

Our Mission Statement

The mission of the Buttons 'n Bows faculty is to provide a clean, secure and caring environment. Children will have creative, non-judgmental experiences which will encourage personal growth and a sense of positive self esteem.

We are here for you and your children!

OUR PHILOSOPHY

I. Our responsibilities to the students are:

- A. Instill within each child a feeling of importance.
- B. Instill within them the knowledge that differences can be an asset.
- C. Provide opportunities for involvement and responsibilities.
- D. Teach that each student is responsible for their own behavior.
 1. Teach what behaviors are acceptable or not.
 - a. A child is warned firmly of the consequences that will result from unacceptable behavior.
 - b. After two warnings, a child is then removed from the scene of the misbehavior.
 - (1). The child is redirected to another activity until he/she can return using acceptable behavior.
 - (2). Before returning, a staff member will discuss appropriate behavior with the child and remind them of consequences.
 - c. “Time out” is used only when a child hurts themselves, another child or damages school property.
 - d. A Parent/Teacher Conference is scheduled if the child appears to be spending too much time in disciplinary situations. Referrals to outside resources, such as The Children’s Center, may be made at that time.



II. Our responsibilities as a faculty to our clients:

- A. Our teachers meet the criteria to be considered “qualified caregivers.” This means they have received and continue to receive specific training, have passed a criminal background check, and demonstrate loving, positive interactions with children.
- B. Volunteers and teachers under the age of 18 will not be counted in the student-to-teacher ratio, and will never be left alone with children. There are always two or more teachers present during business hours. State ratios determine group sizes.
- C. Teachers will actively supervise all children during awake and nap times, keeping them within their sight and sound and frequently counting the group.

III. Our responsibilities concerning curriculum:

- A. Appropriate curriculum content and teaching methods according to individual needs of the child including frequent evaluations of student’s progress, developmental checklists, and varied teaching methods to motivate learning and involvement of children.

POLICIES AND GENERAL INFORMATION

1. **BUTTONS ‘N BOWS PRESCHOOL LOCATION:**

2600 East 3900 South
Holladay, UT 84124
(801) 278-8223

We accept children from 6 weeks - 8 years old.

2. **TUITION:**

Tuition is due on the first day of the week that your child attends school. This amount must be paid at least weekly, however you may pay ahead as far as you would like. *Any account that has a balance after Thursday mornings will be charged a late fee of \$10.00.*

Tuition may be placed in the tuition drop box in the lobby, paid at the check in computer, paid online with the MyProcure portal, or through autopay. Buttons 'n Bows Preschool accepts cash, cashiers check or personal checks or credit/debit cards. Any returned checks will be charged a \$25.00 NSF fee.

If your account becomes delinquent, your child will not be allowed to return to school until payment has been made.

Each family may use one credit week during the school year, and one during summer camp. To use this week, the *Director must be notified in advance* of the week you plan on being absent. The student must be absent for the entire week.

Other than the credit week, no deductions or refunds will be made for absences. Make-up days will be given at the sole discretion of the Director if there is space in the class that day. Please remember that make-up days are a courtesy, and we will do what we can to accommodate you.

No deductions or refunds will be made for holidays or other days the school is closed. We have already taken these days into account when determining your weekly tuition charge.

We offer a discount if your family has more than one child enrolled. The least expensive child will receive 10% off their weekly tuition.

We schedule several in-school activities each month such as puppet shows, musical performances, animal programs from the zoo and more.

3. **ENROLLMENT:**

A \$80 enrollment fee is due before you may receive your Enrollment Package. This fee covers the cost of processing the paperwork, your B ‘n B water bottle and field trip t-shirt and is non-refundable.

All paperwork in the Enrollment Package must be completely filled out and returned to the school PRIOR to your child's first day. All paperwork will be kept confidential and becomes the property of Buttons 'n Bows.

Included in this paperwork, is a "Child Information Form" where you may notify us of any special requirements that your child may have.

A two-week deposit is due by your child's first day. This deposit is returned to you during your last two weeks with us, if the withdrawal procedure is properly followed, (please see #17 on page 8). If you change your contracted days, or if tuition rates go up, you will also be asked to adjust your deposit accordingly.

Your child(ren) must be current on their immunizations to enroll at Buttons 'n Bows. Required immunizations include Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Polio, Hib, Hepatitis A and B, Pneumococcal and Varicella (chickenpox). For dose requirements please refer to your pediatrician. Personal, medical or religious exemptions for immunizations must be properly documented by your doctor, and a copy must be provided for our records.

4. SCHOOL HOURS:

We open at 7:00 am, and school begins at 9:00 am. To maintain the integrity of our program, students will not be accepted after 9:30 am. Late arrivals are a major disruption to classes in progress.

Please be prompt when picking up your child. Half-day children must be picked up by 1:00 pm, and full day children must be picked up by 6:00 pm. Late departures will be charged a fee of \$2.00 per minute/per child. This fee is calculated by the Buttons 'n Bows office clock.

If any family has an excessive amount of late departures, the Director may raise the fee to \$3 per minute/per child or consider dis-enrollment. Please keep in mind that our teachers work very hard all day and want to go home on time.

5. DROP-OFF AND PICK-UP PROCEDURES:

When dropping off your child(ren) in the morning, you are required to check in using the computer. If you need assistance, someone at the front desk or any of our teachers would love to help you.

When picking up your child(ren), follow the same procedure on the computer to check them out properly. Please keep in mind that once you check your child out and remove them from their classroom, Buttons 'n Bows is no longer responsible for their care.

Children will ONLY be released to parents and other adults specifically named on your "Authorized Pick Up" form. If we do not recognize someone who is on your

list, we will require photo identification. If someone who is not on your list comes to pick up your child(ren), you will be called immediately, and we will not release them without your permission.

Because of the extremely important nature of having an accurate list of who is in the school at all times, it is imperative that you check your child(ren) in and out each day.

6. ILLNESS:

Buttons 'n Bows has a strict sanitation and hygiene schedule that includes disinfecting all toys/equipment in the facility regularly, as well as hand washing procedures. However, children still get sick often while in child care settings.

If you think your child may be contagious, PLEASE keep them home that day. Children who show signs of illness during the school day will be isolated until a parent can pick them up. If your child has a fever, they must stay home until they have been fever-free for at least 24 hours, (without the help of medication). **THIS IS A STATE REGULATION.** The same applies for vomiting and diarrhea, or if your child has just begun antibiotics – they usually take 24 hours to take effect.

A child must be sent home if any of the following exist:

- Fever of 100°F or higher
- Diarrhea
- Vomiting
- Mouth Sores
- Rash or Skin Sores
- Infected Eyes
- Infestation (head lice, etc...) *Must be nit-free to return to school!*

To prevent the spread of infectious diseases at our center, please wash yours and your child(ren)'s hands upon arrival and before departure. Students will wash their hands throughout the school day with warm water and soap, scrubbing for 20 seconds or more.

7. MEDICATION:

All medications must be in their original containers. A medication release form must be filled out and signed for ANY medication, including medicine such as cough drops, Tylenol, or prescription drugs. Please see the front desk for this form.

8. DRESS:

Please dress children appropriately in PLAY CLOTHES. We believe in letting children be children, so they may get a little dirty throughout the day!

Every child also needs an extra set or two of clothing in their cubby every single day. Accidents happen, whether they are potty accidents, pudding

accidents, or paint accidents! All items of clothing should be labeled with the child's first and last names. Please check our Lost and Found for missing items.

FLIP FLOPS ARE NOT ALLOWED AT BUTTONS 'N BOWS!

9. FIELD TRIPS:

Frequently during summer camp and sometimes during the school year we will take the children on field trips. These field trips may cost extra for the child to attend, to pay for admission and transportation. PLEASE BE ON TIME for the field trips, as we reserve the busses for certain time periods only and must be prompt.

A Buttons 'n Bows field trip t-shirt is REQUIRED BY THE STATE to be worn. If you forget yours that day, you can choose to purchase another one for \$10.00, or you will need to find other care for the day. No teachers can stay behind with children who cannot attend the field trip. Sturdy shoes and socks must also be worn on all field trips.

10. BIRTHDAYS:

We celebrate children's birthdays at the school by making them a crown to wear and allowing them to pick a prize out of our birthday treasure box. You are welcome to bring in treats for your child's class on his/her special day if they are store-bought. SORRY, NO HOMEMADE GOODIES!

11. LUNCHESES:

Each child needs to bring a lunch in a lunchbox every day. The lunchbox must contain a frozen ice pack to keep foods at appropriate temperatures (Health Department requirement). If you accidentally forget your child's lunch and cannot provide one by lunchtime, we can provide a small meal for a \$5.00 fee. This cannot become a regular occurrence.

We are a peanut-free school due to some of our students with severe, life-threatening allergies. Please DO NOT send any peanut products in your child's lunches.

12. CHILDREN'S PICTURES:

Pictures are taken throughout the year for your child's portfolio, graduation slideshows, and other projects. We also reserve the right to use photographs of your child for our website, Facebook page or advertisements. **If you do not wish for your child's picture to be taken/used, you must notify the Director in writing!**

13. ANIMALS AND CLASS PETS:

We are a pet-friendly school as long as the presence of any particular animal does not affect a child's specific allergies. (Please indicate on the Health Assessment and Child Information Form if your child has any animal allergies.) We have been known to have hamsters, frogs, fish, turtles, dogs and even baby chickens in the school from time to time. Children help care for and feed these pets (except for reptiles and amphibians) but only teachers clean up after them.

14. EASING SEPARATION ANXIETY:

We understand how hard it can be to leave your child with us if they are crying and upset. No matter how happy you are with your child care facility, you will be overwhelmed with guilt when you leave them in tears. Here are some simple ways to ease the process and help your little one adjust:

A. *Prevention:* Try to spend a few quiet minutes with your child each morning. Talk to them about what you will be doing at work or school and ask the child what they will be doing.

B. *Honesty:* When your child says, "I don't want to go to school today," admit that sometimes you don't feel like going to work either. Sympathize and don't try to be falsely cheerful. It's reasonable to acknowledge that everyone has those kinds of days.

C. *Routine:* Children need routine. Routine says to a child that his world is a safe and secure place, and that you will return for him. Little "rituals" like letting your child hold your briefcase or purse in the car, or sharing a thermos of juice on the way to school can help a child feel secure in their world.

D. *Leave a Part of Yourself:* A very young child who is having a hard time leaving you will be comforted if you leave something he/she identifies with you. One mother discovered that her four-year-old daughter was completely happy when she left her credit card with the instructions, "Now you must keep this safe today because we're going to go shopping tonight." A father found that his three-year-old son immediately stopped crying when his dad offered to leave his gloves with him! While this may not make much sense to us, as a child it is perfectly logical. Mom and Dad will return because they have left something of value!

E. *Rewards:* A system of rewards works well for most children. Remember that the younger the child the more immediate the reward needs to be. For an older child, a treat at the end of the week would work, but for a three or four-year-old the reward needs to be NOW!

F. *A Clean Break:* Nothing is more important than the moment you walk your child into their class. Tell your child to have a good day, give them a brief hug and kiss, and LEAVE IMMEDIATELY! A tearful child may cling to you for, "just one more kiss..." but a swift departure will enable your child to join their friends in play, while a prolonged departure turns a tearful child into a hysterical one! If you would like the reassurance, feel free to call the school about 15 minutes after you've left and ask a teacher how your child is doing. Almost 100% of the time they are happy and playing with their friends.

15. COMMUNICATION:

In order to communicate information to all parents effectively, we send out monthly curriculum calendars, monthly newsletters and daily notes. It is important that you read these documents carefully when they are provided to you. Also, please check any notices posted on the door as well as the parent board in the lobby for updated information.

Parent/Teacher Conferences are scheduled twice during the school year; however you may set up a meeting with your child's teachers at any time!

16. CHILDREN'S INJURIES

Our teachers are very skilled at child supervision however accidents still happen. Each of our teachers is certified in First Aid, CPR and Child Safety. For any bump, bruise, scrape or other "owie" that occurs here at the school, you will be provided with written documentation of what happened and what was done to comfort and treat your child. This form must be signed by the supervising caregiver, the Director, and the authorized person picking up the child.

For an injury that appears serious but not life-threatening, you will be contacted after the incident occurs. If an injury is life-threatening and requires medical attention, emergency personnel will be contacted and the child will be transported to the nearest hospital via ambulance.

All staff members of Buttons 'n Bows are required to and will report any signs or suspicion of child abuse or neglect to Child Protective Services. This is the law.

17. WITHDRAWAL PROCEDURES:

If a written notice of at least two weeks is given, a full refund of your deposit will be given. This should reflect the same amount as your last two weeks of tuition.

If a child withdraws in the middle of the week, tuition for the remainder of the week will not be refunded.

Re-enrollment can be made at any time if there is an opening and the enrollment fee and deposit are paid again.

18. PARENT CODE OF CONDUCT:

Buttons 'n Bows reserves the right to refuse service at any time for any reason. If you have a concern about a teacher or a teacher's practices, it needs to be addressed with the Director confidentially, NOT in the classroom during caregiving hours. Our faculty is trained to direct aggressive parents/situations to administration. After even one incident of aggression, a family will be dis-enrolled from Buttons 'n Bows. **NO "PLAY DATES" ARE ALLOWED with staff children unless both children's parents remain at the site. Staff may not ever babysit for clients of Buttons 'n Bows.**

19. QUESTIONS:

If any questions or problems arise, please call promptly before the questions become confusing and the small problems become major ones. Please contact the following people for any questions you might have:

Holladay

Ali Dedman

801-278-8223

buttonsnbowspreschool@yahoo.com

Owner/Director

20. CONFLICT RESOLUTION POLICY:

Your school's Director should be able to answer all of your questions and address all of your concerns. Any issues regarding billing, policies and procedures, curriculum, your child's teachers, or the school facility should be directed to them.

If you have an issue that you feel needs to be addressed by the owners and cannot be resolved by the Director, please contact them at the phone number and email listed above.

If a Parent/Teacher conference, a meeting with the Director, or a discussion with the owners is not sufficient to solve your problem, other options will be offered including outside referrals or dis-enrollment.

21. TOBACCO POLICY:

No smoking, tobacco use, or use of any controlled/illegal substance is allowed on the property. If parents need to smoke, please do it away from the building.

22. SOCIAL MEDIA POLICY:

You may not, for any reason, associate with employees on any social media outlet including, but not limited to Facebook, Twitter, Instagram, etc...unless the relationship existed prior to enrolling/working at Buttons 'n Bows. If any client is found to be associating with ("friends with," "following," etc...) any employee, they will be asked to remove the association. If the employee refuses, it will be considered as voluntary termination of their own employment at Buttons 'n Bows. If the client refuses, their child will be dis-enrolled from the school.

Buttons 'n Bows forbids any employee, parent, family member, volunteer, friend or guest from "posting" any photographs of any student(s) other than their own child(ren).

SCHOOL DAYS OFF

If local school districts (Canyons and Granite) are closed due to inclement weather, Buttons 'n Bows will also be closed! **If a holiday falls on a weekend, we will close either the Friday before or the Monday after.** Buttons 'n Bows will be closed for the following holidays:

Labor Day
Thanksgiving Day
(and the following Friday)
Christmas Eve and Christmas Day
New Year's Eve and New Year's Day
Dr. Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
4th and 24th of July

**We are also closed the last Friday before our
Fall Program begins for a Teacher Work Day.**

EMERGENCY INFORMATION

If no one arrives to pick up your child by 1:00 pm (half-day children) or 6:00 pm (full-day children) we will begin to call your emergency contacts. If no one can be reached by an hour past, Child Protective Services will be contacted.

Our center has an emergency and disaster plan which includes procedures for reporting emergencies and evacuating the facility. If there is an emergency or disaster which requires us to leave our center, we will evacuate to the sites listed below and attempt to reach all families immediately. You will be expected to pick up your child(ren) as soon as possible or notify us of other arrangements.

In case of an emergency, children and teachers at Buttons 'n Bows I in **Holladay** will evacuate to ***Our Savior's Lutheran Church*** or ***Fresh Market Grocery Store***, whichever is most safe.

In an emergency (and at the discretion of the Owner, Director or Director Designee) if an ambulance is called, the parent is responsible for all fees related to services provided by and for the ambulance.

DAILY SCHEDULE

7:30-9:00 Free-play activities while students arrive

9:00 – 12:00 Individual preschool class time (Please see your classroom’s detailed schedule).

This time frame includes:

- Morning Snack
- Circle Time
- Show & Tell
- Project based on curriculum theme
- Learning Centers (art, sensory, dramatic play, blocks, math/manipulatives, etc...)
- Reading
- Outdoor Play

12:00 Lunch

12:30 – 1:00 Wind-down activities (Stories, Singing Time, etc...)

1:00 – 3:00 Half-day children go home at 1pm
Nap for all full-day children under five years old.
Awake Kids have story time, rest, and quiet centers.

3:00 – 5:00 Afternoon class time (Please see your classroom’s detailed schedule).

This time frame includes:

- Afternoon Snack
- Circle Time
- Afternoon Project
- Learning Centers
- Reading
- Outdoor Play

5:00 – 6:00 Combine with other classes for free-play while students go home.



Button n' Bows Tuition – Summer 2019

Kindergarten/School Age

	Full Time	Half Time
5 days	\$232/wk	\$218/wk
4 days	\$217/wk	\$199/wk
3 days	\$195/wk	\$179/wk
2 days	\$157/wk	\$144/wk

4 year Old Tuition

	Full time	Half Time
5 days	\$195/wk	\$179/week
4 days	\$174/wk	\$160/week
3 days	\$159/wk	\$146/week
2 days	\$138/wk	\$126/week

3 year Old Tuition

	Full time	Half Time
5 days	\$195/wk	\$179/week
4 days	\$174/wk	\$160/week
3 days	\$159/wk	\$146/week
2 days	\$138/wk	\$126/week

2 year Old Tuition

	Full time	Half Time
5 days	\$195/wk	\$179/week
4 days	\$174/wk	\$160/week
3 days	\$159/wk	\$146/week
2 days	\$138/wk	\$126/week

6 weeks – 23 months Tuition

Full time \$1050/month

Button n' Bows Tuition – Fall 2019

School Age (1st – 5th)

Before and After School

5 days \$500/Month

4 days

3 days

2 days

Kindergarten

Before and After School

5 days \$600/Month

4 days

3 days

2 days

4 year Old Tuition

	Full time	Half Time
5 days	\$720/Month	\$179/week
4 days	\$	\$160/week
3 days	\$	\$146/week
2 days	\$	\$126/week

3 year Old Tuition

	Full time	Half Time
5 days	\$750/Month	\$
4 days	\$	\$
3 days	\$	\$
2 days	\$	\$

2 year Old Tuition

	Full time
5 days	\$820/Month
4 days	\$
3 days	\$
2 days	\$

6 weeks – 23 months Tuition

Full time \$1050/month

YOUR FIRST DAY CHECKLIST

Your child's first day at school can be hectic, whether they have been at a child care facility before or not. We have created this checklist for you to help make the morning go as smoothly as possible!

Things to Bring:

- A sturdy, reusable water-bottle labeled with his/her full name.** These should be taken home each day to be washed and refilled with fresh water.
- Lunch in a sturdy lunchbox labeled with his/her full name, with an ice pack** inside to keep food at proper temperatures.
- A spare change of clothes (1-3 sets)** in case of accidents to keep in his/her cubby.
- Nap accessories such as a small blanket or stuffed animal.** (All students under the age of five will nap. After he/she turns five, it is your choice whether they continue to nap). Students are placed on individual cots labeled with their name, 1 foot apart, head-to-toe. Cots are stored so they do not touch, and are sanitized weekly or more often, as needed.
- Diapers and wipes, if your child is not potty trained.** Potty training is done when the family indicates to us that they are ready. We support the family's method(s) of choice for potty training.

Things to Remember:

- Have the person at the front desk or one of our teachers show you how to properly check your child in and out. You may also look at your account with this program.
- Remember to check your Family File at the front desk regularly! This is how we send papers, receipts and art home.
- Please review our tips on easing separation anxiety on page 8. We would love for your child to have a smooth transition for their first day!
- Relax. Have a wonderful day knowing that your child is in an excellent school with loving, highly qualified teachers!



