



# IMPRINTS

## Day School

# Parent Handbook

Parent Handbook Revision – 2024

## Welcome to Imprints Day School!

We are pleased and honored that you have chosen us to care for your child. Our programs are early childhood, educational-based classrooms with a strong belief that each child is unique. We strive to provide a nurturing, loving and secure environment in which your child can explore and develop both academically and socially. Imprints Day School encourages and stimulates each child's cognitive, social, emotional and physical development to provide a strong foundation for your child's successful future.

## Our Philosophy

All children progress through growth and development at individual stages; therefore, they are each treated and respected as individuals. Our participants are given the opportunity to learn from their environment in order to achieve their very best. We believe in building a working partnership with our parents and guardians to help in each stage of the child's developmental in order to build a solid foundation for each child's future.

## Our Learning Environment

Imprints Day School offers a nurturing environment for all children. Each classroom from infants to preschool-age children has age-appropriate materials and environments to encourage learning, playing and exploring. The classroom has trained teachers that are full of enthusiasm and support, so that the growth and development of our children are maximized. Collaborating with parents, we celebrate the individuality of each child by recognizing their strengths and building upon them. Imprints Day School provides the essential love, respect, and responsiveness to allow each child to reach his or her potential.

## Center Highlights

- Locked Childcare Facility with Security Cameras in designated areas
- Observation windows in every classroom
- Car Seat Storage Area (for infant carriers)
- Small toddler classrooms-excellent teacher/child ratios.
- All Teachers certified in infant/child CPR and First aid.
- Sign language instruction in every classroom.
- 3 Indoor Gyms
- 4 Separate Outdoor Playgrounds
- Nutritious snacks for toddlers and preschoolers.
- Procure Parent Engagement App for quick and effective communication.
- Weekly E-Mailed lesson plans designed to meet your child's developmental needs.
- Age- appropriate activities which will encourage your child's social, emotional and cognitive development.
- Learning centers which will stimulate your preschooler's curiosity in phonics, math, science and creative art.
- Progress report to track your child's learning progress.

## Hours of Operation

Imprints Day School is open Monday through Friday from 7:00 am - 5:30 p.m. with a 10 hour a day maximum. Latest child drop off in the morning is 10:00am. Please take this into account when scheduling appointments. Any children who are left after our closing time will be charged \$1.00/per minute for each teacher who remains with your child. This must be paid in cash at the time of pickup.

## Enrollment:

Imprints Day School offers enrollment to all children six weeks to six years old without regards to sex, race, color, religion, or national origin. We welcome children and families of all abilities and make reasonable modifications as well as accommodations to help assist children with special needs. Our staff will also include any specific goals set by a professional team on a child's individualized educational plan (IEP). Contracted schedules remain year-round. Imprints Day School does not accommodate for reduced summer schedules.

The State of New Hampshire and Imprints Day School requires the following documents prior to admission into our facility:

- Registration Form
- Immunization Record
- Preadmission Physical Exam
- Tuition Agreement

These materials are to be kept current throughout your child's enrollment with us. Any changes regarding home address, phone numbers, place of employment and cell phone numbers must be reported to the office staff immediately.

For the health and safety of all children enrolled at Imprints Day School, we require all children to have the minimum dosage requirements based on the state of New Hampshire's requirements for child care. Please see their website for additional information:

<https://www.dhhs.nh.gov/dphs/immunization/documents/childcare17-18.pdf>

## Tuition

Tuition is pulled each Monday at 10:00am through our Tuition Express program. Families may choose to use a credit card of their choice or go through their bank account. All credit cards used with have a 3% processing fee applied each week. A \$25 NSF charge will be applied for all returned payments. If you exceed more than 3 NSF on your account, your two week deposit will automatically be applied and you will be disenrolled from the program. Imprints Day School does not credit for sick days, vacation time, holidays or closure due to weather or natural disaster. Your tuition is due regardless of your child's attendance. For each September enrollment, families will be charged an \$85.00/child or \$125/family registration fee. This registration fee covers the additional costs of Tuition Express for our families to have the convenience of automatic billing.

### Family Discounts

Imprints Day School offers a 5% family discount to the older child's tuition payment.

### Withdrawal from School

If you decide to discontinue your child's enrollment from our program, you must give **notice in writing 2 weeks in advance** to the director. All written notices must be received no later than the Friday before your two weeks. Your tuition deposit will then be applied to your child's last two weeks enrollment or attendance. Imprints Day School does not allow temporary leaves during summer months.

### Center Holidays

Our center will post the annual schedule of holidays observed for the next year in December. The following is a typical list of holidays:

- Martin Luther King, Jr. Day
- Professional Development Day
- Memorial Day
- July 4th
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the Following Friday
- Christmas Day and the day after
- New Year's Day

We reserve the right to "float" a closure should an above listed holiday fall on a weekend or other holiday we chose to remain open. All holiday closures will be announced in December of the previous year to provide families ample amount of planning time. Imprints Day School provides teachers with one professional development day to be taken in the month of March. This date will be determined in December of the previous year.

### School Closures/Delays

We do our best to open regardless of the weather conditions. If we close due to weather, power outages greater than an hour or natural disasters beyond our control, payment will remain the same unless three or more consecutive days are cancelled, then payment will be recalculated at a discounted rate for that week. Please watch/listen to the local station WMUR Channel 9 News for closure announcements or simply call the school for a recorded message around 5:30 a.m. In the rare event that the center must close in the middle of the day, we will call an "Early Release". All parents will be contacted and children must be picked up within the hour. If parents are not reachable, we will contact emergency numbers listed on each child's emergency contact sheet.

### Locked Facility

Imprints Day School is a locked facility with security cameras in place. Each family will receive a four digit code which will unlock the door. Families are asked to keep this code just for themselves and not pass the door to individuals they do not know. If families have someone different picking their child up, they are required to buzz the front desk, and a proper photo ID will be required to be presented. Imprints Day School has an “open door policy”, which means enrolled families are welcome enter the building during operating hours as they wish.

### Checking Children In/Out

A parent or legal guardian is required to sign your child in and out daily. This can be done through your online Parent Engagement App that you will receive an invite for.

Children will be released to parents or authorized adults listed on the registration form. Should you need someone other than those listed to pick up your child, please notify the office in writing. The authorized pick up must have a picture I.D. with them at the time of release.

### Sibling Drop off Policy

Imprints Day School recognizes some parents have more than one child enrolled in the center. Our infant classrooms are shoe free and siblings are not allowed in their classrooms. Please drop off the older child first and the infant/toddler second to help prevent any harm to other children. Pick up will be in reverse with infants/toddlers being picked up first as the older children are not allowed in the classrooms or toddler gym area.

### Parent Communication

Imprints Day School uses an app called Procare Parent Engagement. You will receive a link to activate your child. This is the main form of communication as well as your way of check your child in and out daily. All infants, toddlers and two year olds will get updates on when they had their bottles/meals, their diapering/pottyng times and their nap times. When children are in the preschool classrooms, communication will be limited to a daily note on what the class did as a whole. Through this app, parents and teachers have the ability to send messages to each other. Please keep in mind that the teachers are focused on the children and instruction and do not monitor the app at all times. If there is an emergency, please call the front desk.

Each classroom has their own telephone with an extension that parents can call to get in touch with the classroom teachers. Parents are encouraged to call if they have any questions or concerns throughout the day. **Teachers should not be contacted by the use of social media or on their personal cell phones to speak about daily operations at Imprints Day School. Discussions regarding your child at Imprints Day School should be limited by the use of the classroom phones and/or school email address provided below.**

All preschool classrooms will provide parents with the weekly lesson plan via email on Mondays. They also email mid-day to inform parents what they did so parents can talk to their child all about their day! Imprints Day School provides parents with important information through our email system. All emails sent out from Imprints Day School will come to your mailbox labeled "Information". If you feel that you are not receiving our emails, please check your spam folder.

Imprints Day School email address: [contact@imprintsdayschool.com](mailto:contact@imprintsdayschool.com)

Imprints Day School website: [www.imprintsdayschool.com](http://www.imprintsdayschool.com)

Visit us on Facebook and join us! [www.facebook.com/groups/424864300924717](http://www.facebook.com/groups/424864300924717)

### Birthday Party Policy

Our teachers are unable to pass out invitations to Birthday parties or other celebrations. Families are welcomed to use art folders in the classrooms to communicate with other families. Please consider the feelings of all of the children and families when discussing future events.

### Extra Clothing

Please send your child with a complete set of clothing to school in case of accidents. The complete set of clothing should have a shirt, pants, socks, and undergarments. Remember to label all items with your child's name. Children should wear shoes that will allow them to climb, jump and run. We discourage backless shoes and flip flops. All children must wear athletic sneakers while out on the playground. Please update your child's change of clothes as the season and sizes change.

### Backpacks

Per the North Hampton Fire Department, Imprints Day School prohibits the use of backpacks while at school. Imprints Day School provides all children with bags to transport their belongings to and from school. This ensures that bags are of proper size which allow the doors to the classrooms to close properly without obstructions. We ask all families to only use the bag which is provided to you and leave all other backpacks and bags at home. If you need an additional bag other than the one provided, families may purchase one for \$14.00

### Outdoor Activities

Our policy on outdoor activities is if the temperature is below 32°F for toddlers and 25°F for preschool, we do not go outside. Shall the wind chill take the temperature below these, we will limited the time we spend outside. Your child should be equipped with **labeled** hats, boots, gloves, snow pants and a heavy jacket every day until spring. In our summer time weather we expect that our children are applied with sunscreen in the morning and supplied with sunscreen so we can reapply in the afternoon. The children during these months should have **labeled** hats, sneakers and water bottles. The children love to play on the playgrounds so make sure you supply those items in order for them to have fun outside!

### Lunch Bags

Imprints Day School has children bring in their own lunches in a labeled container with a cold pack. We do ask parents to follow the State of New Hampshire recommendations with each child daily lunch consisting of 1 protein, 1 grain, 1 vegetable and 1 fruit. Please let us know if your child is going to have a vegetarian lunch.

### Healthy Snacks

Imprints Day School provides 2 healthy snacks a day. We have two separate snack menus, one for toddlers and the other for preschoolers. All of the snacks we serve are dye free products and are served with milk or water. Lunch is always served with milk (whole milk for under two and 1 ½ % for over 2 years). Imprints Day School also has all organic fruits and vegetables supplied by a private vendor.

### Food Allergy Policy

Imprints Day School is not a peanut free school and does allow parents to provide items in their child's school lunch. We do restrict classrooms with children under the age of two to be free of peanut, fish and egg. The parents who have children with allergies are asked to provide their child with snacks until medically cleared for foods. This will assure the child will not receive a snack with the item they are allergic to. Any child with a specific allergy will be posted on our "allergy list" which is hung up in the classroom for teachers to reference.

### Potty-Training Policy

All preschool children must be fully potty-trained in order to be in our preschool classrooms. Imprints Day School uses the following potty-training guidelines to assess if a child is ready to start the potty-training process:

- Children must consistently pee on the potty
- Children must have more than one dry diaper per day
- Children shows discomfort after having a BM or wet diaper
- Children has a solid BM

All children must wear underwear while potty training at Imprints Day School for health and safety reasons.

### Accident Reports

When your child requires more than a hug for their bumps and scrapes, and accident report will be filled out. This will describe the accident and the first aid procedure which was administered by the teacher. Any injury to the face or head will result in a courtesy phone call to the parent.

### Incident Reports

Incident reports are filled out to help support the families and the teachers when a child is continually presenting challenging behaviors in the classroom. These forms are filled out when a child demonstrates aggressive and frequent misbehaviors (i.e., hitting, biting or threatening of children and teachers). These forms are used to track the incidents to see if there are common times, or areas in

which these incidents are occurring. Incident reports must be signed by the parent and the center director. Incident reports will have expectations and will follow up with a conversation with the parents. If there is a pattern with the incident reports, a meeting will be called for a plan of action. After initial meeting, if behaviors are not corrected with the plan of action put in place, parents may need to contact their pediatrician to seek a referral for additional services (i.e., speech, OT, etc.). Imprints Day School refers families over to local agencies for consultation and evaluations when we feel it is necessary for a second opinion. When a local agency is brought to Imprints Day School for services such as speech, OT, etc., parents give permission to Imprints to communicate with the visiting agencies. If after receiving a second opinion or we feel that a child will require a 1 on 1 or smaller group setting, you may be asked to seek a more appropriate environment for your child's individual needs.

### Biting Policy

At Imprints Day School, we understand that biting is a common behavior in infants and toddlers. Our goal is to ensure the health and safety of all children in the classroom along with providing strategies to help children through this difficult developmental milestone. Most biting occurs for a variety of reasons:

#### **Developmental Reasons for Biting:**

- Teething pain or other discomfort
- Developing oral-motor skills
- Sensory exploration
- Learning about cause and effect
- Learning through imitating others
- Developing a sense of space
- Developing a sense of independence
- Limited language skills
- Attention

#### **Expressive Reasons for Biting:**

- Frustration
- Anger
- Tension
- Anxiety
- Excitement
- Self-protection

#### **Environmental Reasons for Biting:**

- Overstimulation
- Boredom
- Confined space
- Expectations are too high for child's age

When a child bites, teachers will attend to the child who was bitten and fill out an accident report with a picture of the bite included. Teachers will also talk with the biter and discuss other options other than biting for the incident which occurred. If we find that a child becomes consistent in biting, parents will



receive a brochure on biting which highlights different biting strategies. If a child continues to bite on multiple occasions, an incident report will be filled out documenting the time and behaviors which are occurring prior to the biting. If we feel that the biting is excessive for the day (3 or more bites), the parent will be called for pick up. This is to ensure the health and safety of the other children in the classroom. We will discuss with the parents other ways to help their child learn a more appropriate behavior.

### Medication and Illness (He-C4002.20)

Imprints follows the New Hampshire licensing bureau (HeC4002.20) which mandates that children may not attend daycare if they exhibit any of the following symptoms:

- Temperature of 101 or higher
- Vomiting
- Illness related diarrhea
- Contagious rash
- Un-medicated conjunctivitis

If your child has one of these symptoms, they must be out of child care until they have been symptom free for 24 hours. If they come down with any of these symptoms while in our care, we will call you to come and pick up your child. We ask that you pick up your child within the hour. This is requested in order to make your child as comfortable as possible and reduce the spread of illness.

If your child has received a medication for their contagious illness, they may return 24 hours after beginning the medication or upon a doctor's approval. We will administer prescribed medications if they are in the original container with the child's name and dosage clearly printed on it and you have properly filled out a medication authorization form. Please notify your child's teacher of the medication, dosage and times it needs to be administered.

Over-the-counter medications may be administered provided the appropriate dosage for your child (in terms of age) is printed on the label and a doctor's note authorizing us. Some examples include just having immunizations, have a temperature of 101 and are going home, or under a doctor's direction (ear infections). We are not permitted to administer Tylenol as a precaution for a child who is uncomfortable for an unknown reason. We have been advised by pediatricians that this may mask more serious symptoms and harm the child more than help them. We can only administer Tylenol for teething after a doctor's written authorization. If your child will not be attending daycare, for any reason, please call and notify the center.

Imprints Day School can only follow the state regulations and if your physician will write a note to assure that other children will not be affected, then we love to have your child for the day. A doctor's note will provide the state and other parents the assurance their child will not be affected (e.g. Ear infections).

### Nap & Rest Time Policy

Naptime is generally 1 1/2 to 2 hours long. Children who do not sleep after 30 minutes of rest will be given a quiet activity, such as reading a book or coloring, while other children sleep. A restful naptime gives all children the boost of energy necessary for a successful afternoon. Imprints Day School does require all children to stay on their mats for 30 minutes to allow teachers time to prepare for their afternoon and allow those sleeping children to have a quiet environment (He-C 4002.23 Rest and Sleep.)

Each child is required to bring a sheet and blanket for mats that are provided for them. Pillows and large stuffed animal are prohibited at Imprints to maintain a healthy and clean environment. For classrooms where children are 24 months and older, Imprints lessen our ratios to half during naptime and stay in compliance to the NH state regulations.

#### No-Nit/No Lice Policy

Imprints Day School is a private school which has a no-nit/no-lice policy. If a child is found with lice he/she will be separated from the other children and the parents will be called for pick up. All children in the classroom will also be checked. You will be given the New Hampshire Communicable Disease Control (CDC) letter on Lice treatment and all bedding and extra clothing will be sent home to be cleaned. This letter gives you instruction on how to treat, clean and the basic understanding on Lice. The school will spray the classrooms involved, wash all stuffed toys and place them in bags until the end of the 14<sup>th</sup> day. The child may return the next day if he/she is treated and lice/nits are all removed and checked by the center director. The children's heads will be checked for the next 14 days by the teacher and/or director. Imprints Day School is here to help families who feel overwhelmed by this process and for a quick return.

#### Nanning/ babysitting Policy

We request that parents do not ask staff members to nanny for them or make phone calls to arrange babysitting services while they are at school. Not only does this present a conflict of interest, but it directly affects our ability to maintain proper ratios in the classrooms. Clients who directly violate this policy may be asked to withdraw from the center at the director's discretion.

Photography Release

I hereby give consent for my child to appear in photographs, video and sound recordings related to the educational purposes at Imprints Day School.

\_\_\_\_\_  
Parents Signature

Sunscreen Permission

I \_\_\_\_\_ give Imprints Day School and its

Staff permission to re-apply sunscreen to my child, \_\_\_\_\_

and understand that I am responsible to supply the school with suitable sunscreen for my child.

\_\_\_\_\_  
Parents Signature

I have read and understand all of the above policies pertaining to my child's enrollment at Imprints Day School. I understand and agree to abide by the enclosed policies. Imprints Day School reserves the right to terminate enrollment if the director feels that the child or parent's behavior is a detriment, disruption, or could potentially cause a safety issue.

My Child's name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_