



Mission, Philosophy, and Vision:

It is the mission of Stay & Play Early Learning Center to provide an interactive, safe, and stimulating environment with a high level of quality care to children of all backgrounds, regardless of socioeconomic status and/or ability.

It is the philosophy of Stay & Play Early Learning Center that early childhood should be filled with love, fun, and discovery. Children should have opportunities to engage in experiences that are interesting and hands-on, that enhance growth and development.

Stay and Play Early Learning Center's vision is to promote and respect the opinions, perspectives, diversity, and individualism of the children, families, and staff.

To offer a supportive environment that fosters the growth of children, families, and staff and allows for open communication and collaboration on hopes and dreams for the children and program.

To continue to build a program that enriches the lives of children, families, and staff by offering opportunities for exploration, adventure, discovery, and imagination filled with care, warmth, and love.

And to encourage meaningful relationships between the families, program, and community.

Parent Involvement and Communication:

At Stay & Play Early Learning Center, we believe it is crucial to incorporate the family, as well as, the child. Your participation in our program is very significant. Family members are welcome to drop in at any time to share in your child's daily experiences. We also welcome parents to share a special activity with the group such as book reading, cooking of a family recipe, talking about occupations, and sharing foreign languages. We want to keep the lines of communication open with families, so if at any time there are questions, concerns or suggestions please feel free to let us know.

The parent bulletin board is our main written form of communication. Please check daily, when you are signing in, to see what's new, check the activity calendar, and sign up for events. Daily notes are sent home each day with information about your child's day. Monthly newsletters are sent home about happenings, school closures, curriculum plans, and parent interest articles.

Program Policies

Hours: Monday through Friday..... 7:30 a.m. to 5 p.m.

Registration:

Prior to receiving child care services the following must be received:

- Complete registration packet for each child that includes necessary child and parent information, emergency contact numbers, and state required health and immunization forms.
- \$75 non-refundable registration fee per family.
- Signed contract and security deposit equal to two week's tuition for each child. The security deposit will be applied to the child's final weeks of enrollment, provided Stay & Play receives a two week notice of termination.

Note: The application of such security deposit shall not act as a waiver of any other fees that may be due.

Tuition and Fees:

Stay & Play offers full and part time child care.

Half Days 9 am- 12

2= \$75/week

3 = \$100/week

4= \$140/week

5= \$160/week

Additional time can be scheduled at a rate of \$10/hour & \$5/half hour

Full Days 7:30-5

2 days = \$130/week

3 days = \$175/week

4 days = \$200/week

5 days = \$260/week

Pre- Kindergarten

Monday-Friday 8:30-12:00

\$450/month

For any schedule other than Monday- Friday please refer to above tuition.

Siblings receive a 10% discount

Stay & Play accepts reimbursement from the State of New Hampshire

Activity Fee helps with costs of field trips, enrichment programs and events:

- \$100 Due by September 10th.

Stay & Play accepts cash and local checks made payable to Stay & Play.

- Check payments: A basket for tuition payments is located in the entryway. Please note the child's name on the memo line of your check. Receipts will be given upon request for payments made by check. A \$30 charge will be assessed for returned checks. After one returned check, cash or money order will be required for future payments.
- A late fee of \$20 will be charged for tuition paid after 9 a.m. on Monday. Should an account become past due, parents must contact the Laura to make arrangements for payment. Failure to do so may result in immediate termination of your child's enrollment.

Upon registration, a written contract of the agreed upon schedule and fees will be signed by both the parent and Laura. Parents will be responsible for payments in full for the reserved time by the close of business on Friday of the preceding week.

Tuition is to be paid regardless of vacations, child illness, holidays, late drop-off, early pick-up, and weather closures.

After six months of continual enrollment, weekly clients will be credited with vacation days equal to their weekly schedule. Thereafter, these "vacation" days will be credited on January first, (January 1). Use of a "vacation" day must be requested in writing in advance. The tuition fee for these days will be waived, and they may be used at the parents' discretion.

Withdrawal:

A two week written notice is required when parent is terminating enrollment. The security deposit will be applied to the final weeks of enrollment. If the child is withdrawn without proper notice, the parent will be responsible for an additional week of fees and the security deposit will be forfeited.

Absences:

Please call by 8 a.m. if your child is going to be absent. A child will be considered withdrawn and the security deposit forfeited after five days if no contact is made with the center.

Late Pick Up:

The center closes promptly at 5:00 p.m. If you are late picking up your child at closing a late fee of \$15 will be charged for every 10 minutes, or part thereof, after 5:00 p.m.

For morning preschool students, parents will be charged a late fee of \$5 if you are more than 10 minutes late after noontime, in addition to childcare charges based on the half hour.

Center Closings:

Stay & Play will be closed for the following 11 holidays; however, tuition will be charged according to your agreed contract:

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving and the day after

Winter Break

Snow Days/ Emergency Closings:

Stay & Play will make every effort not to close due to snow or weather conditions. Occasionally, however, we may have a delayed opening or early closure.

Tuition is still charged if the center is closed for the full day due to weather. In the event the center must close early, we will make every effort to contact you by telephone with as much advance notice as possible.

All closures and delays will be announced through the following media outlets:

- FaceBook
- Class Dojo
- Email

Tuition is not charged if school is closed due to emergency with the building (no heat, water, electricity, etc.)

Drop off:

- Note drop off time on weekly attendance sheet.
- Check in personally with staff so they know your child has arrived.
- Share any pertinent information with staff (changes in phone #'s, pick-up person/time, medications, etc.)
- Please label all items belonging to your child.

Pick Up:

- Note time of departure and sign weekly attendance sheet.
- Collect all belongings from cubby and hook.
- Check out personally with staff so they know your child is leaving.
- Staff will ask for picture ID for new parents and authorized family members and friends picking up.

Child Safety and Authorized Release:

For your child's safety, no child will be released to a person not authorized by a parent. If someone other than a designated person is to pick up your child, you must notify Stay & Play in person or in writing. We will ask for a photo ID the first time meeting a parent or someone other than a parent picks up. No child will be released to a person under the age of 16.

In case of legal separation or divorce, parents must have on file a copy of custodial agreements to avoid any confusion regarding who may pick up.

If you have not notified Stay & Play that you will arrive late and we cannot contact an emergency contact person; we are required by law to contact the police 1 hour after scheduled closing time.

Stay & Play doors are locked during the day. All unknown visitors and scheduled visits will use the Stay & Play doorbell.

Refusal to Release a Child:

For your child's safety, no child will be released to a parent or designated person suspected of being under the influence of alcohol or drugs, or who is abusive toward the child. In such a situation, the supervisory staff will contact other emergency contact people designated in your registration packet to retrieve the child. If no emergency contacts can be reached, staff may contact the Dover Police Department for assistance.

Reporting Abuse or Neglect:

Under New Hampshire law, any staff that has reason to suspect that a child has been sexually, physically, or psychologically abused or neglected is required to report to the State Division of Child, Youth, and Families Department, the suspected abuse or neglect.

Confidentiality:

Stay & Play places the utmost importance on maintaining the confidentiality of information about your child and family. All information provided to Stay & Play will remain confidential, unless the parent has given written permission to release such information.

Other Information:

We are trying to set the best example for our children. Please refrain from smoking and the use of profane language on Stay & Play premises.

Health and Safety

Illness Guidelines:

The staff would like to provide a healthy, pleasant atmosphere for all children who enter Stay & Play. In order to protect your children and other children, we follow the State of New Hampshire's guidelines. Please keep your child home if s/he has:

- Oral temperature of over 100.5.
- Conjunctivitis. An eye infection referred as "pink eye".
- Croup, bronchitis, or constant cough.
- Diarrhea and/or vomiting.
- Rashes that have not been diagnosed by a physician.
- Severe cold with temperature elevation, sneezing, and nose drainage.
- Continuous nose drainage that is other than clear.
- Any contagious diseases such as measles, chicken pox, or roseola.
- If a physician diagnoses an ear or throat infection and places the child on antibiotic, the child must be kept home for 24 hours after treatment started.
- Any symptoms that prohibit the child's participation in regular child care activities, such as extreme fatigue or lethargy.

Children must be free of fever (without medication), diarrhea, and/or not have vomited for 24 hours before returning to Stay & Play.

Please understand that when a child exhibits symptoms of illness, staff will contact parents and have the child picked up. Children attending Stay & Play are expected to participate in daily activities. We are not able to honor requests to keep mildly ill children inside.

When a reportable communicable disease has been diagnosed among child care staff or children, the staff will notify parents within 24 hours and will display, on the parent information bulletin board, a notice which includes the name of the disease and common symptoms.

According to the National Center for Disease Control one of the best ways to keep children healthy is proper hand washing. Children and staff will wash their hands thoroughly with soap and running water before and after eating, after changing diapers or toileting, after wiping a nose, sneezing or coughing in hands. We would appreciate it if you encourage your child to do the same at home.

Medications:

Trained staff will dispense both prescription and non prescription medications ONLY with written authorization from a licensed health care provider and the child's legal guardian. All medications must be brought in original container with current date, child's name, physician's name and instructions for administration, clearly stated on label.

Please do not give medications to your child that they are to administer themselves, such as cough drops, salves, etc. Also make sure diaper bags and backpacks are free of all such items.

Bug spray and sunscreen can be provided in original container clearly labeled with child's name. Staff will apply before going outside.

Immunization Records and Health Forms:

The State of New Hampshire requires yearly physical exams and updated immunization records. Health forms are valid one year from date of last exam. Parents are required to provide these forms upon registration and when any immunizations or exams occur. You will be notified when you need to update these forms during the year. Failure to complete these forms may result in termination from the program. Certificate of Exemptions are available if you have chosen to not follow state guidelines regarding yearly exams and scheduled immunizations.

Injuries:

Occasional minor injuries, such as bumps and scratches are to be expected in the course of normal child development, and will be treated with basic first aid procedures by trained staff.

In the case of major injury, an assessment is made by trained supervisory staff and the decision to call an Emergency Medical Team (EMT) will be made. Whether or not an EMT is called, the parent will be contacted immediately.

Promoting Healthy Eating:

Stay & Play Early Learning Center values health and nutrition as part of our program. We promote nutritious foods and appropriate serving sizes throughout the day. Teaching children about healthy eating at this age strengthens good habits for the future.

Stay & Play provides morning and afternoon snack. Parents are also welcome to participate in snack share. During snack time children are encouraged to serve themselves, promoting self help skills and understanding of a serving size. Teachers remind children of about how much is a serving and allow children to take less or none. If there is extra of fruit or vegetables children may have a second serving. Snacks consist of a fresh or dried fruit or vegetable along with a grain or protein.

Water is available throughout the day in child owned water bottles and again served at all mealtimes. Parents may supply milk for their child's lunch. Juice is limited to special occasions only.

Children bring their lunches from home in labeled containers. The kitchen has a microwave oven and can heat an individual child's food when needed. Please note that finger food packed for children should be prepared in ways that allow children to eat them "as is". For example, if you have packed grapes for your toddler, they must be cut up into quarters. Items which can cause a choking hazard to children younger than 3 years include but are not limited to spoonfuls of peanut butter, whole or rounds of hotdogs, whole grapes, hard candy, raw carrots, peas or celery, chips or hard pretzels and marshmallows.. To develop good eating habits, we ask that if dessert is provided, it make a nutritive contribution to the meal. Fresh or dried fruit, fruit cocktail and yogurt are recommended. Desserts low in food value are saved to the end of lunch. We maintain a firm NO CANDY policy. A friendly reminder: Fruit "bars" or "chews" are sometimes similar to candy in terms of sugar content. We do not promote foods that are high in sugar, salt and fat and low in nutrients (chips, store-bought cookies and granola bars, prepackaged desserts). These items will be saved for once all other lunch items are eaten. The children may also participate in meal preparations or baking for special events to which families are invited. You will be notified if a packed lunch is not necessary. Please inform the teachers and Director of any food allergies. These will be posted, with your permission, in the kitchen to ensure health and safety precautions.

We are happy to help plan nutritious lunches tailored to your child's preferences. Ideas for good lunchbox foods are also available.

Appropriate Clothing:

Please bring your child prepared for outdoor play. Open toed shoes are not permitted. Even if we are not intending to go outside, appropriate gear needs to be provided in case of emergency. All articles of clothing, outerwear and shoes should be labeled. Children must wear shoes inside.

Activities and bathroom accidents necessitate that at least one extra set of clothing be stored in our bathroom. If you need assistance with obtaining clothing, please speak with Laura.

Toileting/Diapers:

Please provide an appropriate number of disposable diapers for your child's day. Stay & Play offers individual diaper storage for each family if providing a package is easiest. At least every three hours staff will check children in diapers.

Toilet training will be individualized and conducted with a plan developed by the child's parents and staff, taking into consideration the child's interest and development. Toilet training will not be forced at Stay & Play. Please do not bring children in pull-ups. Training pants and underwear work best for toilet training success.

Children who can use the bathroom on their own are encouraged to use the bathroom after snacks and lunch and before going outside. They may use the bathroom at any time in between.

Rest:

Full day children are required to have quiet time after lunch. Children are given a quiet and peaceful environment to fall asleep in. Children are allowed to fall asleep and wake at their own pace. If a child has not fallen asleep after 30 minutes, they are invited to do quiet activities in the classroom. Please let staff know if you have any concerns regarding rest time.

Please bring in a small sheet to cover nap mats and a warm blanket for rest time. Items will be sent home at the end of each week to be washed. We welcome children to have items that will comfort them during rest time, including a small pillow, 1 stuffed animal, and/or a familiar blanket. Please remember to label all items.

Items from Home:

We understand that children enjoy sharing. Staff will plan special activities allowing children to share their personal items from home. We welcome books, which will be held by the teacher, to share at circle time or in a small group.

We also understand how children are upset when toys are lost or broken. For this reason, we ask that personal toys be left at home. Any items brought in to the center will be held until the child is picked up.

Program Details

Our program and goals for the children at Stay & Play Early Learning Center are based on experiential education, which allows children to explore their environment using a hands-on approach. We give children the opportunity to experience a number of developmentally appropriate activities, both in and out of the classroom. Throughout the day, activities are balanced between quiet and active, child and teacher initiated, and children are motivated to explore and learn through play. Throughout the month the children will have opportunities to participate in sensory, art, music, science, language, and cooking activities, as well as field trips. We expose the children to concepts including shapes, colors and quantities, and help them develop social skills. Above all, we try to instill a sense of independence and self-accomplishment in each child.

Young children have a limited attention span and a need to explore their environment. Each day is a different experience for the children at Stay & Play. Staff will encourage children to participate in group activities and will take cues from your child regarding his or her preferences. We follow a set schedule; however, as the day progresses, we may make changes to meet the children's needs.

Daily Schedule:

7:30-9:15	Self-Directed Play- Child Initiated
9:15-9:45	Large Group- Teacher Initiated
9:45-11	Snack & Self Directed Play- Center Choices & Small Groups
10:00	Bathroom & Diaper Changing
11:00-11:55	Outdoor & Gross Motor (weather permitting-everyone goes out)
12:00	Lunch (Half day children depart)
12:30-2:45	Rest – Nap or quiet activities
2:45-3:10	Snack, Bathroom, Books
3:15-4:00	Outdoor & Gross Motor
4:00-5:00	Self-Directed Play

Multi Age Groups and continuous care:

Our multi age program allows for better academic and social development. Children tend to have better self concepts and more positive attitudes towards school when they have the opportunity to engage in more complex social play and dialogue between friends of various ages. Younger children learn from older children verbal communication and social actions. Multi age groups foster prosocial behaviors including sharing, responsibility, and caring for the whole group.

The multi age group also allows for continuous care. Continuity of care is important to a child's emotional development. Children build relationships with peers and teachers that grow throughout their time here. Children ages 18 months to five years develop trust in their caregivers by continuing to have the same caregiver during their time at Stay & Play.

Preschool Program:

Our preschool curriculum incorporates large and small group activities that help children with social and emotional, physical, cognitive and language development.

We use the Creative Curriculum as a blueprint for planning our days with the children. Our goal is to effectively help children acquire social competence and the skills they need to succeed as learners.

We structure the environment and activities based on the children's cognitive development. We vary the complexity and levels of prompts, choices, comments, and questions for individual children.

Our preschool program effectively reaches goals by:

- Offering children choices
- Giving ample opportunities for creative expression
- Allowing children freedom to explore the environment
- Permitting children to get messy during play
- Encouraging children to work independently
- Valuing each child's ideas
- Promoting problem solving and appropriate risk taking

Social interaction is the key to children's learning. Stay & Play is a community where learning takes place with positive relationships between and among child and adults. Children are taught the skills they need for making friends, solving social problems, having empathy and sharing.

Physical development includes large and small muscle motor skills. Our goals for children are that they will achieve control over both sets of muscles through activities that move the muscles consciously, deliberately and with dexterity.

Cognitive development involves how children think, view their world, and how they use what they learn. Children are encouraged and challenged to be purposeful about acquiring and using information, thinking logically, and representing and thinking symbolically.

Language is the principal tool for establishing and maintaining relationships with adults and peers. Stay & Play's goal is to continue the language development with frequent experiences in listening, speaking, reading, and writing.

What Children Learn :

Our activities and centers touch upon domains of what preschool children should be learning. The content areas we focus on to prepare your child for further schooling includes; literacy, mathematics, science, social studies, the arts, and process skills. Children experience these areas through purposeful and thoughtful interactions and experiences supported by teachers. Our activities and center areas include blocks, dramatic play, toys and games, art, library, discovery and sensory, music and movement, cooking, and outdoors. Parents will receive letters home on how each of these areas are being used in the classroom, what content areas they are addressing, and how you can continue with development at home.

Starting Out and Saying Goodbye:

You have made the decision to send your child to Stay & Play. This is a big step for your child and your family, and everyone will adapt differently. We suggest visiting with your child at least once before your official start. If children are having a difficult time adjusting to the new environment and adults, staff welcome you to stay

with your child as long as needed. This way everyone can get to know each other and form trusting relationships, making your child feel safe. It is not unusual for children to cry or be upset when it is time for parents to leave. A farewell tradition of a hug and kiss, with a promise that you'll be back brings great results. Don't linger too long and be sure to be prompt picking your child up so they are not kept waiting.

It is also acceptable to shed a tear as the parent, as this might be your child's first step in early education. Feel free to speak with the staff and call anytime. Remember this is an exciting adventure for your young child.

Discipline Philosophy:

At Stay & Play, we accept and respect children's feelings. Emotions are allowed; actions may be limited. It is okay for children to be angry and express their anger, but it is not appropriate to hit or be disrespectful to others.

Our program uses a variety of positive discipline techniques that are designed to teach and encourage desirable behavior and self-regulation. These techniques include modeling appropriate behavior, redirection, distraction, changing the environment, and calm down time. We use positive language, instead of telling a child what they cannot do; we try to tell them what they can do. An angry child will be encouraged to use words instead of fists. A child running inside would be reminded of walking feet inside. A child will only be separated from the group when the child is in danger of hurting himself/herself or others.

If inappropriate behavior becomes a repetitive issue of safety for the child and/or others, staff will work with parents to help identify why and what we can do to help prevent inappropriate behavior. While every effort will be made to resolve matters of concern, the staff may determine that a child's placement in the program may not be in their best interest. In the event that we recommend termination of services, staff will work with you to make a referral to a more appropriate program.

Please keep us informed of any changes in your home that may affect your child's feelings, attitude, or behaviors.

Inclusive Policy:

Our Stay & Play philosophy includes respecting the unique needs of families and children. We are dedicated to nurturing each child based on their individual educational, developmental and physical ability. If a child is assessed to have a delay in any area we will work with staff and families to develop a plan for referral to the necessary services.

Stay & Play has built a strong partnership with other organizations in the community that assist children who may need early intervention services. Our partnerships include Dover, Somersworth, and Rochester Preschool programs, Community Partners, and the Monarch School. Stay & Play will provide reasonable accommodations to include all children into our program. Our goal is to work with the family, intervention services, and Stay & Play staff, in a wraparound approach, to provide the necessary services, accommodations, and education. We hope to ensure that any child with a disability can be safely included into our regular programming. We will not charge parents of a child with a disability more than other parents.

The American Disability Act allows child care providers to say no if accepting a child would impose an undue financial hardship, such as a modification expense out of proportion to the resources of the center. Providers can also say no if accepting a child will entail fundamentally altering their programs, or if the child's condition poses a health risk to others.

Field Trips & Special Interest Visitors:

Field trips and special interest visitors are an exciting and enriching part to our program. We try to schedule a special event each month; including walking trips to the Children’s Museum, Dover Library, longer trips to a pumpkin patch, a seaside park, and visits from firefighters and musicians. When events require leaving the Stay & Play premises we rely heavily on parent chaperones to drive children and assist with group care. If you can assist please let the staff know. Proof of insurance will need to be on file at the center.