the class parent
- Donate Classroom Items
- Sign-up to promote PC Tots during Live PC Give PC
- Volunteer for a special fundraising event committee
- Meet with the Executive Director to see the multiple ways you can support the mission of PC Tots

## Solving Problems

All PC Tots employees are expected to treat all children and families with respect and dignity. In return, we expect the same from our families. If difficulties arise, we encourage families to share their concerns with the Center Director or Program Director verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue. If you are not satisfied with the solution, we encourage you to contact the Executive Director. Please do not confront children or other parents in our program. When any member of the PC Tots community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, PC Tots reserves the right to ask the family in question to leave the school immediately and terminate that child's enrollment at PC Tots.

## Health & Safety

We all know that safety comes first! At PC Tots, our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Every day at our center, you can be confident that your child is in the very best hands.

### *Daily Health Checks*

Each morning when your child arrives, we will conduct a daily health check. This is a quick physical observation where we check and observe a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, we ask that you please alert us of anything out of the ordinary we need to know regarding sleep, appetite, bowel movements and urination, mood, and behavior at home and/or unusual events.

### *Illness Policy: Regulations Concerning Sick Children*

We cannot accept a child with a diagnosed communicable disease (measles, COVID, mumps, croup, chickenpox, etc.) or an apparent acute illness. Therefore, please do not send your child to the center when sick or have signs of a possible contagious disease. If your child has a communicable disease, please keep them home until your doctor has released them from care and the child feels well enough to participate in Center activities. Parents must have arrangements available for alternative care

whenever their child shows signs of illness. The following symptoms will necessitate exclusion from the center.

#### Fevers

A child who has been sent home with a fever of 100.4 F for infants and 101.0 for older students or higher may return to the center after being fever-free for 24 hours without any fever-reducing medication.

#### Severe Colds

Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and interferes with a child's ability to eat, sleep or play are reasons for exclusion.

#### Diarrhea

Bowel movements that are extremely loose, watery, and frequent are reasons for exclusion. Before returning to the center, a child should be free from diarrhea for 24 hours (with one or two meals eaten). Diarrhea in children is a highly contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion.

#### Vomiting

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the center. Infants can spit up or throw up for many different reasons. We would wait to see if an infant threw up a second time before calling the parent to pick up the child with no other symptoms present.

#### Rashes

Rashes must be physician-diagnosed for a child to be in the center.

#### Mouth Sores

Mouth sores with drooling are the reason for exclusion unless the child's pediatrician states the child is non-infectious

#### Conjunctivitis

Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye, is a reason for exclusion. A child may return to the Center 24 hours after beginning medication.

#### Head Lice

PC Tots has a "No Nits" policy. A child will be sent home if lice or nits (eggs) are detected. The child may return to PC Tots when treatment has proven effective, and the child no longer has nits or lice. The treatment of lice involves applying pesticides to the hair. Over-the-counter treatments are available. None of the remedies with everyday household products such as salad oils, mayonnaise, and petroleum jelly have been proven to work. Would you please speak to your teacher or pediatrician for resources on where to find an over-the-counter medication?

#### Teething

A child is not sent home for teething. Teething can cause low-grade fever (under 100 degrees F), crankiness, loose bowels, and a clear, runny nose. Teething does not cause the exclusionary conditions described above.

### *Contagious Disease*

Parents should notify us if their child has been exposed to Coronavirus, Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice), RSV, Bronchiolitis, Strep Throat, Ringworm, Hand Foot and Mouth, Croup, Influenza and Cocksackie. Exposure to contagious disease is no reason for exclusion except for COVID. PC Tots will follow the Health Department requirements regarding exclusion from the Centers for exposure or testing for COVID.

If a contagious illness circulates throughout PC Tots, we will notify parents of children that have been exposed using the messaging in Brightwheel.

### *Severe Illness*

Reasons for exclusion include signs of possible severe illness, including unusual lethargy, undefined irritability, persistent discomfort, crying, or difficult breathing.

*If a child is sent home for any of the above reasons, they will be unable to return to PC Tots for a minimum of 1 whole school day.*

### *Elongated Crying*

If your child uncontrollably cries for more than 30 minutes and is out of character, it can cause concern. The pick-up policy will be enforced on a case-by-case basis. If a teacher and administrator determine that the child's uncontrollable crying is uncharacteristic and suspects possible illness, the parent will be contacted to pick up their child.

### *Complaints of Pain or Illness*

A disease's signs/symptoms include severe coughing, sneezing, breathing difficulty, discharge from the nose, ears, or eyes, diarrhea, or vomiting. Should any of these symptoms present themselves, the child will need to be picked up by a parent until a medical evaluation allows them to return to the Center or the child needs to be symptom-free for at least 24 hours to return to the center. If a doctor sees the child, the following information is need. 1. The child is evaluated by a doctor, 2. A note from the doctor stating: a. A diagnosis, 3. Confirmation, the child is no longer contagious, 4. The date that the child can return to group activities.

## Health Law Requirements: Medications

Upon enrollment, each parent will be asked to complete a Child Healthcare Assessment form to identify any medical conditions and/or medications that may need to be administered during the child's stay at PC Tots. PC Tots staff can administer medication as long as proper forms have been signed and PC Tots policy and medication administration procedures have been followed. If at all possible, medication should be given at home. Parents should administer the first dose of medicine to ensure that there are no adverse reactions or allergies. When medication must be administered during the school day, the parent/guardian must bring it to the center and hand it to the Center Director. The Center Director will ensure medical forms are in place and staff members know the right child, the right dose, and the time for medication administration. Children cannot transport medication, nor can it be at a child-accessible level. The parents must fill out a "Permission to Administer Medication form," and prescription bottles must be properly labeled with the child's name, specific directions, and original pharmacy labeling, and have safety caps. PC Tots will not administer any anti-inflammatory medications unless a doctor prescribes them for a reason other than fever-reducing. Children with severe allergies are welcome to keep antihistamine medication and/or an Epi-pen at the center.

Rescue inhalers for children with asthma are also accepted as an as-needed medication. All medication shall be kept out of the reach of children and shall be returned to the child's parent or destroyed when the parent determines it is no longer needed or has expired. PC Tots will maintain a record as to the time and the amount of medication given or applied. The signature or initials of the PC Tots staff member administering the medication shall be included.

Sunscreen that is SPF 15 or higher will be applied to your child's exposed skin from April-September for any outdoor activity longer than 15 minutes. Sunscreen is not considered a medication, so written permission from the parent and doctor is unnecessary. However, we will remind you of our policy in the summer months so that if a parent does not want sunscreen applied to their child, please get in touch with PC Tots.

## Cleaning & Sanitation

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at PC Tots, each classroom has a "yucky bucket" for toys that have been contaminated with bodily fluids. Contaminated toys are specifically washed, sanitized, and air-dried. All surfaces and toys are sanitized and air-dried daily upon arrival and departure. Classrooms are cleaned and sanitized daily.

### *Hand Washing*

Handwashing has long been established as one of the most important things to prevent the spread of illness.

In our school, hand washing requirements for staff are as follows:

- Upon arrival at school/center
- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

In our school, hand-washing requirements for students are as follows:

- Upon arrival in the morning
- After using the bathroom
- Before and after eating food
- After blowing/wiping their nose

The required method for handwashing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

### *Universal Precautions*

PC Tots follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. PC Tots staff follow the following universal precautions when encountering blood or bodily fluids:

- Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex-free or vinyl gloves are worn. Gloves are never to be washed and reused.
- Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
- Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.

Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

## Toilet Training

High collaboration between you, your child, and your child's teachers makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently so that toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning.



# Safety

## Supervision

PC Tots staff assume responsibility for enrolled children when they enter the classroom or are escorted by a staff member onto PC Tots property. Teaching staff always supervise the children by sight and sound. All classrooms monitor attendance by updating their attendance records throughout the day and counting and matching the numbers of children present with names on attendance records. "Name to Face" headcounts occur throughout the day, particularly when moving about the center at every threshold.

## Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report Form, of which you will receive to read and sign it. The incident will be logged, and a copy of the report will be kept on file at the center for 6 weeks. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in each class. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. Staff are trained in CPR and First Aid.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital. If the person(s) cannot be reached, the child will be taken to IHC Insta-care or Park City Hospital unless parents have designated a different emergency plan.

## Emergency Procedures

We make every effort to be prepared for potential emergencies. PC Tots has an emergency response plan for fire, inclement weather, or if a lockdown becomes necessary. This plan is updated annually and submitted to the Utah Child Care Licensing. These plans are reviewed annually with the staff. This plan is in Brightwheel under documents for parents to review. Additional precautions we take in the event of an emergency are:

- Emergency phone numbers are posted by all phones.
- PC Tots keeps a fanny pack with first aid supplies and emergency contact information for students and staff in each classroom.
- Fire drills are practiced once each month, and shelter-in-place drills every three months to prepare children in the case of an emergency.
- Emergency evacuation plans are posted in each room.
- Annual inspections by the Park City fire inspector.



If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area.

## Emergency Evacuation

In an emergency where the children would be safer remaining indoors, we would shelter them inside PC Tots. If either of our buildings is deemed an unsafe place for children, we will relocate to the following locations:

PC Tots 1: Sheraton Hotel lobby, located at 1895 Sidewinder Drive (across the street)

PC Tots Too: Sheraton Hotel lobby, located at 1895 Sidewinder Drive (across the street)

We will always post our relocation address on the building entrance to the center. We will send an Alert Message through Brightwheel this Alert sends the message in Brightwheel and as a text message to parents. If parents cannot be reached, emergency contacts will be contacted.

## Mandated Reporting Requirements

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. Utah law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of the reported incident. Child Protective Services (DCFS) by calling the hotline: 1-855-323-3237.

Should a staff member have reason to suspect abuse, they will contact PC Tots administration and follow up with an immediate phone call to Child Protective Services. If an administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.

- PC Tots will not hire a person who has been convicted of abuse of any type, and all staff undergoes a fingerprint and criminal background check before employment begins.
- All staff members are responsible for protecting all children from abuse from any child or staff member.
- All staff members are required to report any suspected cases of abuse, whether it is suspected at PC Tots or away from PC Tots.
- All PC Tots staff receive training in recognizing and responding to child maltreatment, including abuse and neglect.
- PC Tots strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated. If the charges are not upheld, the [accountable center contacts] will determine eligibility for reinstatement.

# School Policies

## Smoke-Free and Weapon-Free Environment

PC Tots and including playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including PC Tots, unless carried by a law enforcement officer.

## Transportation

PC Tots does not transport children to and from school or for any off-premises activities. Parents are expected to provide transportation for their children.

## Babysitting

We discourage center staff members from accepting extracurricular babysitting jobs from parents with children enrolled in our centers; however, we realize that some staff members enjoy babysitting, need extra income, and provide a service for the parents.

Babysitting by a PC Tots employee will be permitted as long as the following conditions are met:

- In no way will any extracurricular babysitting arrangement be permitted to interfere with the center's daily operation. Parents and staff members must make all arrangements on their own time away from the center. Staff members will not be permitted to accept or make phone calls during work hours for this purpose.
- Extracurricular babysitting will not be allowed to interfere with the employee's ability to perform their duties at the center.
- Staff members are prohibited from babysitting during PC Tots operating hours.
- Staff members MAY NOT discuss any aspect of the business of PC Tots with a family.
- Staff members will not solicit customers from PC Tots, either for babysitting, in-home childcare, nannyng, or other reasons.
- PC Tots will not be held responsible for any actions or circumstances resulting from any interaction between its staff members and parents/clients that occur away from the center.
- PC Tots reserves the right to direct any employee to terminate any babysitting arrangement that PC Tots determines is not in the best interest of or has a negative impact on the center, its staff members, children, or families.
- Suppose a family enters into an agreement with a PC Tots employee to babysit. In that case, it is a private agreement between the family and the individual, and the sitter enters into the agreement as a private citizen and not a PC Tots employee.

## Section II

# PC Tots Tuition Agreement

## Enrollment Process

Parents may secure childcare applications online at [pctots.org](http://pctots.org) or from the Centers during regular office hours. Regular office hours are 8:00 am to 5:00 pm, excluding 12:00–2:30 pm during scheduled children’s lunch and nap time.

In addition to the application for admission, parents must have a pre-enrollment conference with the Center director. Parents are encouraged to bring their child with them to the pre-enrollment conference.

Upon confirmation of enrollment into PC Tots, parents must submit verification of their Proof of Residency or Employment address in Summit County (For residence, a recent copy of utility bill, rental agreement, or mortgage statement in the parent’s name that lists the address.) Child’s age (Birth Certificate and/or Medicaid card, baptism or blessing certificate, Foster Care placement letter, Hospital Certificate, I-94, or passport.) Their child’s most recent annual physical with current immunization report.

\*The immunization report must show proof of current immunizations, as required by Utah law, proof of receiving at least one dose of each required vaccine before enrollment, and a written schedule to receive all subsequently required vaccinations.

If a parent is requesting a tuition subsidy, proof of income for the previous 12 months (tax forms in the prior year are preferred: also accepted are current year’s taxes, W-2 forms, last three check stubs, child support, unemployment, social security or military income, etc.)

It is the responsibility of the parent to report to the Center Director any change of address, telephone numbers (home or work), employment, emergency contact person, medical information, and email addresses. Parents must keep all information in Brightwheel updated.

## Tuition

### *Tuition*

#### **Our Purpose**

PC Tots is a non-profit that provides our Park City and Summit County workforce families access to high-quality childcare, education, and kindergarten school readiness. PC Tots has a critical mission of having a diverse socioeconomic and cultural blend of children, leading to rich community building and social equity from a young age.

#### **Tuition**

A student’s tuition is billed monthly. Billing payments will occur through Brightwheel and may be made monthly or biweekly per each family’s PC Tots financial agreement. Tuition is adjusted annually.

Tuition is billed monthly so long as your child is enrolled as a student, regardless of attendance. Tuition rates are not reduced for Holidays, Staff Professional Development Days, or student vacations. Tuition rates are subject to change with a minimum of 90 days’ notice.

Tuition as of January 2022:

	Infants/Wobblers 0-18 months	Toddlers 19-36 months	Preschool 3-5 years
Monthly Tuition	\$1,275	\$1,100	\$925

## Subsidies and Scholarships

PC Tots staff will work with families to apply for available childcare subsidies through DWS and scholarships provided by PC Tots donors. Families that financially qualify for Utah's Department of Workforce Services (DWS) [subsidies](#) are required to apply for this childcare assistance.

	Infants/Wobblers 0-18 months	Toddlers 19-36 months	Preschool 3-5 years
Maximum DWS Subsidy	\$1,040 (0-24 months)	\$821 (2-year-olds) \$757 (3-year-olds)	\$754 (4-year-olds) \$731 (5-year-olds)

Families are required to apply for the DWS subsidy if their income is below or at the DWS monthly [income limits](#) for childcare subsidies. Children must be U.S. citizens or qualified aliens. Parents do not need to provide any information regarding immigration status, work authorization, or social security numbers. Single parents must work an average of at least 15 hours per week and make at least minimum wage. For 2-parent households, the second parent must work an average of at least 30 hours a week. The amount of potential payments (paid directly to providers) depends upon the age of the child and the type of provider.

PC Tots' donor-provided scholarships are provided to those families that do not qualify for the subsidy from DWS on an equitable sliding scale based on the Summit County Area Median Income (AMI) and a family's Gross Annual Income. The chart below identifies the monthly parent payment/scholarship amount:

	Infants/Wobblers 0-18 months		Toddlers 19-36 months		Preschool 3-5 years	
	Parent Payment	Scholarship	Parent Payment	Scholarship	Parent Payment	Scholarship
Summit County AMI						
101%-120%	\$1,050	\$225	\$925	\$175	\$775	\$150
81%-100%	\$775	\$500	\$675	\$425	\$565	\$360
51%-80%	\$500	\$775	\$425	\$675	\$350	\$575
Below 50 %	\$225	\$1,050	\$175	\$925	\$150	\$775

Area median income is adjusted annually

Summit County 2022 AMI						
2022	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household
120% AMI	\$129,360	\$145,561	\$ 161,640	\$174,576	\$187,512	\$200,448
100 % AMI	\$107,800	\$121,301	\$134,700	\$145,480	\$156,260	\$167,040
80% AMI	\$85,600	\$96,320	\$106,960	\$115,520	\$124,080	\$132,640
50% AMI	\$53,500	\$60,200	\$66,850	\$72,200	\$77,550	\$82,900
DWS income limits	\$49,524	\$61,176	\$72,828	\$84,492	\$96,144	\$98,328

## Documents Required

Please have the following items ready for the registration meeting

- Verification of the child's age (Birth Certificate and/or Medicaid card, baptism or blessing certificate, Foster Care placement letter, Hospital Certificate, I-94, or passport.)
- Child's immunization record
- Proof of income for the previous 12 months (tax forms in the prior year are preferred: also accepted are: W-2 forms, last three check stubs, child support, unemployment, Social Security or military income, etc.) (If you are not requesting a scholarship, proof of income is NOT required)
- Proof of Residency or Employment address in Summit County (For residence, a recent copy of the utility bill, rental agreement, or mortgage statement in the parent's name that lists the address.)

**Receipts can be printed out via your Brightwheel payment portal for employer reimbursement or tax purposes.**

#### *Forms of Payment*

Tuition balances will be posted 4 days before the first of the month. Tuition is due the 5<sup>th</sup> of each month.

Parents are highly encouraged to pay tuition through our electronic system Brightwheel using automatic withdrawal from a bank account. Through Brightwheel, you can make recurring or one-time payments online using a checking or savings account for no additional fee. If you choose to use a credit card, a processing fee will be added to your payment. PC Tots is committed to the security of your personal information online. Brightwheel payment services do not store confidential banking information and have the highest encryption levels on bank transfers. No one at our company or externally has any access to any customer banking records. All families using Brightwheel for payment must complete a two-step authentication process to verify their accounts.

Cash and check payments are accepted and can be placed in the tuition box by the front door.

Note: Credit and debit cards are also an accepted form of payment. However, Brightwheel has a steep fee for using a credit card.

If online payment is not possible for you, please talk to the Center Director or Program Director about alternate payment method. Special payment arrangements to split the monthly tuition into two payments with half (50%) due on the 5<sup>th</sup> of the month and half (50%) due on the 15<sup>th</sup> of the month may be possible if approved by the Executive Director or Business Manager.

#### *Penalty Charges*

A Late Payment Penalty of \$35.00 will be charged to all accounts on the 10<sup>th</sup> of the month if the tuition payment is not received. PC Tots may discontinue services if tuition is two weeks or more delinquent.

#### *Late Pickup Fees*

A late pickup fee will be charged if a child is picked up after center operating hours. The current operating hours for PC Tots are from 7:30 am until 5:30 pm Sharp, Monday through Friday. If you pick up your child after 5:35 pm, the following fees will be imposed:

Time Surcharge

5:35 pm- 5:45 pm \$15.00

5:46 pm-5:56 pm \$30.00

5:57 pm- until pick up \$30.00 plus \$3.00 per minute

**\*\*Phone calls to notify of a late arrival will not exempt a late fee charge. Accounts will be billed.**

#### *Returned Check Fees or Declined Credit Card Fees*

There will be a \$35.00 service charge for all returned checks or declined credit cards, in addition to a \$35.00 late payment fee. When PC Tots receives three or more returned checks or declined credit cards from a client, we will no longer accept checks or credit cards as a payment method from that client.

#### *Delinquent Accounts*

If payment of tuition is more than two weeks late, PC Tots may discontinue services for your child. All unpaid accounts will be turned over to a collection agency. Parents will be notified before this procedure occurs.

## Termination/Withdrawal Policy

- 30 days' notice must be given, by parents or PC Tots, if either party wishes to terminate enrollment. *Note: See exception for PC Tots listed below.*
- Parents wishing to withdraw from PC Tots will be responsible for the tuition due during the entire 30-day notice, provided the notice is given by the first day of the month. *Note: Tuition is due whether or not the child attends PC Tots during the 30 days.*
- Grounds for termination by PC Tots without 30 days' notice include non-payment, failure to follow health and safety guidelines including immunizations, termination of employment if the parent is employed by PC Tots, and repeated unacceptable or threatening behavior. Tuition must be paid in full for the month, and tuition will not be refunded whether or not the child attends PC Tots during the month of termination.
- PC Tots reserves the right to terminate a child without 30 days' notice if that child becomes a danger to other children and the Center Director or Program Director deems other children at the center are unsafe in the presence of that child or if the child cannot be placed in group settings. Parents will be made aware of the repeated unacceptable behavior by their child from incident reports and discussions with PC Tots staff before termination. Tuition will not be refunded in the case of termination due to repeated unacceptable behavior.

## Section III

### Agreement page

I have read and understood the PC Tots Parent Handbook and agree to abide by the policies and procedures as stated

Signature of Parent/Guardian \_\_\_\_\_

Date

\_\_\_\_\_  
\_\_\_\_\_

I have allowed the above parent to ask questions and discuss the policies of PC Tots and any other item of concern after receiving this Parent handbook.

Directors Signature \_\_\_\_\_

Date

\_\_\_\_\_  
\_\_\_\_\_

A PHOTO COPY OF THIS PAGE WILL BE PLACED IN THE CHILD'S FILE.

CHILD'S NAME \_\_\_\_\_ DATE OF ENTRY \_\_\_\_\_

### Closing Statement

The Staff and Board of Directors of PC Tots thanks you for taking the time to read this Parent Handbook thoroughly.

We hope this handbook explains our policies and procedures and answers your questions. The security systems we have in place exceed the State Childcare Licensing Standards, which tells you the safety and security of the children enrolled in our centers is of the utmost importance to us. The educational programs described tell you your child's education is also of the utmost importance to us. We will strive to meet or exceed your expectations and value any comments you have to help us improve the childcare

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service we provide.