

ABODE Peoria Preschool Parent Handbook

Effective September 2026

This handbook explains the policies, routines, and family responsibilities that support safe and consistent care at ABODE Peoria Preschool.

Address	13111 N 94th Dr, Peoria, AZ 85381
Phone	(623) 583-8855
Email	connect@abodepeoria.com
Hours	Monday-Friday, 6:00 a.m.-6:00 p.m.
License	0020238CDCHT37413850
Quality First	Proud 5-Star Quality First rated center
Programs	Regular care for ages 0-6; seasonal school-break camps for ages 6-12
Care options	Full-time, part-time, before-school, after-school, and drop-in care, subject to availability

Current tuition and closure information is published at abodepeoria.com. Enrollment agreements and written notices govern where they differ from this general handbook.

Welcome

Dear Parents,

Welcome to ABODE Peoria Preschool. We are grateful to have your family join our community and look forward to partnering with you to provide a positive early childhood experience.

This handbook provides essential information about our school, including operational policies, family responsibilities, and state licensing expectations. Please read it carefully and contact the administration whenever you have questions or need clarification.

Warmly,

The ABODE Peoria Preschool Team

About Abode

We believe that early education is profoundly impactful, shaping both academic excellence and personality development. We take pride in fostering positive social values and equipping children with essential life skills, guided by our philosophy of "Care with Curriculum." Through a holistic approach, we nurture empathy, resilience, and critical thinking alongside academic proficiency, preparing students to become compassionate global citizens. We are dedicated to fostering a nurturing, considerate, and joyful learning environment where every child is empowered to thrive academically, socially, and emotionally.

Community guides everything we do. We believe in building and maintaining a strong sense of community. We encourage the active participation of families and staff in all facets of life at ABODE.

Our Mission and Philosophy

Our mission harmonizes with our philosophy, as we merge the child-centered exploration philosophy of Reggio Emilia with the hands-on, self-directed learning principles of Montessori. This blend creates a nurturing environment that sparks each child's innate curiosity, nurtures their creativity, fosters social-emotional growth, and empowers them to develop into empathetic, independent, young minds ready to make a positive impact in the world.

Our Approach

We believe in the "Follow the Child" approach. We nurture children's innate curiosity by fostering exploration and discovery through hands-on, experiential learning rooted in Montessori and Reggio Emilia principles, preparing them for a lifetime of learning. Our classrooms will be equipped with materials and activities inspired by Montessori and Reggio Emilia principles to stimulate curiosity and encourage exploration.

We firmly believe that fostering a love for reading is essential for nurturing a child's imagination and curiosity. Our reading program includes engaging activities such as story time, book reading sessions, phonetic programs, and a book bag program to support and inspire young readers.

Our outdoor learning program, inspired by Reggio Emilia, offers children interactive nature experiences, including interactions with farm animals, fostering environmental awareness, and emotional connections. Additionally, our ample outdoor play contributes to their development of physical skills.

Our enrichment programs include Art, Music, Yoga, Spanish, and Gardening which contribute to the holistic development of every child.

Enrollment

We are delighted to have your family join our community. This section provides all the essential information regarding the enrollment process. Please review this packet carefully to ensure a smooth transition for your child and your family.

Families are required to participate in a facility tour as well as an informational session as the initial step in the enrollment process. Following the tour and informational session, Administration will confirm availability. If a spot is open and extended to your family, you will be required to sign an enrollment agreement, provide required enrollment forms, and a \$200 non-refundable application fee.

As we progress through the enrollment process, it is our priority to ensure that we can meet the needs of your child and provide necessary accommodations. We strive for our school environment to be enriching and individualized for all. It is, however, our right to handle the classroom rosters as we see fit.

In the event that a spot is not available for your child, they can be added to our waitlist. Admission is available throughout the year, subject to availability. To reserve a waitlist spot for your child, we kindly request that you participate in a tour of our facility and complete a waitlist agreement for your child's consideration on our waitlist.

Hours of Operation

Monday through Friday

6:00am - 6:00pm

Our Community

At ABODE Peoria, we extend a warm invitation to parents and family members to actively participate in classroom activities. We highly value parental involvement in their children's educational journey and encourage parents to engage with teachers to explore ways they can contribute to the learning experience.

We invite you to connect with the administration if you believe you can contribute or have suggestions for additional ways to participate. Witnessing parents to be a part and help in enhancing ABODE Peoria Preschool brings us great joy as we strive to create the best learning environment together.

As a community school, we encourage parents and teachers to build lasting and deep relationships with one another to care for our students. We try our best to give teachers and parents the freedom to cultivate relationships as they see fit, with limited barriers to the extent of interaction and collaboration that can take place. However, from time to time harder conversations may need to take place, as we strive for relationships to be built upon mutual trust, understanding, and compassion, these conversations can become a lot easier. Therefore, we have outlined a few key ideas to guide us as we cultivate relationships rooted in attributing positive intent.

Conflict Resolution

ABODE Peoria strives to create positive conflict resolution skills amongst all its members, from child to teacher to parents. Therefore, all communication will be mutually respectful whether through our app, social media, or in person. We value transparency and tackling conflict head on with the person at the source. The goal of conflict resolution is to bring people together, not apart. Our hope is that two people will gain perspective and a greater understanding of one another, offering empathy and finding common ground.

When possible, the following will apply:

- If tension arises, a mediator can help facilitate discussion.
- All conflicts should be discussed outside the presence of children. It is important to us that you have a space to talk regarding your child's development, policies, or school circumstances. You may schedule a time to meet with the administration regarding these issues.
- It is important to note that confidentiality is imperative. Therefore, administrators will not discuss any other child with an individual who is not a parent or guardian.

Discipline And Behavior

ABODE Peoria recognizes the extensive team it takes to help children establish healthy self-regulation skills from an early age during the most critical time of development.

At our preschool, we emphasize cultivating positive self-regulation and inner discipline, integrating methods like positive reinforcement, effective communication, consistent boundary-setting, problem-solving guidance, empathy development, and mutual respect between children and educators as part of our positive discipline approach.

If behavior escalates and becomes too disruptive to the classroom environment there are a number of steps we may take, which are outlined below, these steps are listed in order of intervention, but may be skipped as needed.

- The child will be removed from the classroom for a moment to take a walk and spend one-on-one time with a teacher or administrator. This change of scenery allows for the class to continue running while the child resets and builds connection with their adults. The goal is for the child to be calm, reflect, and refocus in order to return to class.
- Parents will be updated by the teachers and administration on a regular basis if there are disruptive behaviors. Open communication is the best way to work together to help the child learn to self-regulate.
- If your child has exhibited consistent behaviors that have harmed other children or teachers, an incident report will be filled out for you to sign at pickup.
- If the behavior continues day-to-day or escalates, parents will be invited to a Partnership Meeting with the Director to discuss strategies that will help the child thrive better in the environment.
- A Partnership Plan will be developed with involvement from the parents, teachers, and administrators. Partnership Plans will outline changes that can be made in the environment and strategic implementations from all parties that are geared toward improving overall self-regulatory skills and, ultimately, behavior. Partnership Plans will be signed by all involved and will be placed in the child's file for reference.
- Partnership Plans are individualized and may greatly vary. Some plans can be as simple as establishing a routine, offering a family photo in times of distress, or performing an I Love You ritual with the child. Other plans may discuss half day options or recommendations from a child's pediatrician regarding how best to serve the child, or if further evaluations may be necessary.
- Partnership Plans also outline how often parents, teachers, and administration will meet to evaluate the effectiveness of the plan and the progress of the child. At each meeting, the Partnership Plan may be improved and revised.
- If a child's behavior becomes a danger to themselves or other children, the child has not responded to the Partnership Plan, or if the child's family are not being supportive, active participants ABODE Peoria may disenroll the child with or without notice.
- At any point, the family may also engage outside resources for one-on one assistance with the child in the classroom at the cost of the parent or guardian.

ABODE Peoria welcomes outside specialists to work with your child. If your child is in need of additional services such as: occupational therapy, speech therapy, behavioral therapy, ABA therapy, or an all day one-on-one, we encourage these specialists to find time to work with your child during school hours. We believe it is the best way for them to see your child engaged and interacting with other students and the most proactive form of early intervention. For more information regarding recommended specialists and policies for visitation, please ask the administration.

Communication

We pride ourselves on thorough communication here at ABODE Peoria Preschool. As there are many avenues in which communication is possible, our parent handbook highlights the most important and most commonly used.

Procare is used for signing your child in and out of the facility and serves as your direct lifeline to the classroom. The direct messaging portion of the app allows you to instant message your child's teachers anytime of the day and for your teachers to directly communicate with you. This is the most important platform of communication and is a requirement of enrollment. Teachers' designated time during the day is 12:30pm to begin the bulk of their communication. Remember that the priority is to first supervise the children. If you need more time with your child's teacher, the administration can help schedule a meeting.

We offer a private Facebook page to all parents and guardians who would like to join. Each day, our teachers share a minimum of 10 photos and a short blurb about the day's activities. Administration uses this platform to celebrate accomplishments, posts about community events, holidays, school closures and more. This is optional but highly recommended!

If your child is in a diaper changing classroom, you will receive daily communication regarding diaper changes, nap times, meal consumption, and more posted within Procare each day. This is intended to keep parents

updated as your child's day progresses. It also serves as a means of notification if your child is in need of items such as diapers or wipes.

The welcome board in the office is used to alert families of any important updates, the weekly menu, holiday schedule, school events, newsletters, and other licensing measures. Sign-up sheets and flyers for events will be posted near this board as well.

Newsletters with upcoming events, reminders, holiday schedules, and more will be sent out on the 1st of each month. This will be uploaded into Procure, posted on our private Facebook page, and is featured on our welcome slideshow in the office.

When required, all-parent meetings will be hosted both in person, via Zoom and or via Facebook Live. This is a time for administration to discuss why a meeting has arisen and for parents to offer feedback or participate in a Q&A session. Everyone is welcome, and all content is able to be discussed including but not limited to communication, observations and assessments, concerns on policies and procedures, etc.

The office is an open space for all kinds of conversation. Our administration team loves meeting with families at pick up-and drop-off, whether it is for life updates or because you may have a question. For more in-depth conversations, sensitive topics, or scheduling accommodations, we encourage you to email us to set up a meeting!

If you have more emergent matters that inevitably may occur after school hours, please email administration rather than use Procure. We strive to protect our teachers' work-life balance and need your help doing so. You should expect a response within 30 minutes.

Tuition

ABODE Peoria uses an outside provider for all financial transactions or billing matters. We understand that the financial aspect of childcare can be taxing, therefore we strive to conduct matters with confidentiality and timeliness. Parents are required to adhere to our tuition payment policies as outlined.

Parents or guardians are required to enroll in Procure billing. This is located in the payments section of the app. Administration will review tuition rates on an annual basis. Adjustments may be made based on numerous economic factors such as changes in inflation, minimum wage, and market.

Tuition may be adjusted annually to compensate for inflation and teacher salaries.

All payments are electronic and pulled through our Procure system on the 1st of each month.

All classroom instruction, our enlightened nutrition program (2 meals and a snack), cow's milk, and all special classes offered. If an alternative milk is needed due to an allergy or preference, it must be provided by the family.

Tuition will not be prorated for any circumstance, including but not limited to: holidays, absences, sick days, public health emergencies, inclement weather, etc.

50% of the tuition may be paused on a case-by-case situation. The most likely scenario is if the parent gives us at least one month's advance notice of extended travel. In that circumstance, parents will be given a 50% tuition off for that month they cannot attend. The kids spot will be reserved. You may choose to continue paying tuition while your child is out to save their spot, or you can disenroll and re-enroll at a later date. Should you choose to disenroll then re-enroll, the registration fee will be due again, regardless of prior payment. Spots will not be guaranteed if a child is disenrolled.

A sibling discount of up to 10% will be applied to the lowest tuition rate in the family.

A registration fee of \$200.00 per child is due at the time of initial enrollment.

An annual registration fee of \$200.00 per child will be due on August 1st of each year. Registration fees serve as the supply fee for the next school year.

This annual fee is not dependent upon time of enrollment. For example: If your child is enrolled at ABODE Peoria June 1st, a \$200.00 per child registration fee will be due on June 1st. On August 1st the annual registration fee of \$200.00 per child will be due again.

A 30-day written notice of disenrollment is required. This can be done at any point in the month. You will be charged 30 days from the date of notice.

If this carries into the next month, your tuition would be prorated. Example: notice given on February 17th. Since you have paid for the full month of February in advance your March tuition will be prorated until March 17th and your child will no longer be enrolled at ABODE Peoria.

If a family is consistently unable to make payments or are late on their payments the child(ren) may be disenrolled and all remaining fees are forfeited. If you choose later on to re-enroll all enrollment fees and processes must take place including being put on the waitlist if necessary. The Head of School will review your previous payment history for eligibility. We reserve the right to send any and all outstanding balances to collections.

- Returned Payment - \$35.00
- Late pick up - \$5.00 per minute per child

Late Pickup Policy

It is important that parents arrive to pick up on time. Please arrive 15 minutes prior to the stated closing time. This allows time to collect your child's belongings as well as receive any verbal updates about your child's day.

In the event of an emergency please contact the school as soon as possible to give your ETA as administration will need to ensure that a teacher is available to stay late.

For any late pick up the late charge will be \$5.00 per minute per child. This charge is automated in Procare based on the time you sign your child out.

If a child is not picked up at 5:30pm, a call to both parents or guardians listed on the child's enrollment paperwork will be made. If the child has still not been picked up by 5:45 and both parents are unreachable, the child's emergency contacts will be called.

In the event that no individual has been reached to pick up by 5:55pm the Peoria Police Department will be contacted to assist.

Food on Campus

Children will be provided the following meals and snacks each day.

- Meal #1: Breakfast - 8:30 am
- Meal #2: Lunch - 11:30 am
- Snack: 2:30pm

Meals are served in your child's classroom, and are monitored by teachers.

For children with allergies, please mark all allergies on their enrollment form and we will do our best to accommodate those.

The chef can make a few substitutions. If the child cannot eat yogurt, a fruit or another snack will be provided instead. Pork can be replaced with other meat or vegetables.

Any milk substitutes will need to be provided by the parent. Teachers will communicate when the child's milk is running low. In the event that the child runs out of the milk substitute, the child will be provided water.

There is a zero tolerance policy for the following items on campus:

- Any form of nuts, nut oils, nut milks.
- Soy
- Grapes
- Products with large amounts of high fructose corn syrup.
- Popcorn

- Candy
- Cookies
- Drinks other than water and milk

The following foods are approved on campus:

- Apple sauce, fruit pouches
- Raisins, dried fruit, dried vegetables
- Veggie chips, veggie straws, plain pretzels, pita chips, rice crackers, rice cakes
- Seaweed
- Meat and cheese (no lunchables)
- Breakfast bars, Fig Bars, seed based bars.
- SunButter

We love to celebrate your child's birthday with them. If you wish to provide snacks, please choose one of the options below and coordinate with your teacher for head counts.

- Made Good Treats
- Rice Krispies Treats
- Annie's Bunny Snacks
- Outshine Popsicles
- Good Pop Popsicles

We love celebrating holidays, birthdays, and life events more within our community and classrooms. Parents are welcome to join the class for these celebrations.

Closure Calendar

The current closure calendar is published on the School Calendar page at abodepeoria.com/calendar/. Schedule changes are also shared with enrolled families through Procure. ABODE Peoria Preschool may update closure dates when necessary and will provide families with as much advance notice as practical.

Classrooms

We are so excited to provide your child a place to learn and grow! In each classroom, we

have cubbies set up with your child's name. You may place the below items in their cubbies as well as access the cubbies at any time.

Please make sure all items that come to campus are labeled with first and last name, Abode Peoria is not responsible for lost or misplaced items with no names on them.

- A blanket or a lovey for nap time/meditation time
- Pacifier if needed
- At least one change of clothes, two is preferable, and three if your child is potty training. A change of clothes should include a top, a bottom, underwear, socks, and shoes.
- Appropriate outdoor clothing We are outside every day regardless of the weather, please ensure that jackets are provided when it is cooler.
- Diapers, wipes, and diaper cream
- Sunscreen or bug spray if desired
- EpiPen and prescription if required

- A family photo for all children
- Water bottle labeled with child's name

Toys are not allowed on campus as they cause disruption and can be easily lost. Some classes will allow you to bring in a special item on a certain day, this is up to each class at their discretion.

Transitions

There are many classroom transitions that may take place during your time here at ABODE Peoria. The most common are outlined below.

The most common transition school-wide is transitioning to the next classroom. When considering whether a child is ready to move up to the next class, we will assess the child holistically. We take into account where the child measures cognitively, socially, emotionally, developmentally, and behaviorally. We also take into consideration the birthdate of the child and classroom ratios. Furthermore, we try our best for students to be placed in classrooms based on what year the child may attend Kindergarten. However, it is our primary goal to focus first on cognitive, emotional and social development.

Campus-wide we will have a transition day the first week of August where many children will move up to the next classroom. There may be other times of year that we determine a child is ready to move up. In all cases, you will receive a transition letter with important details about the next steps. Please feel free to talk with the administration about these transitions when they occur if you have questions or concerns.

When your child is ready to transition out of diapers, we can assist by providing consistency between school and home. Please let your child's teacher know how you are approaching potty training so they can support your child in the classroom. While each child is different, there is a general process we follow to begin potty training. Typically, during this stage we will utilize a potty timer where we will check with your child every 20 to 30 minutes to help reinforce using the restroom as they work on listening to their body and its prompting.

As a reminder, this is a journey and accidents will happen. As a parent, you can help by supplying ample amounts of backup clothing. Our teachers' approach to accidents will always be to comfort your child. We want to try our best to alleviate any shame that may come when accidents occur. This will be followed up by changes in the pottying plans if necessary.

Potty Practicing: This is the introductory stage. A child remains in diapers while practicing using the potty. We are "trying" to go each time the child's diaper is changed. This allows the child to practice going on the potty at school while avoiding accidents. Transitioning to Pull-ups with Velcro sides at this time would be best.

Potty Training: Once your child is having minimal accidents at school and at home, then we are ready to transition to underwear. This stage will be ongoing as accidents may come and go. Please always have 3 sets of extra clothing on campus during this phase.

Infant Care

Welcome to our infant family! We are thrilled to have you join us! We know choosing the perfect school for your child is not an easy decision. We are honored you have decided to select us! Please take some time to read through this welcome packet, as it contains important policies and procedures of both our facility and state licensing for infant care. Our hope is this serves as a resource for you to answer all questions you may have.

Please know we value transparency and our door is always open should you have further questions or want to talk.

Per state licensing, infants are not allowed to sleep in restrictive devices. This includes bouncers, swaddles, or swings. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if you have a completed Sleep Exception Form that includes a signed statement from your healthcare provider.

You are welcome to provide a sleep sack as long as the arms are not restrained to the body, and it allows the infant to roll if able.

In your enrollment packet, you will be provided a feeding form that informs us about your child's feeding schedule. This is required to be filled out by licensing, and it also serves as a guide for us to your child's feeding schedule as we get to know your child. Please fill this out and return for pickup on the first day of school. This form will be reviewed and updated as needed.

Breast milk can be brought frozen and left in the classroom freezer, as long as it is labeled with your child's first and last name and date.

Once old enough, your child can join our enlightened nutrition program. Our chef will modify the menu for the week to meet safe eating requirements. We highly suggest that you look at our weekly menu each week in order to introduce any new food to your child first before the facility does so. This is to ensure your child doesn't have any allergies or feeding delays.

In each classroom, we have cubbies set up with your child's name. You may place the below items in their cubbies as well as access the cubbies at any time.

Please make sure all items that come to campus are labeled with first and last name, Abode Peoria is not responsible for lost or misplaced items with no names on them.

- Sleep Sack - unrestricted arms.
- Two changes of season appropriate clothing per day for messes and accidents. Three is preferred.
- Outdoor clothing such as jackets, hats, and shoes if your child is learning to walk.
- Diapers, wipes, and diaper cream if applicable. (ask for form in office)
- Any medications if required (ask for form in office)
- Water bottles for children over 6 months old.
- Bottles pre-made and labeled
- If your child is moving to solids, purées, puffs, etc.

Per state licensing, all bottles, lids, cups, pacifiers, diapers, wipes, creams, and food must be labeled with the child's first name and last initial. We also ask that you label all diaper bags, jackets, extra clothes, sleep sacks, etc.

Child Abuse and Neglect

ABODE Peoria Preschool staff are mandated reporters under Arizona law. Staff members must report reasonable concerns of child abuse or neglect to the Arizona Department of Child Safety or law enforcement, as applicable. Families are also encouraged to understand the signs of abuse and neglect and to report concerns promptly.

Arizona Child Abuse Hotline: **1-888-SOS-CHILD (1-888-767-2445)**, available 24 hours a day, seven days a week.

Arizona Department of Health Services Child Care Facilities Licensing: azdhs.gov/licensing/childcare-facilities/ or (602) 542-1025.

Safety Policies

In Arizona, outdoor learning can look different depending on the time of year. As the summers can be very warm, we do implement both small groups and a heat advisory policy. The following are our heat advisory rules and activities which we do during summer months.

- If the weather is 100 degrees Fahrenheit or higher, children must not be outside for more than 20 minutes at a time; 30 minutes if water play activities are occurring.
- Sunscreen must be applied in the afternoon if students are going outside after a nap. Parents are asked to apply before drop off.
- All children must have a personal water bottle that they have access to all day and can carry outside with them. They will take periodic water breaks.

- If the weather is 110-115 degrees Fahrenheit, children will remain inside during those hours. They will use our resource rooms indoors to maintain primary groups. We will allow one movie day in the summer on a heat advisory day for 3 years and up. The movie must be pre-approved by admin and go along with the curriculum, and a permission slip will be sent home.

ABODE Peoria is a gang-free, gun-free, and violence-free campus. Any illegal activity, violent behavior or possession of a gun will be reported to the police immediately.

Health Policy

- A child has vomited twice
- Has had three loose or diarrheal bowel movements
- Has a temperature of 100.4 degrees Fahrenheit or higher
- Is displaying symptoms of contagious illness.

We will always do our absolute best to keep your ill child comfortable while they wait for your arrival. While we know this can be difficult to rearrange your day, our illness policy is in place to ensure all children are safe and healthy, including the child who is ill.

- Prompt removal of the child from the classroom and placed in a quiet area to rest and rejuvenate while waiting for pickup.
- Messages to the child's parents will be sent through Procure or a phone call from administration will be made.
- Parents should make every effort to pick their child up within one hour of being notified.
 - Reminder that whoever is picking up must be on your authorized pickup list and or added to the list via Procure.
- Each time there is an illness in a classroom, an illness notification will be sent via Procure to the entire class.
- Must be fever free without fever reducing medication for 24 hours
- The child is able to participate in all school activities

We ask that parents use their best judgment in allowing their child to return to school after being ill.

If your child is brought back to school prematurely, you do so at the risk of your child being sent home again early, in which case we would ask that the child be kept home the entire next day.

If the child has symptoms of a contagious illness, we ask that any siblings living in the same home also stay home. It is our top priority to keep our campus sanitary by disinfecting classrooms, toys, and washing hands.

- We ask that you please notify the school via Procure to let teachers know if your child will be out.
- If you learn that your child is ill with a contagious illness, parents are required to notify the school via phone call or email to the director.
- Contagious illnesses, or infestations such as: lice, chicken pox, hand foot mouth, rotavirus, strep, etc.

We do allow medications to be kept on campus and administration can administer when necessary. In order for us to do so, the following must be abided by:

- Doctor's note for prescription medication
- Medication form required by licensing
- Original bottle of medication with RX number and dosage
- Child's first and last name on all items.

We will not administer medication to reduce a fever.

Both sunscreen and bug spray can be kept on campus with the appropriate form filled out, in the original container, and is labeled with the child's name. We ask that parents apply this before drop off, and we will reapply once during the school day.

Vaccination is not a requirement to be in attendance at ABODE Peoria. We do require our staff per Arizona State Licensing to have their vaccination against MMR.

Employees must follow all PPE guidelines such as: gloves, masks, handwashing, etc. in order to protect both them and the children.

Each child is required to fill out an emergency contact form and have a copy of current immunization records on file. If your child is not vaccinated, the appropriate exemption form must be on file for attendance at ABODE Peoria Preschool.

We require all our teachers to have their CPR and First Aid certification within 90 days of employment. If immediate medical attention is required, we will call both the proper emergency service and the emergency contact on the child's record immediately.

If an accident occurs that is not an emergency or does not require medical attention, an OOPS report will be filled out for the parent to sign at pickup, and a Procure message will be sent to notify the parent of the incident. This is done for both children involved. Confidentiality is important to us; therefore, we will not use names.

If for any reason we must evacuate the facility, the following steps will be taken:

- All classrooms will make their way to the appropriate evacuation site designated in our Emergency Preparedness Plan created with and sign off by State Licensing. This is a building at least 100 feet away from the school building. This building is subject to change each year as our plan is updated and continued approval by the relocation facility is required.
- All teachers will assist kids to the proper location with their emergency bags, water bottles, rosters, and all children in their care at the time of evacuation.
- All other personnel on campus including administration and chefs will aid in making certain the building is fully vacant, children are safe, all staff members have the appropriate counts, family members have been notified, and the appropriate authorities have been contacted to report the reason for evacuation.
- If the emergency requires children to be picked up, an emergency Procure message will be sent to all parents. If there is no response, the parent, or guardian will be called. If still no response, the emergency contacts listed on the child's paperwork will be reached out to until contact is made.

In the event of a pandemic, the Head of School will make all decisions based on the health and safety needs of the children and staff. This could include actions such as:

- Closing classrooms
- Modified hours
- Mask mandates
- Changing protocols
- Food program modifications
- Adjusting hours of operation
- Following state ratios and more.

ABODE Peoria Preschool will follow all CDC guidelines for health and safety and adhere to all mandatory shutdowns or mandates by law enforcement or city officials. It is a requirement of enrollment that parents willfully and willingly abide by these rules and regulations.

Frequently Asked Questions

- Runny Nose, Cough
 - A mild and sporadic cough, occurring every 10-15 minutes, is acceptable for bringing your child to school. A consistent cough is deemed as contagious and not safe to be at school. If the child has a runny nose that is consistently clear, the child is safe to attend school. If discharge is thick and colorful, the child is considered infectious and should not come to school.

- Fever
 - A fever of 100.4 or higher will result in the child being sent home and required to stay home until the child is fever free for 24 hours without any fever reducing medication.
- Pink Eye/Conjunctivitis
 - Child must have antibiotic drops or gel. 3 doses of the antibiotic in each infected eye is required before the child can return to school. This is typically a 24-hour time frame.
- Diarrhea
 - More than 3 loose stools in a single day is considered infectious. The child would be sent home and is able to return the next day if stool has improved.
- Sore Throat or Ear Infection
 - If your child has a sore throat or ear infection and these are their only symptoms, your child is safe to come to school. If other symptoms are present, the child may be sent home and asked to see a doctor.
- Animals
 - We have a number of animals on our campus that love to get pets, feed snacks, and run around with our students. It is important to us that our students and teachers follow proper hygiene after interaction with the animals in any form.
- Field Trips
 - We currently do not participate in field trips however, outside of school family meet ups are encouraged.
- Water Play
 - We do participate in water days during the summer. Please send your child in their swimsuit or water clothes for the day your teacher has communicated water play will take place. Please also pack a set of dry clothes for after water play. We do not have standing water or a pool on campus but will run through the sprinklers or splash pads.
- Transportation
 - Transportation is not provided. Our transportation agreement is simply for walks outside of the school fences.

Acknowledgement

I have thoroughly read the rules, procedures and regulations set forth in the parent handbook document and hereby sign as my commitment to upholding these to my utmost ability as a requirement of enrollment at ABODE Peoria Preschool. Should I have any questions arise or concerns to bring to attention, I will contact the Head of School or facility director immediately to discuss. A copy of this signed agreement will remain in my child's file.

Signed: _____

Dated: _____

Checklists

- Enrollment Packet
- Enrollment Agreement
- Financial Terms
- Child Emergency Information
- Child Emergency Contact & Release Form
- Email Authorization & Photo Release
- Water Play Authorization

- Pet & Animal Classroom Participation
- Parent Guardian Expectations
- Infant/ SIDS Expectations & Illness Policy Per State Licensing
- Feeding Schedule - Infants
- Parent Handbook Acknowledgement
- Diaper Cream Form
- Sunscreen Form
- Medication Form
- Vaccination Record or Exemption Form
- Procure app downloaded
- Billing information complete in Procure
- Join the Parent Facebook group ABODEPeoria Parents
- Add campus closures to your calendar
- Label Everything
- Bottles / Water Bottles
- Clothing
- Backpack
- Blankets
- Lovies

Do not forget to label every item with the child's first and last name.

- Blanket and/or lovie
- Change of clothing - weather appropriate, multiple if potty training
- Shoes - for walking children
- Jacket
- Family Picture
- Water bottle - water only

Do not forget to label every item with the child's first and last name.

- Sleepsack - Infants
- Change of clothing - weather appropriate
- Shoes - for walking children
- Jacket
- Family Picture
- Bottles - pre-made & labeled
- Back up food - frozen milk with dates and child's name, powdered formula in a labeled container.