



# Tinkertime Parent Handbook

## Philosophy

Tinkertime believes children need the time and freedom to explore and learn in a loving, safe and stimulating environment. Tinkertime is a play-based and child-led preschool. We believe children are active learners and thrive in an environment that provides meaningful contextual learning. We understand that education is an ongoing process of learning and is unique to each child. We learn through play with engaging process art, sensory play and outdoor play, gardening, dancing and learning from each other. We are Reggio-inspired and strongly believe that children learn best when they are actively engaged with their environment and use all their senses. We cultivate the ability to wonder, to explore and to discover through our thoughtfully designed space and curated centers and provocations. We have designed our program with an environment that encourages children to freely explore our space. We believe teachers are co-learners and collaborators with the children. Teachers play in partnership with the children to deepen their learning experiences. We believe the environment acts as an additional teacher and should provide authentic and meaningful tasks that encourages children to work together.

## Daily Routine

10:00-11:15 Indoor Activities-process art, sensory play, manipulative play, play dough, science, math, reading, writing development, blocks, dramatic play, dance, music, and stories

11:15-11:30 Gathering Time/Circle Time- stories, music and movement, finger plays, songs, discussions

11:30-12:00 Lunch-family style, children set the table, and self-serve a diverse selection of nutritious food

12:00-12:45 Outdoor activities (weather dependent)-climb, swing, run, gardening, table activities, art, water, sand, dramatic play, books, and nature exploration  
12:45-1:00 Closing circle- goodbye song and parent pick up

## **Discipline Statement**

Tinkertime's approach to discipline is teaching children to express themselves through words. Communication between children is an important social skill. We use redirecting and communication. Building emotional regulation is vital in our program and taught by modeling regulation behaviors and setting clear, reasonable and developmentally appropriate expectations. We use when/then statements- a statement to encourage a child to accomplish something before going on to something else. A child may need to "take a break" when they have temper-tantrum type behavior and/or is hurting self or others. The child is separated from the group until the child can demonstrate calm behavior and then joins the rest of the group.

## **Enrollment Process**

The following forms are required and need to be completed prior to placement.

1. Registration form signed by parent/guardian
2. Complete immunizations records and/or completed exemption forms completed by the child's physician
3. Written consent for the child to receive medical treatment
4. Allergy form completed
5. Signed handbook procedure agreement (last page of handbook)
6. If parent is an Idaho Child Care Program (ICCP) participant the Health and Welfare monthly invoice, mailing address form and confirmation of eligibility from Health and Welfare is required to be completed prior to placement.

## **Meals/Snacks**

Tinkertime provides a well-balanced snack. Snack time is served family style. Tinkertime emphasizes fresh, seasonal and natural foods such as fresh fruits and vegetables, whole grain breads.

*Sample menu:*

*Cereal, fruit & organic milk*

*Pancakes (or waffles), fruit & organic milk*

*Spaghetti, green beans, whole grain dinner roll & organic milk*

Filtered water is always available.

### **Bringing in snacks/treats for birthdays:**

All treats/snacks must be individually packaged.

## **Illness**

I understand I will be notified if my child is not feeling well, and that it will be necessary to arrange pickup for your child as soon as possible. Your child must be fever free and symptom free for 24 hours before returning to school. If your child is exposed to a contagious disease, I agree to notify the owner.

Symptoms for exclusion:

- Fever of 101 degrees or higher
- Diarrhea (three or more watery stools within 24 hours)
- Vomiting on two or more occasions during the past 24 hours
- A draining rash
- Eye discharge or Pinkeye
- Lice or Nits
- Too tired or ill to participate in normal activities

## **Daily Sign in/out**

I agree to complete the sign in/out procedure every day. Your child must be signed in and out by parents, or a person you have specifically authorized, whose name is listed on the child's enrollment and emergency packet. The person that signs your child/children in or out **MUST** be 18 years or older. **NO CHILD WILL BE RELEASED TO ANYONE WITHOUT YOUR AUTHORIZATION.** If custody is an issue, we must have a notarized court order on file outlining the custody arrangement. Identification will be requested from any person picking up your child AND must be on a approved pick up list. PLEASE DO NOT LEAVE YOUR CHILD(REN) UNATTENDED OR UNSUPERVISED FOR ANY REASON! At the end of the day, when you pick up your child, collect his/her belongings, notify the teacher of his/her departure, and sign out.

## **Emergency Evacuation**

Fire Drills-fire drills will be practiced monthly.

- In the event of an emergency that requires the children and staff to leave the building, the children and staff will walk to the back end of Tinkertime's

property (by the shop). Staff will contact parents/guardians and arrange for pick up.

- In the event of an emergency that requires the children and staff to leave the property, we will walk to North Idaho Floors at 780 N Thornton St Post Falls. Staff will bring the emergency contact list and call parents /guardians to notify of the emergency and arrange for pick up.

## **Immunizations**

Up to date, **Complete Immunizations are REQUIRED**- An attached copy of the most recent records is **required** with your application. We do accept the Idaho Exemption form. An exemption form can be provided upon request, and must be completed by your child's physician.

Immunization records are kept on site.

## **Medication**

Medications may be administered under the following conditions:

Consent: WRITTEN parental consent is required to administer ANY medication.

**Prescription medication:** All prescription medication MUST be in its original container and be properly labeled with the child's full name, date prescription was filled or medication's expiration date, and legible instructions for administration, such as manufacturer's instruction or prescription label.

**Non-prescription medication:** The following can be given with written parental consent only as to the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing medication. The following are acceptable non-prescription medication:

- Antihistamines
- Non-aspirin fever reducers/pain relievers
- Anti-itching ointments or lotions, intended to specifically relieve itching
- Diaper ointments and powders intended specifically for the use in the diaper area of the child.

Unlisted non-prescription medication: a physicians authorization is needed for non-prescription that is not included in the above list, OR if it is to be taken differently than indicated on the label or lacks labeled instructions.

## **Good Hygiene**

Hand washing: hands will be washed before and after meals, after bathroom use, nose blowing or wiping and messy play.

Toys and equipment: these items will be sterilized daily or as needed with recommended bleach solution.

## **Potty training**

Children do not need to be potty trained to attend Tinkertime preschool.

Diaper changing-latex free gloves are worn for changing diapers and changed between each diaper changed, hands are also washed before and after changing diapers. The changing mat is sterilized after each use. Soiled diapers will be disposed in a closed and sanitized container.

## **Allergy**

Please complete the allergy form.-See attachment-

## **Holidays**

I understand that the Preschool is closed for the coming holidays, and I am aware that there will not be a tuition adjustment for these days.

- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Day after Christmas
- New Year's Day
- Martin Luther King Day

## **Monthly Tuition**

Monthly tuition, including ICCP co-payments, are due by the 7th of each month.

A \$25 late fee will be issued if received on or after the 8<sup>th</sup> of the month. The school reserves the right to deny further attendance of the child to the school in this case.

## **Withdrawal**

Tinkertime requires a 2-week written notice for all withdrawals and cancellations. The current month's tuition is non-refundable.

## **Child's Supplies**

Parents are requested to supply the following necessary items for proper care of your child:

- Seasonal clothing appropriate for weather-hat, gloves, coat, boots, snow gear
- An extra set of clothing
- Diapers and wipes (if necessary)