

**Parent/Guardian Handbook**

Plymouth Preschool

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Wichita, KS 67208

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**Welcome!**

We are pleased to welcome you to Plymouth Preschool. Each family will be provided a copy of the Parent Handbook which is intended as a statement of rules and guidelines.

**Focus**

Plymouth Preschool Learning Center provides a quality education using curriculum that fosters each child’s physical, social, emotional and intellectual development. Our focus is to prepare your child to be a lifelong learner who begins life’s journey by excelling in kindergarten. Children will also experience education through recreation, socialization and personal care from our dedicated staff.

**Mission Statement**

Plymouth Preschool is dedicated to helping each student:

1. Bridge the separation between home and school.

2. Develop a positive attitude toward school and learning.

3. Develop citizenship skills through modeling positive character traits.

4. Develop cognitive skills which will foster continued learning.

5. Develop problem-solving strategies.

6. Develop self-control, initiative, and independence.

7. Gain self-confidence and a positive self-image.

8. Experience activities involving large and small motor skills.

9. Learn to accept and follow directions and assume responsibilities.

10. Learn basic safety rules and good health practices.

11. Learn to use materials freely and creatively.

**Licensing Standards**

Plymouth Preschool Learning Center, LLC is owned by Plymouth Congregational Church, regulated and licensed by the Kansas Department of Health and Environment (known as KDHE) and the Sedgwick County Health Department. Plymouth Preschool must meet and adhere to all state requirements in readiness for on-site reviews by KDHE.

Teachers are required by Plymouth Preschool to study licensing statutes and regulations. In keeping with State Standards, as well as our own beliefs, no person shall be employed who engages in illicit behavior, uses illegal substances or alcoholic beverages before or during work hours, or engages in aggressive behavior toward children, parents, co-workers or administration. All Teachers are required to have a KBI and fingerprinting done. If they have lived in a different state, they are also required to have a background check conducted in that state. Teachers are required to have basic trainings over Basic Child Development (including supervision), Safe Sleep, Child, Abuse & Neglect, Environment and Transportation Safety of Children, Emergency Preparedness in Child Care, Healthy Environments, Medication Administration, Safe Food Practices and Allergy Awareness, as well as First Aid/CPR. Teachers are also required to receive ongoing training every year, which pertains to the development and safety of children in their care.

**Tuition and Fees**

Plymouth Preschool Learning Center reserves the right to change tuition, policy or procedures at any time, at their sole discretion, after reasonable notice to enrolled families. All families will require a signed tuition agreement. Each year we renew those agreements and require an annual $60 enrollment fee. Any late payments will incur a $25 late fee. Inability to keep account current or consistently make payments towards account can occur in the termination of your child from care.

**Administrative Authority**

Administration of Rules and Guidelines will be the responsibility of the Director who is in charge for the daily operations of Plymouth Preschool. In the absence of the Director, the line of authority posted in the Director’s office will be as follows: Assistant Director, Closing Supervisor, Senior Lead Teachers and Lead Qualified Teachers, and Assistant Teachers.

**Discipline Policy**

Per K.A.R. 28-4-427(d), teachers will use positive guidance fostering the child’s ability to be self-disciplined. Teachers will encourage each child to be fair, respectful of others, their property and assume personal responsibility. The following positive guidance techniques will be facilitated by the teachers:

* Express clear, consistent limitations for age appropriate classroom and playground behavior
* Listen when children talk about their feelings and frustrations
* Guide children to resolve conflicts
* Advise children to ask a teacher to help resolve conflicts
* Redirect children to a more acceptable behavior or activity
* Remove child to a quiet area and explain why the child’s behavior is unacceptable and/or unsafe and how the child must behave in order to return to the group. This will give the child time to calm down and decide when he/she is ready to rejoin the group. (K.A.R.28-4-132)

If a child is unable to function acceptably in the classroom, the teacher will take the child to the Director’s office for reinforcement. Unacceptable behaviors consist of but is not limited to; elopement, aggressive behaviors such as biting, hitting, punching, scratching, kicking, destruction of property, injuries to other children or teachers. If a child hurts or injures a teacher or another child, the parent will be contacted to pick up their child. Children must have clear limits so that they will develop appropriate social skills. PPLC will be supportive how we need to in order to help with behaviors. Such as, contacting outside resources or completing assessments to find out how we can best help the child. We need parents to be supportive of acceptable consequences, redirection and help offered. All parents and non-staff are expected to support these guidelines. Resistance to these discipline policies will jeopardize the child’s enrollment privileges.

**Prohibited Discipline**

Prohibited methods of punishment include:

* Corporal discipline
* Verbal abuse, threats, or derogatory remarks about the child or the child’s family
* Binding or enclosing in a confined space such as a closet, locked room or similar cubicle
* Withholding or forcing food

**Zero Tolerance Child Abuse Policy**

Plymouth Preschool employees are mandated reporters by law. Any evidence of child neglect or abuse must be reported immediately to the Department of Children and Families. All staff are required to take a course on Child Abuse and Neglect. They have a clear understanding of what the signs are, how to report and what it means to be a mandated reporter.

It is the goal of Plymouth Preschool to employ childcare professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of your children in the Center’s care, we stress to our staff that corporal punishment or physical discipline is defined as physical abuse and will not be tolerated. Any allegation of physical abuse or sexual misconduct will be grounds for immediate termination.

**Dismissal of Your Child - Behavior**

It is part of our responsibility to teach your children to participate, cooperate and be a responsible member of the group. On occasion, a child’s behavior may place the child and/or other children in danger or interfere with the focus of the teaching values of Plymouth Preschool Learning Center. In the event of such behaviors, our policy is as follows:

1. Staff will inform and discuss with parents/guardians any behavior by their child which becomes persistently disruptive, which is not alleviated significantly by individualized behavior guidance techniques.
2. Staff will document/keep a record of behaviors which will be reviewed and signed off by the Director.
3. If the behavior persists, the staff will seek administrative support and guidance from the Director and/or other early childhood professionals. At this point, the teacher should notify the parent that the teacher has requested support from the Director and/or other early childhood professionals and classroom observations will be scheduled.

Upon completing observations, the Director and teacher will meet to discuss possible courses of action. A plan for improvement will be designed and agreed upon by the school and parents. The plan may include a requirement for outside professional consultation testing or services.
4. If parents do not choose or cannot provide support for the school, or even with the parent’s support, the plan fails to improve the behavior, Plymouth Preschool reserves the right to terminate enrollment. Written notice two weeks prior to termination of a child’s enrollment will be given UNLESS the behavior warrants immediate termination. The Center Director has the discretion to make this decision.

It is extremely important that the Plymouth Preschool staff and the parents/guardians work together to do what is in the best interest for the child and the safety of the children and teachers around them.

There are times when children will exhibit severe behaviors that cannot be managed with in the classroom setting. Severe behavior is defined as:

* Danger to self or others (examples include but are not limited to: head banging, hitting, spitting, hair pulling, throwing objects, kicking, excessive biting that breaks the skin [biting situations will be handled based upon the age of the child and reason behind biting], hitting/kicking/biting a teacher, etc.) and /or
* Disruptive behavior that creates chronic interference to classroom activities (examples include but are not limited to tantrums, screaming, elopement, foul language, destruction of property, severe non-compliance or defiance.)

When these situations occur the Teacher in the classroom will call the director or director designee to bring the child up front to the Director’s office. The Director or Director Designee will sit and talk with them to help calm them down. Once there have been efforts to help the child’s behavior between the teachers and the director and the behavior persists a parent will be called to come and get the child from Plymouth Preschool for the remainder of the day. After repeated offenses a child may be suspended from school for a period of one to three days. Offenses following suspension may be ground for terminating care of the child.

**Parent Expectations**

A parent’s character towards teachers, administrators and policies affect the emotional and academic stability of their child. We expect parents to support all our policies, procedures, curriculum, and mission. The list below outlines the parent responsibilities (not all inclusive):

* Parents must notify the director or director designee of any changes in child’s daily schedule that may affect the schedule in their routine at school.
* Parents or an authorized adult must check in their child at the main door keypad using and assigned pin number. Parents must check out their child using the same procedure. An individual that is not listed on the emergency contact form or does not have consent from the parent to Plymouth Preschool will not be allowed to pick up children. All adults picking up or bringing in a child to Plymouth Preschool must have a photo ID.
* Parents or authorized adults must accompany children to their individual classrooms
* Parents must give permission for their child(ren) to participate in all school activities or provided written notification if they do not want their children to participate
* Parents agree to abide by and fully support the center’s disciplinary policy
* Parents recognize that Plymouth Preschool is not responsible for lost or damaged personal property
* Parents are responsible for damage to school property caused by their child
* Parents give permission to the center to videotape, photograph and record their child in the course of school activities or must notify Director, in writing, that they do not want their child videotaped, photographed or recorded. Plymouth Preschool Learning Center has cameras in all classrooms and bathrooms to maintain the child’s safety.

Parent participation is welcome and necessary to ensure quality care of your child. Donations of classroom materials, equipment and time working on special projects are greatly appreciated. Children’s cubbies and folders should be checked daily, as it contains projects and activities that your child participated in. It also includes notices of upcoming events.

**Hours and Holidays**

Plymouth Preschool provides childcare, from 6 a.m. to 6 p.m., Monday through Friday. Plymouth Preschool will be closed on the following holidays: New Year’s Day, Good Friday, Memorial Day, The Fourth of July, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day.

If the holiday falls on a Saturday, the center will close the Friday before the holiday. If the holiday falls on a Sunday, the center will close the Monday after the holiday. Notice of changes to these closures or additional closures will be in our monthly newsletters will provide full details.

Plymouth Preschool will follow USD 259 closures for weather unless USD 259 closes due to cold temperatures. In which case PPLC will remain open. Notice of closures will be on PPLC Facebook page as well as local news.

Plymouth Preschool will also be closed 2 days per year for parent/teacher conferences, usually in April and October.

**Enrollment**

According the KDHE Regulation K.A.R 28-4-426(e) Parents are responsible for providing updated information for their child’s file. This includes a Registration Form, Tuition Agreement, Health Assessment, Emergency Contact Form (KDHE and PPLC Form), Emergency Authorization and Insurance Information, Developmental History, Immunizations Record, Email Registration Form, Food Program Paperwork, Infant Safe Sleep Policy. These papers need to be turned into the Director 2 days prior to enrollment or the child cannot attend. A current Immunization Record must always be kept on file. If we do not have a current immunization record the child cannot attend PPLC until we do.

The following are required for enrollment at Plymouth Preschool:

* Enrolled children must be between 2 weeks old and pre-kindergarten
* **Parents must complete an enrollment packet and return all pages to the Director two business days, prior to admission. The packet contains:**
* Registration Form
* Emergency Contact Form
* Yellow Medical Record, History of Immunizations and Physical Assessment
* Blue Emergency Medical Care Authorization and Insurance Information
* Developmental History
* Email Registration Form
* Infant Safe Sleep Policy
* Tuition Agreement
* CACFP (Food Program) Form/s
* Each child is required to use a Kid’s Nap Mat, which Plymouth Preschool has available to purchase for $35. A variety of designs are available.

**Enrollment Fee**

Parents are required to sign a tuition agreement, pay a registration fee of $60 and one-week tuition in advance, prior to the child’s first day. Yearly Enrollment Fee will be due annually in August. Your child’s packet contains information regarding tuition for each classroom.

### Waiting List

As vacancies occur during the year, they are filled from a waiting list, or from new registrations. Families may apply to the waiting list by completing a registration form as well as a non-refundable $60 registration fee per child. Applying for enrollment does not guarantee placement at Plymouth Preschool Learning Center. Once an opening for enrollment occurs, we review the waiting list. To begin, we have a strong commitment to families within our Center that may be trying to place another child. These families will receive priority.

### Special Needs Children

### Please consult the Director prior to enrollment if your child has special physical and/or emotional needs. You, your child’s physician and our staff will discuss and determine whether we can reasonably accommodate those needs.

**Payments**

All tuition payments are due in advance to services provided. Payments are expected by the close of business on Friday for the following week. Tuition is to be paid by check or money order, Visa/MC and Debit or cash. Checks or Money Orders may be made out to Plymouth Preschool. Returned checks will be charged an additional **$25** fee.

Plymouth Preschool offers “reservation weeks” to all families for unlimited use. “Reservation weeks” are to be used when a child does not attend for an entire week, with a 2 week notice to the Director. In order to retain your child’s enrollment at Plymouth Preschool during these weeks, 50% of required tuition is due, prior to the “Reservation Week.”

Payments received after the close of business on Monday will be considered late and will be assessed a **$25 late fee for that week.** Accounts, that are 2 weeks delinquent may result in termination of services.

**Late Pickup**

Children must be picked up before 6:00 p.m. to avoid being charged a late fee.

Late pick up fee is $1, per minute, per child.

**The police will be called if the child is not picked up by 7:00 p.m.**

**Absenteeism and Late Arrival**

No credit is given for days misseddue to illness, holidays, or snow days**.** If a child will be absent for any reason, **please** **call the school before 9:30 a.m.**

**Discontinuing Child Care**

Plymouth Preschool requires a **written notice,** two (2) weeks prior to termination of childcare. Full payment is due by the Friday before the last week your child attends Plymouth Preschool. If no notice is given, tuition of two (2) weeks will be charged.

**Child Custody Issues**

In the event that custody becomes an issue for your family, a copy of your court order stating that a non-custodial parent may NOT pick up a child at the center needs to be provided to the Director. **Verbal requests are not valid**. In the absence of a copy of the court order on file, Plymouth Preschool is required to release the child to either parent.

Law enforcement officials are called immediately in the event that a custody battle arises at Plymouth Preschool Learning Center.

**Communicating with Two Households**

When parents are living separately, we will make every effort to provide newsletters and all school correspondence to both parents. We consider both parents important to the child’s school experience and avoid expressing any alliance with either parent over the other. It is necessary for us to refuse to become involved in disagreements the parents may have. Financial obligations are clearly stated on the Enrollment Agreement. Plymouth Preschool expects the parents to handle disputes over payment arrangements, prior to enrollment.

**Daily Arrival and Departure**

**No one under the age of 18 will be allowed to pick up your child.**

At the time of enrollment, the Director will instruct you in how to clock your child in and out using the computer near the Director’s office.

Any other person picking up a child must be on the pickup list or have written permission signed and delivered by the parent or guardian to the Director’s office. Staff members unfamiliar with any person picking up a child will ask to see a photo ID. Children will not be released to persons who have not been authorized in writing.

**Toilet Training**

Teachers will work with parents and children on toilet training. Parents need to communicate to teachers what words they are using with their child while toilet training. Children who are toilet training require a supply of diapers and/or training pants, wipes, and two or more sets of extra clothing.

**Personal Belongings and Clothing**

Space is provided for your child’s personal belongings.

Infants: 2 complete sets of clothes, Diapers, Wipes, Bottles for the day

Toddlers: 2 complete sets of clothes, Diapers, Wipes, Nap Mat

2s: 2 complete sets of clothes, Diapers, Wipes, Shoes, Nap Mat

Preschool (3s): 1 complete set of clothes, Shoes, Nap Mat

Pre-K (4-5) 1 complete set of clothes, Shoes, Nap Mat

**Clothing must be clearly labeled with the child’s full name**

Children must wear closed toes shoes to ensure their safety. (No flip-flops or sandals). KDHE requires that children be outside at least one hour every day, so it is important for children to be dressed accordingly. Plymouth Preschool isnotresponsible for lost or stolen items. Any jewelry of value should not be worn at the center by the children.

**Confidentiality Policy**

All personal records of children and families are kept strictly confidential. Information pertaining to admission, payments, progress, and health-related issues shall be confidential unless we have written permission for disclosure from the parent or guardian. For confidentiality purposes, no other children’s names are to be mentioned in any communication between parent(s) and the teacher. Please do not ask the teacher to disclose names of children involved in any encounter at Plymouth Preschool.

**Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age; but can be seen after in some cases. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.
Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher of his peers. Toddlers verbal skills are still developing, and they can be impulsive without self-control. Occasionally, biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will continually maintain close and constant supervision of the children.

The following steps will be taken if a biting incident occurs at our center:

* The biting will be interrupted with a reminder that biting hurts.
* Staff will stay calm and will not overreact.
* The bitten child will be comforted.
* Staff will remove the biter from the situation. The biter will be given something to do in order to redirect their attention.
* The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps need to be taken.
* The parents of both children will be notified of the biting incident. Appropriate forms will be filled out.
* Confidentiality of all children involved will be maintained.

If we see that there is a consistent biter these steps will be taken.

* The biter will be shadowed by an adult at all times.  They will be given the tools to help when a situation arises so that the child does not bite.  If the teacher sees that the biting is subsiding, and the biter is using words than the shadowing technique will subside so that the child will have the opportunity to use the tools that were given to them on their own.
* If after both techniques are in place and there is still no improvement or the child continually goes back to biting, other interventions may be implemented.  These will include but are not limited to a behavior specialist brought in, suspension of the biter, parental observations, behavior charts implemented and in a last resort termination of the child

**It is also not something to blame on children, parents, or teachers.**

**There are no quick and easy solutions to biting.**

**Health Policy**

Please do not bring your child to the Center if he or she is ill. The Health Department requires that we refuse care to any child who is ill with contagious/infectious signs or symptoms such as:

* A temperature over 100.5 degrees -- Children sent home with a fever, for whatever reason, are not to return to the center until 24 hours after they are fever free (without the aid of fever reducing medication) from the time you pick them up.
* Diarrhea -- more than one abnormally loose stool per day. Your child must be diarrhea free for 24 hours before returning.
* Vomiting -- Free of upset stomach and vomiting for 24 hours before returning.
* Inflammation of the eyes.
* Skin lesions, i.e., impetigo, ringworm and scabies.
* Any undiagnosed rash.

When your child is ill, it will be necessary for parents/guardians to make arrangements for your child to be picked up within two hours after being notified. Failure to comply with this illness policy could result in your child being dismissed from Plymouth Preschool Learning Center

It is very important that you keep your child home if he or she is contagious. Therefore, if your child develops a communicable disease or condition such as chicken pox, strep throat, conjunctivitis (pink eye) or head lice -- please do the following:

* Keep your child home the recommended number of days. (According to the Public Health Regulations for the Control of Communicable Diseases) If your child contracts a communicable disease in which state regulations require the child to be removed from care until no longer infectious, a doctor’s note will be required to verify illness.
* Notify Plymouth Preschool in the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted and if possible, parents will be verbally notified when they pick up their children.

Your child should not return to the Plymouth Preschool until the period of contagion has passed and a written note from your child’s physician is provided to the administrative staff. Ultimately it is up to the discretion of the Director or director designee to send home a child regardless of the reason due to illness.

Plymouth Preschool Learning Center does not carry or provide accident or liability insurance and is not responsible for medical costs as a result of an accident or illness.

Every staff is trained in CPR and First Aid. Basic care will be given to all minor medical incidents such as cleaning, ice, band aid or wrapping. First aid kits are located in each classroom’s emergency bag. Incidents reports will be filled out for minor medical issues which are signed daily by the parent and director or director designee. One copy of the incident report is given to parent or guardian and one is kept in the children’s file. For major medical issues, immediate first aid will be given, and the parents will be notified. If immediate medical attention is needed the director or director designee will call 911 and will accompany the child to the hospital with the emergency paper work located in the emergency binder in the classroom or child’s file, Director or director designee will stay with the child until a parent or guardian arrives.

Please see the Child Illness/Exclusion Notice at the back of this Handbook.

**Medications**

As per Kansas Health Department regulations:

* Non-prescription medications such as Tylenol, Ibuprofen, and cough medicine may be given with the parent’s consent of a required medication form.
* Diaper rash cream and lotions may be given with parental consent of a required medication form and may be left here.
* Any prescription medication may be given with the consent of the parent, but the prescription must be in the original container with the pharmacy label that contains the name of the medication, the dose, and the doctor’s name.
* A doctor’s note will be required for children under 2 for non-prescription medications with dosing information. Diaper cream and lotions do NOT need a doctor’s note.
* For further questions regarding medication please see our Medication Policy.\

**Family-Style Meals**

Meals are included in the tuition fees. Breakfast is served each day at 8:15 a.m., and will not be available after 8:45 a.m., due to Food Program regulations. Lunch is served at 11:15 a.m. and afternoon snack is served at 2:30 p.m.

During mealtimes, staff will sit with the children at the table in small groups and socialization will be encouraged. Children will be encouraged to pour their own drinks, and help with preparation, serving and clean up. Allowing children to serve themselves fosters independence and fine motor development. No child will be forced to eat everything served. Menus are posted weekly in each classroom and on the parent board.

**Allergies**

Food allergies or special dietary needs of children require a doctor’s notice and a completed CACFP (Food Program) form stating the specific allergy and a list of alternative foods. A list of children with known allergies or health concerns will be posted in each classroom and in the kitchen. Every effort will be made to try to accommodate food allergies. Parents may be asked to supplement items based on the allergy in order to meet the daily food requirements required by KDHE and CACFP.

**Birthday/Holiday Celebrations**

Plymouth Preschool welcomes the celebration of birthdays and holidays. If you chose to bring in special treats, we ask that they be store bought as opposed to homemade to ensure the knowledge of all ingredients.

**Staff Childcare Services Policy**

Any arrangements our staff make with a parent/guardian to care for your child(ren) off the premises of PPLC is strictly between you and the staff member. Both the parent/guardian and teacher must read “Staff Childcare Services Policy” and submit a signed copy of our “Waiver and Release Form for Plymouth Preschool Learning Center Staff Childcare Policy” to the Director if you wish to make these arrangements.

**Class Schedules and Curriculum**

Weekly lesson plans and daily schedules are posted inside each classroom and have been created for the maximum benefit of the children. These plans are intended to be consistent, yet flexible. Teachers will be responsive to the child’s interests and natural exploration. At Plymouth Preschool, we believe that children learn through play. Children learn and develop many skills though play. Through play, children learn about themselves, their environment, people and the world around them. As they play, children learn to solve problems and to get along with others. They enhance their creativity and develop leadership skills and healthy personalities. Play develops skills children need to learn to read and write. Play in early childhood is the best foundation for success in school.

**Outdoor Play Policy**

Unless extreme weather conditions prevail, children will have a daily period of outdoor play. Per KDHE regulations, children are required to have outdoor/gross motor time daily. Children will have 30 minutes outside time twice daily. If weather conditions do not allow outside time, the gym will be used to offer gross motor time

### Staff Qualifications

### Teachers at the Plymouth Preschool meet or exceed Kansas licensing standards. Professional Lead Teachers hold degrees and/or credentials in the Early Childhood field and have at least one year of experience with young children. All staff members are trained in First Aid, CPR, SIDS, Child Abuse and Recognition/Head Trauma, Signs and Symptoms of Childhood Illness, Environmental and Transportation Safety, Child Development, Medication Administration, and Response to Emergencies and Allergic Reactions. All staff are required to have ongoing yearly trainings.

**Security**

Our commitment to your child’s safety begins the moment your child steps through our doors. We take the security and safety of our students and staff very seriously. During school hours our entryway doors remain locked. To enter the preschool, you will need to use your unique PIN number. Only you and the people you authorize in writing to pick up your child will be allowed into the school’s interior classroom area while children are in school. Any changes to regular pick up procedures must be in written form.

The center will not release the child to any parent, or other authorized person picking up a child, who smells of alcohol or who appears intoxicated or under the influence of other substances. The teacher will seek the assistance of the Director in calling alternative transportation for them. If the parent insists on taking the child without appropriate transportation, the director will call the police. Teachers and administrative staff will pursue any legal measures necessary to protect the child. This may include calling the child abuse hot line as well as the police. The safety of children entrusted to our care is very important to us.

**All visitors must check in at the Director’s office.**

**Fire,Tornado,and Safety Drills**

In order to reduce the threat of fire, smoke detectors and alarms are installed and inspected regularly to ensure that they are in working order. Fire drills are conducted monthly and documented per KDHE regulation. Fire and Tornado evacuation plans that display all exit routes are posted in the classroom next to the doors and in each emergency binder located in each classroom. Teachers will take the emergency bag that contains first aid kits, emergency information for children, flashlights, activities, and their cell phones. Fire emergency meeting place is located across the street at College Hill Elementary School. If further evacuation is needed, meeting place will be located at Edgemoor Recreation Center, located at 5815 E. 9th. Please see Crisis Intervention Plan for more information on Emergency Procedures.

**USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\_filing\_cust.html](https://www.ascr.usda.gov/filing-discrimination-complaint-usda-customer), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1)   Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2)   Fax: (202) 690-7442; or

(3)   Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**Subject to Change**

The administrators of Plymouth Preschool reserve the right to make changes to tuition, policies or procedures at any time, at their sole discretion, after reasonable notice to families enrolled in Plymouth Preschool

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I agree that I have fully read this, “Parent Handbook” and fully understand the terms and conditions of this. My signature certifies that I have read and agree to abide by the Parent Handbook. I understand that the failure to do so can result in termination of my child from care at Plymouth Preschool Learning Center.

Parent/Guardian Signature Date

Director Signature Date