

Munchkin Academy Policies and Procedures

Drop off and Pick up

At Munchkin Academy, safety for our children is our number one priority. We will not release your child to any other person(s) besides those specified on the registration form (child's parent/guardian or emergency contact person/daycare provider). If a parent/guardian wishes to have someone else pick up their child from one of our programs, we will require a written note ahead of time or your child will not be released until a parent or emergency contact person has arrived. Any staff(s) at Munchkin Academy may ask to see photo identification before the child is released. We ask that the emergency contact live within a reasonable distance from the school in the event they be called to pick up the child. Signatures will be required at drop-off and at pick-up.

To ensure the safety of our little Munchkins as well as our staff, the doors to Munchkin Academy will be locked at all times. They will be unlocked 5-10 minutes prior to the start of the program and will be locked 5-10 minutes after the start of the program (ex. Program to start at 8am. Doors open at 7:50am, doors locked at 8:10am). If a parent/guardian is late dropping off/picking up, or needs to pick up a child during a program a doorbell will be available to be rung and alert the staff someone is at the door. A phone call can also be made however not always will someone be able to answer during school hours.

Late Policy

At Munchkin Academy we understand that situations arise where parents may not be able to pick up their child on time, unfortunately, we run on a strict schedule and will not be able to make exceptions for late pick-ups. When a parent is late for a pick up time without notice, or if a parent calls to inform the staffs that they will be late for pick up time, they will need to either arranging an alternate ride for their child, or they will be charged a fee of \$5 per every minute they are late. These late times will be documented and in the event of multiple incidents, further measures will be taken.

Toilet Trained

At Munchkin Academy we require all of our students be toilet trained prior to the start of the school year. We will not change diapers or pull-ups unless



it is for medical reasons. We understand that accidents happen and sometimes cannot be avoided. We ask that parents/guardians send in a change of clothes to be kept either at school or in your child's backpack in case of an accident. If an accident occurs, a staff member will help the child as needed and make note to the parents at the end of the day.

Nutrition

A balanced, healthy diet is important and encouraged at our preschool. We ask that parents provide a healthy, balanced snack for their child while they are here. We do have a fresh water filter system and will provide water at snack time but if you wish to send a water bottle for your child please ensure all containers and drink cups are labeled with your child's first and last name.

We are a **PEANUT FREE** environment! If you send your child with 'peanut free' peanut butter, please label!

Administration of Medication

At Munchkin Academy we will **NOT** administer any medications with the exception of certain anti-biotics, medications for allergic reactions, and/or puffers for asthma. If your child requires medication due to illness, they should remain at home until they are symptoms free for 24 hours. If your child is given anti-biotics that are taken for an extended period of time (example: 10 days) and are symptom free, we will administer their medication if it is required during the hours they are at Munchkin Academy. The medication must be in its original bottle with the labeled directions and dosage (must be administered according to the labeled directions) and a parent must provide a written consent. All medication, including ones that may be needed in an emergency, will be stored in a locked container that is inaccessible to the children. If an Epi pen or a puffer is required, we would prefer to have ones that can stay at school to eliminate the possibility of being lost or forgotten in transition.

When any medication is administered, the following will be recorded:

- The name of the child
- The name of the medication
- The time of administration
- The amount administered
- The initials of the person who administered the medication

Supervised Care for Sick Children



If a child is sick during hours of operation at Munchkin Academy they will be taken to the 'sick room' to ensure the safety of the other children, as well as the safety to the sick child. A staff member will contact the parents/guardian or the emergency contact person and they will be required to pick up the child from the program. If the child vomits, has bad diarrhea, or has a fever over 100 degrees, they will be required to be picked up immediately and asked not to return until they are symptom free for 24 hours. If no symptoms are present during preschool hours, the child will be monitored and the parents will be informed at pick-up time.

The following is Munchkin Academy's sick policy and procedure:

- Symptoms: vomiting, having a fever over 100, diarrhea, or a new or unexplained rash or cough.
- Protocol for assessing an ill student: Check for a fever, vomiting, diarrhea, or any other abnormal symptoms or rashes.
- At Munchkin Academy, when a staff member knows or has reason to believe a child is exhibiting the signs or symptoms of illness, a staff member must ensure that the child's parent arrange for the immediate removal of the child from the program premises.
- If your child has been removed from the program because they were ill, they must not return until the child no longer poses a health risk to other persons on the programs premises. Acceptable evidence may include a child is symptom free for at least 24 hours or a parent has a physician's note.
- When a parent fails to arrange for the immediate removal of a sick child, a staff member must discuss the sick policy with the parent and explain the importance of removing the child in order to keep the other children healthy. This information will be documented in case of further incidents and may result in the permanent removal of the child from the program.

Child Discipline Policy

Preschoolers are still learning right from wrong and we do our best to use preventative actions when dealing with inappropriate behavior. Physical and/or mental punishments are never used at Munchkin Academy. Instead we are clear about expectations and consequences. We provide positive guidance, redirection, time-outs and open communication with the child's parents about any behavior issues. If a child is displaying inappropriate behavior, we first attempt to redirect them, meaning we help them find a new activity or a quiet spot to calm down. If the redirection is unsuccessful, the child will be given a verbal warning. If the verbal warning is unsuccessful, the child receives a time-out. A time-out involves



moving the child to a quiet area where they can "cool down" or think about their behavior. They are asked to sit for one minute per year of their age and are then encouraged to discuss what they thought about. We aim to keep our environment a positive one and shower the children with praise when they are showing kindness to others and are behaving well. Any major behavior issues will be noted in the child's journal and discussed with the child's parents at pick-up time. We aim to keep a very open communication line with our parents and to keep our expectations and consequences clear for the child and parents.

Bad Weather Procedure

In the event of severe weather, and the preschool needs to close its doors, a notification will be put up on the Munchkin Academy website and all Munchkin Academy social media accounts. We will also send out an email to all parents stating the school closure and when our doors will be re opened. If a parent is unsure about a preschool closure, they can always contact the staff to further inquire. In the event that something happened within the business complex and the preschool is closed for unforeseeable reasons, we will follow the same procedures as above in contacting parents.

Emergency Evacuation Procedure

An emergency evacuation is implemented when conditions make it unsafe to remain in the building. An evacuation provides for the orderly movement of students and staff from inside the building to a designated area outside the building. In the event of an emergency evacuation (due to fire or other harmful activities), the staff at Munchkin Academy will evacuate the children in the most efficient and effective way possible, ensuring their safety is the number one concern. A designated area will be assigned outside the building where the children will be taken, or, in extreme weather, a designated spot inside a nearby building will be assigned. An attendance count will be conducted and the staff will ensure all children are safe. Once the area is **ALL CLEAR** by authorities and it is safe to return, the Munchkin Academy staff will take the children back to the premise where they will explain what happened and answer any questions. The parents will be contacted to inform them of the situation and answer any questions.

Payment for Preschool

A Pre-Authorized Debit Pan agreement must be completed and signed prior to the start of each school year. This payment will be due on the first of every month and will continue for a 10-month period running from September to June. In the event of insufficient funds, a \$30 NSF charge will be charged to you on your next billing payment. If failure of payment continues your child will be asked to with



drawl from the program and your spot in the preschool will be giving to someone on the waitlist.

Upon registration, a \$50 non-refundable registration fee is due in order to hold your child's spot at Munchkin Academy. This registration fee is made payable through E-transfer to munchkinacademypreschool.com. It is important that within the transfer you state your FIRST and LAST name so it can be noted in your file. If we do not receive payment with your registration form, your child's spot at Munchkin Academy will not be held.

