Big Red Barn

2175 S Arizona Ave

Yuma AZ 85364

(928) 783-3815

Policies and Procedures Handbook

Owners/ Directors

Suzette Reyes and Sandra Escalante

Provider Experience

Licensed with State of Arizona Department of Health Services

Involved in State of Arizona Empower Pack Program

Certified Infant/Child CPR and First Aid

Owners have Masters Degrees in Elementary Education

**Services:**

Full day, Half day,1 year old, 2 year old, 3 years old, 4 year old, 5 year old child care, and school age after school child care through the age of 10. Occasional evening and weekends for special occasions.

**Hours of Operation:**

6:30am to 6:00pm Monday- Friday

**Holiday closings:**

New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, Good Friday, Fourth of July, Open House Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and day after, Christmas and the day after.

**Enrollment:**

We have open enrollment available anytime until full capacity has been met then a waiting list will begin. All students must have an enrollment contract, immunizations, photo release and student information sheets on file. To get on the waiting list fill out the paperwork online or stop by for a tour and pick up a packet.

**Child Care Philosophy**

Our unique approach allows each child to grow and develop in a natural environment while interacting with the world around them.

Big Red Barn has a comprehensive curriculum that fosters an appreciation for agriculture’s contribution to society. The curriculum focuses on agriculture, animals, and an appreciation for our environment. We provide a positive atmosphere for physical, social, emotional and intellectual growth. This whole child approach allows each child the opportunity for direct interaction with plants and animals while learning the important aspects of care and conservation of our world.

Big Red Barn has a beautiful garden filled with fruits and vegetables sure to fill the curiosity and stomachs of your children. We believe that children should experience good old outside playtime complete with games, water play, tricycles, and hands on activities to develop confidence in physical capabilities. We embrace the concepts of discovery-based learning through play, sensory exploration, creative expression, and most importantly making friends and developing social skills.

**Staff**

Each of our classrooms are staffed with highly educated teachers and assistant teachers to

ensure each child receives all the one-on-one attention and care they deserve. Rich

curriculum, lesson plans, field trips, guest speakers and parent and community

involvement are key to us at the Big Red Barn. We strive to provide an experience for

your child like no other.

The teaching staff promotes learning by:

* Providing an environment which encourages discovery, experimentation, and the opportunity to see the results of one’s actions.
* Developing activities that encourage development based on children’s abilities and interests.
* Encouraging problem-solving and reflection by asking open-ended questions and providing information in response to children’s ideas, insights and concerns.

**Typical Daily Activities**

Natural science experiences

Dramatic play

Art activities

Large and small motor activities

Music and movement

Cooking and food experiences

Language activities

Sensory activities

Building & block play

A Typical Day at Big Red Barn, children have daily experiences with nature in the classroom and on our grounds through…

* Planting, tending and tasting from vegetable gardens;
* Feeding, grooming, petting, and caring for farm animals and pets;
* Exploring local nature areas on walks and hikes;
* Building and creating art with seeds, mud, feathers, twigs and other natural items
* Discovering that our actions matter – that we all have a lasting impact on the natural world around us.

**Discipline**

Since children occasionally need discipline, it is important that we share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel “bad” or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future. We state expectations and show your child how to make amends. We give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices. ***No physical discipline is ever used!***

**Gross Misconduct:**

We will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists. The directors have complete discretion to determine if a child is able to remain in the program or not.

Biting Policy:

1st Child will be taken to the office and parents will be contacted

2nd Child taken to office, parents contacted and child will need to be picked up for the day 3rd Child will be taken to the office, parents contacts, child will need to be picked up and the directors will set up a meeting to further discuss the situation.

The student will be terminated from the program if the biting persists.

**Child’s Health**

**If illness or other emergencies should arise during child care hours you will receive a phone call to pick up your child.**

Parent/guardian must also complete a medical emergency card entitled “Child Information Card” and update as necessary.

In accordance with the Arizona State licensing policy, your child cannot be admitted to preschool with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbally (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children. Should your child have signs or symptoms requiring exclusion from the preschool he/she will be isolated and the parent/guardian or other authorized person will be notified immediately to pick up your child. **There can be no exceptions since illness spreads quickly among children.**

1. The child has any of the following conditions:
* Temperature: Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility.
* Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
* Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
* Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
* Mouth sores with drooling, unless a health care provider or health official determines the condition is non-infectious;
* Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
* Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
* Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
* Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
* Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.

Always inform your doctor at every sick visit that your child is in preschool so that he/she can approve in writing your child’s return to preschool.

If your child had an immunization update, please remember to provide a record of the immunization so that it can be attached to your child’s health appraisal.

We have a health specialist on staff that will make the determination on the condition of the children, contact parents and keep a log of all situations.

**Injuries:**

Children will be closely supervised in an attempt to prevent injuries, but accidents resulting in injury do occur. All staff has been trained in first aid and CPR. If the injury is minor (requiring only a Band-Aid or ice) you will be notified about it when you pick up your child as well as an accident report for your records. If it is serious, you will be contacted and appropriate steps will be discussed. If an injury is very severe, we will call 911 for assistance then you will be contacted. If you cannot be reached, we will call the emergency contacts listed on your “Child Information Card” (Please remember to keep this card up-to-date).

**Child’s Medication:**

Medication will not be administered by any staff or stored at Big Red Barn. If a child needs daily medication a parent will have to come and administer it to them. BRB staff will administer any lifesaving medication that has to do with breathing such as inhalers and allergies that may require the use of an Epipen. CPR and first aid may also be administered by staff that are certified to do so in case of an emergency.

**Drop Off:**

Drop off time can be very busy and sometimes stressful for parents. A few things that will help that transition are: Please take your child to a teacher or classroom so they are accounted for and checked in. Leave their bags and stuff in their classroom or their marked cubby. Sign your child in at the front office. If your child is struggling please ask a teacher for help, they are happy to take the time to help your child.

Children have to be dropped off no later than 11:00am. We understand that parent’s schedules are all different but in order to schedule the proper amount of staff and not disrupt naptime we need them checked in by 11:00am. Remember that if you bring them later than the 8:25am classroom start time they may miss the project, plants & animals, circle time and curriculum for that day. Bringing a child only for naptime also tends to make school a more negative thing and they may take longer to adjust. Doctors apt and things of that nature are the only exception to the rule.

**Late Pick Up:**

There is a $10.00 late fee for each additional 5 minutes past our pick up time. This will be billed to your account. Parents will be contacted first followed by the emergency contacts. If we cannot reach anyone and you are more than 1 hour late we will contact the police department and or child services.

**Nutrition:**

All meals will follow General Nutrition Standards set by the State of Arizona.

Lunch and snacks will be served daily to all students.

Breakfast will be available for all children present at facility by 8am.

A weekly menu of planned meals will be sent home and posted at the facility**.**

Parents may send lunch or snacks with their child if they choose.

If your child has any special dietary needs or allergies please make sure it is noted on the information sheet.

Any food grown in the garden will be properly cleaned and prepared before consumption.

If you are bringing lunch or outside food please make sure they have it for their designated lunch time.

**Breakfast:**

Breakfast will be served for free to children that want to eat between 7:30am-8:00am. After 8:00 am breakfast will not be available. You are welcome to bring breakfast for your child but they will need to eat in the kitchen from 7:30am-8:00am.

**Transportation/ Field Trips**:

We do not provide transportation except from the Yuma Bus Barn specifically for field trips. When the opportunity to go on field trips comes up we will send out permission slips.

**Release of Children:**

It is important that we protect your child by ensuring that your child does not leave with a person you have not authorized on your “Child Information Card”. Please give a written note at the front desk when someone else that you have not authorized on you “Child Information Card” will be picking up your child. Even if it is an emergency, we must have your permission to release your child to someone other than you. The person picking up your child will have to show a picture ID before they will be released from our care.

**Naptime:**

Nap time is a time when we strive to have a calm quite facility. If you arrive for pick up during nap time we ask that you **wait in the office area** for a staff to bring your child to you. This will help ensure that the other children are not disturbed during nap time. Please speak to a member of the front office if you have any questions.

**Supplies:**

As you might imagine from the school description, students will need to be dressed for outdoor activity in all kinds of weather. Parent/guardian will provide extra clothes, sun screen, and jackets will be required for each student’s safety and comfort. Please mark all supplies with the child’s name.

BRB will supply sleeping cots. If your child has a favorite sleeping blanket or stuffed animal, they may bring them to sleep with. All sleep stuff needs to be taken home on Friday to be washed and then can return.

**Toys:**

In order to keep toys from getting lost or dirty please refrain from bringing them to school. The only exception to this is show and tell days. The toys can be placed in the child’s cubby or backpack on those days. The toys will be permitted to be out only during specified times. The BRB is not responsible for lost toys.

**Fee Payment Guidelines**:

All tuition is to be paid the 15th day of the month. For example, your account will bill on the 1st of every month and you have until the 15th to pay your bill whether it is weekly, biweekly or monthly is up to you.

Late fees of 10% will be applied to accounts on the 16th of each month.

**If your tuition is not paid in full by the 20th day of the month your child will not be permitted to return to school.** You will have ten days to catch up your payment and to ensure your spot. A thirty, sixty and ninety day late fee will be applied to every delinquent account. After 90 days your account will be turned over to a collection company with an additional 40% charge to cover their fees. There is no exception to this rule.

Payments will be accepted in form of cash, paid with a credit card through our credit card processing company or by check. You will be responsible for all fees incurred if a payment is returned.

Second child discounts are 10%.

Tuition is due regardless of student attendance. You are paying for their spot not for their attendance. We offer two weeks free for vacation time each school year. If you miss a day on your regular schedule you will need to request through the office to make up the day depending on availably. Tuition is billed monthly and holidays are not discounted.

Refunds will be done either through a check or a refund to your credit card within 14 days.

**Vacation Time:**

Every family will get two free weeks of vacation time a school year (August through August) where they will not have to pay tuition. These weeks need to be discussed with the office and scheduled. The vacation time will need to be in writing on the Parent Vacation Request Form and turned in to the office with a 2 week prior notice. The vacation time will not be approved if 2 week prior notice is not given. There is no exception to this rule. The Parent Vacation Request Forms are available online and in the front office.

**Summer:**

Although we are open year round we do have a summer schedule that we run for the months of June & July. During that time we have siblings and other children with us temporarily. August will start the new school year. This is the time that classrooms will change, children will move up and new school year curriculum will begin. Due to scheduling classes and staff we need to have accurate and timely plan in place for each student. The options for our **existing** BRB students are as follows. There are no exceptions to this.

\* Your child can remain at the BRB for the summer in their regular schedule and tuition rate.

\* Your child can remain at the BRB for the summer but change their schedule **only** if there is availability.

\* Your child can pull from the BRB for the summer and pay half tuition to save their spot for the August school year.

\* Your child can pull from the BRB and not be charged, but will be placed back on the waiting list for the August school year with no guarantee of having availability.

\* You can use your two weeks’ vacation during this time with the proper two weeks’ notice and form filled out if you have not yet used them.

\* The summer plan paperwork will have to be filled out and returned to the office no later than April 1st or you will be charged and responsible for your regular tuition fees.

**Time off:**

We understand that things come up with illness, family vacations and other situations. Our policy is that you pay for your child’s spot not their attendance. Full tuition for your schedule will be due regardless of your attendance. The only exception to this is the vacation weeks as stated above.

**Termination:**

Parent/Guardian will give **two weeks written notice**, and two weeks full payment to terminate your child’s enrollment in child care regardless as to whether your child is present. If two week notice is not given, you are still financially obligated for the two weeks of child care fees and late payments.

**A Few Final Thoughts:**

* We carry Insurance through Philadelphia Insurance Co. the policy is available on site for review upon request.
* Inspection reports are available on site for review.
* A Notice will be posted 72 hours before as pesticide is applied on the facility grounds.
* We are regulated by Arizona Department of Health Services 150 North 18th Avenue
Phoenix, Arizona 85007 Phone: (602) 364-2536 Fax: (602) 364-4808 and Yuma County Health Department 2200 W. 28th ST Yuma, AZ 85364 (928) 317-4550
* Parents are always welcome and even encouraged to stop by or spend time in your child’s class or to join them for lunch. We believe that parent involvement is essential to the growth and development of your child and their experience at Big Red Barn.
* Communication is essential to a successful child care arrangement. The parent and provider need to have a good working relationship so they can communicate and work together. Parent and provider need to exchange pertinent information in the child’s life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child’s feelings, behavior, and well-being. We encourage parents to participate in school activities and be actively involved in their child’s learning.
* We have an open door policy and invite you to share with us in person, in writing, by telephone, or schedule an appointment to talk about any concerns or issues.
* Thank you for trusting your most precious gifts with us. We look forward to watching your children grow with us!



Parent Handbook

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have fully read and understand the parent handbook and agree to abide by BRB polices.

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

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