STAY –N- PLAY

PARENT HANDBOOK

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# **Executive Summary**

## Objectives

To provide an educational learning environment for children ages 3yr-12yrs in a safe environment. A program that will prepare preschool children for kindergarten by providing the appropriate learning skills needed according to the state standards. A program that will provide structured after school care for school age children.

## Mission Statement

Stay N Play believes that every child should be provided a learning opportunity that is appropriate for individual needs through a variety of teaching tools and qualified educators who will help them succeed. Stay N Play believes in providing care with a safe, structured learning environment, and providing children with the resources needed to learn and grow.

## Keys to Success

Stay N Play believes the key to a successful child care program is to provide our service to all children regardless of family income, learning level, or physical ability. Stay N Play believes it’s important to integrate social play, cognitive skills, and motor skills into the program for the all ages. Stay N. Play has been providing an excellent after school program as the West Clark Community School’s Professional Childcare since 1994. Our credibility is the biggest reason Stay N. Play can and will be a very successful program for the children in the community. Ours programs are structured learning environments, with activities or lesson plans, curriculum, & staff training needed to meet the state guideline. I have experience providing this type of program to the children, and a family that has supported my business and has contributed greatly to the success of Stay N. Play.

# **Description of Business**

Stay N. Play started the before & after school programs at Henryville Elementary and Silver Creek Elementary in 1994. Several years into the program we began providing care all day for kindergarten children who only went to school for half day. This was a very successful and much needed program. This program was discontinued when all day kindergarten began. However, after school and summer care continued at both locations.

I began my company, Stay-N-Play Inc., after completing my Bachelor in Elementary Education in 1994. Since then, I have continued my education by completing my Master in Elementary Education and my Principal certification. I am very involved in every aspect of running this company. I am the program administrator, human resource personnel, lead teacher in the after school programs, and many other job titles. I believe that providing a service that our community and children can count on is very important. I believe that keeping a childcare open and operating for this many years does show the dedication and determination that I and also my family have put into this business.

## Company Ownership/Legal Entity

SNP is incorporated as s-corporation. Teresa Porter the owner with 100% ownership of the company. SNP follows all state regulations and guidelines. She started this company 1994.

## Location

We are located as an after school program at all 4 WCCS locations, a preschool program at Borden & Henryville Elementary and an all-day program (6:45am-6:00pm) at the Silver Creek Elementary School during all days that children are out of school. .

## Hours of Operation

**Henryville Hours: Preschool**

Preschool session 1– 9:00 am to 12:00 pm Mon-Thurs

Preschool session 2 - 12:30 pm-3:30 pm Mon-Thurs

**Borden Hours: Preschool**

Preschool session- 11:15am-2:15pm Mon-Thurs

**AFTER SCHOOL CARE**

**Henryville 2:45-6:00 pm Borden 2:45-6:00 pm, Silver Creek and Primary Elementary 2; 30-6:00 pm**

**Silver Creek All Day – 6:45 am-6:00 pm**

**PRESCHOOL SCHEDULE**

**Preschool -3hr program**

**9:00 am-9:45 am & 12:30pm -1:15pm - Circle Time**

* Attendance
* Announcements
* Pledge
* Day of week, month, year
* Letter of the Day & Number of the day & Color of the Day
* ABC’s, #. Colors

**9:45 am-10:00 am & 1:15 pm – 1:30 pm -Restroom break/wash for snack time**

**10:00am-10:30am & 1:30pm - 2:00pm – Snack Time/Story Time**

* Eat Snack
* Teacher reads a story

**10:30 am-11:10 am & 2:00 pm – 2:40 pm – Social play Time**

* Free center time to play with a variety of hands on activities
* Computers, building blocks, play dough, coloring, sensory table, housekeeping center, cars, dolls, puzzles, dress up, etc.

**11:10am – 11:20 am & 2:40 pm -2:50 pm Transition/clean up classroom**

**11:20 am – 11:45 am & 2:50 pm – 3:15 pm – Table time**

* Books
* Table activities

**11:45 am-12:00 pm & 3:15 pm- 3:30 pm- Time to leave**

* Get backpack ready and stuff to take home.

**After school programs 2:30pm -6:00pm**

**2:30pm -3:15pm - Quiet time / movie**

**3:15 pm – 3:30 pm - Restroom / wash for snack**

**3:30pm – 4:00pm – Snack time /sharing**

**4:00pm – 5:30pm – after school care- learning centers- free time to play**

**5:30pm-6:00pm - clean up time –ready to go home**

## Products and Services

Stay N. Play will provide a learning environment with age appropriate materials and tools to benefit each of the children in the program. The program will offer a wide variety of activities such as; homework time, tutor time, circle time, social play, gross motor skills, cognitive skills, computer skills, physical skills, plus lots of activity learning and hands on activities to help their minds grow. Fees will be charged to each customer for all programs.

**FUNDING**

Weekly fees will be paid by the customers for the service they enroll in. This is how the program is funded.

## Staff 1:10 ratio

All staff will meet the state regulation and be required to do the following;

CPR/1st Aid certification

12hr training a year at conferences

Drug Test, TB Test, physical, criminal check

 **FEES FOR CHILD CARE.** Child care fees for pre scheduled child care are $\_\_\_\_\_ per week. Full-Time. Child care fees are due and payable regardless of the child (ren)'s attendance.

 **FEES FOR UNSCHEDULED CHILD CARE.** Child care fees for any unscheduled hours will be charged according to hours used.

**TIMING AND METHOD OF PAYMENT.** The Parent(s) shall pay child care fees on or before Thursday 6pm the week before service is provided. Payments may be made by auto pay, check and money order. NO CASH POLICY In addition, if fees are not paid in full and on time, the Parent(s) agrees to pay a $50.00 per day late fee. If fees are not paid within 3 days, the child (ren) will not be allowed to attend the facility until payment is received in full.

  The Parent(s) agrees to pay a $35.00 fee for all checks returned unpaid. If a check is returned unpaid, all future payments by the Parent(s) shall be made with a money order.

  If any payment obligation under this Contract is not paid when due, the Parent(s) agrees to pay all costs of collection, including reasonable attorney fees, whether or not a lawsuit is commenced as part of the collection process.

 **REGISTRATION FEE.** The Parent(s) shall pay $25.00 per child as an initial registration fee when this Contract is signed. The registration fee is nonrefundable and is not applied to any child care fees.

 **TRIAL PERIOD AND TERMINATION OF CHILD CARE.** The first two weeks of enrollment in Stay & Play Childcare, Inc's facility is considered a "trial period." Child care may be terminated by either the Provider or the Parent(s) during this trial period without advance notice. After the trial period has passed, child care may be terminated by the Parent(s) by providing the daycare with two weeks advance written notice. If the Parent(s) fails to provide two weeks advance written notice, the Parent(s) agrees to pay the regular scheduled fees for the two weeks or portion of such two weeksimmediately after such notice during which the Provider had no notice of such termination.

Stay & Play Childcare, Inc. retains the right to terminate this Contract without notice for the following reasons:

- The child (ren)'s behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.

- A Parent's behavior is threatening or abusive to the other children or providers at the care facility.

- Child care fees are 3 days or more delinquent.

- The child (ren) is absent for 3 days or more without reasonable explanation or payment from the Parent(s).

- Failure to follow all daycare policy and procedures

 **Participant rules are**

* Children must follow the instructions of all staff
* Children must be potty train to attend
* Parent must sign child in upon arrival and sign out before departure
* Children will get snacks and remain seated until they receive instructions from the staff
* No toys, sports equipment cell phones, IPods, or other personal items at the program
* Children must participate in activities to their level of ability
* Parents must be courteous and respectful to all staff and children
* Children must follow school rules while in the program
* Children are to use equipment appropriately – no going upside down on monkey bars, no walking or crawling upward on the slide, no jumping out of swings
* The use of profanity and inappropriate conversation will not be permitted
* Children are to line up promptly and quietly when the group is moving from one location to another and should always stay behind the teacher
* Children should not engage in any behavior or activity that may cause damage to property of the school, the program or other person’s personal belongings
* No chewing gum or red colored drinks allowed
* No Bullying permitted- no tease, harass or threaten other children or staff for any reason.
* No tobacco, alcohol, other drugs, guns, knives, explosives, or weapon will be permitted on the child or person entering the daycare. Dismissal from program if this happens
* No act of violence or intimidation will be tolerated by anyone in the program.
* Must be potty trained to attend program

  All terminations of this type can be made effective immediately.

  **ITEMS SUPPLIED BY PARENT(S).** The Parent(s) shall provide the following items to Stay & Play Childcare, Inc for the benefit of the child (ren) whenever reasonably requested by Stay & Play Childcare, Inc: assigned snack the beginning of each month. During the first 2 weeks please supply the following 1 pack of markers, 1 pack of construction paper, 1 pack of copy paper, 1 can of sanitizing wipes, 4 cans of playdough, 1 pack of dry erase markers, 1 pack of wet wipes, washable paint, 1 bag of candy, change of clothes, backpack, spiral notebook, folder with plastic slips on the front and back, child scissors, and a pencil box.

In addition, Stay & Play Childcare, Inc may request that the Parent(s) supply a specific item for the benefit of the child (ren) from time to time. If the Parent(s) has failed to supply the item within a reasonable period of time, then Stay & Play Childcare, Inc may purchase the item and the Parent(s) agrees to reimburse the Provider for the reasonable cost of the item.

This is just a brief outline of our program. You signed an Intake agreement and contract with more detailed information at enrollment.

**Contact Information:**  *like us on facebook “Stay-N-Play”*

visit our website www.snpdaycare.com

snpdaycare@yahoo.com

Teresa Porter Owner 812-725-2789

Borden 812-725-2789 for preschool program or 812-967-7010 for after school care

Henryville 812-294-3318

Silver Creek Elementary 812-246-7444

Silver Creek Primary 812-704-2166