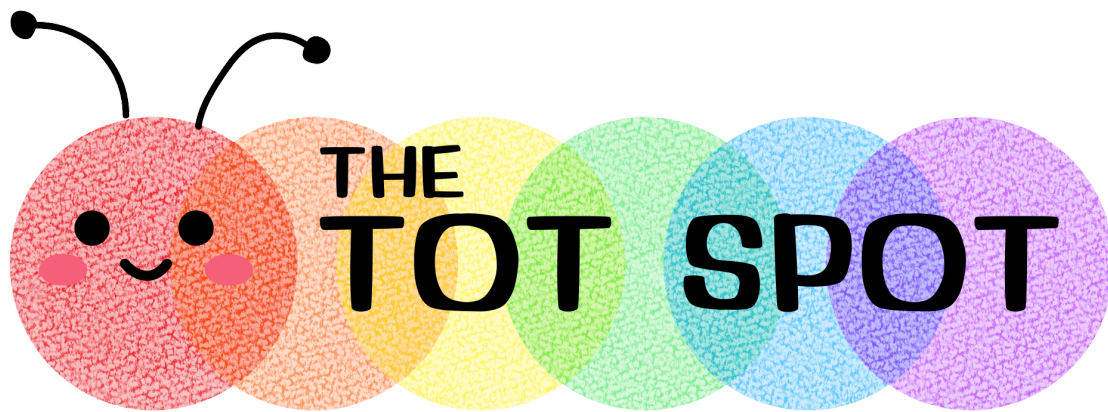




WHERE YOUR LITTLE LEARNER'S JOURNEY BEGINS

HANDBOOK

POLICIES, PROTOCOL, AND ENROLLMENT

2026 - 2027 SCHOOL YEAR



Mrs. Y
(teacher)



Luke
(future classmate / friend)



Tot Spot Info

Teacher: Megan Yamauchi

Address: 17288 W. Larkspur Dr.

Surprise, AZ 85388

Cell: 623-249-8528

Email: contactthetotspot@gmail.com

Hours: 8:00am - 11:30am

Start and End Dates

Start of the 2026-27 School Year:

August 3rd, 2026

End of the 2026-27 School Year:

May 27th, 2027

Days Off School

Holiday Breaks (No School)

No School Scheduled

Reminders!

Meet the Teacher:

Friday, July 31st, 2026

6pm - 7pm Open House Style

AUGUST 2026						
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SEPTEMBER 2026						
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FEBRUARY 2027						
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30	31					

JUNE 2027						
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JULY 2027						
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The Tot Spot - Preschool Prep

17288 W Larkspur Drive Surprise, AZ 85388

Preschool Prep Registration Form

2026-2027

Child's Name: _____ Birthdate: _____

Address: _____

Mother's Name: _____ Phone: _____

Father's Name: _____ Phone: _____

Email: _____

Emergency Contact / Pick-Up: _____ Phone: _____

Emergency Contact / Pick-Up: _____ Phone: _____

Allergies or other pertinent Medical Information: _____

I am opting for my child, _____, to be enrolled in the cohort selected below for the 2026 - 2027 school year. I may not change or switch groups unless a spot becomes available and prior arrangements have been made. If I wish to cancel services before the school year is over, I am expected to pay the remainder of tuition in full or continue on a monthly basis until May of 2027. Please communicate if there are extreme circumstances that would potentially void payment, and provide any appropriate documentation.

_____ Mon / Wed Cohort

_____ Tues / Thurs Cohort

_____ Full-Time

Parent Signature: _____ Date: _____

Photo Authorization

I authorize my child, _____ may be photographed for purposes of art and classroom projects and gifts.

My child's photograph ____ (MAY) ____ (MAY NOT) be used on social media.

If my child's photo may NOT be used for social media, they ____ (MAY) ____ (MAY NOT) have their face blurred.

Parent Signature: _____ Date: _____

Brightwheel Communication App

Brightwheel is a childcare and preschool management platform designed to communicate with parents and have real time updates on your child, digital sign-in and sign-out, etc! Please download the Brightwheel app through your phone's App Store.

I, _____ will download the app and use this as my primary communication to Megan Yamauchi, preschool provider. Some of the questions I will be required to fill out digitally is for management purposes and may repeat from information given in the packet I am currently signing.

Parent Signature: _____ Date: _____



Liability Waiver and Emergency Medical Authorization

I, _____ understand that my child, _____ will be involved in typical indoor and outdoor preschool activities. It is understood that the teacher in charge, Megan Yamauchi, will take every precaution necessary to ensure that my child is playing and learning in areas that are well maintained and free of hazards, and is CPR and First Aid certified. Therefore, I will not hold Megan Yamauchi liable for injuries that my child may incur while at school, and I entrusted that she will provide basic first aid as needed should a minor injury occur. Should outside medical care be required, I give my permission and/or consent to Megan Yamauchi, preschool provider, to secure and authorize such medical care and/or treatment as the above named child might require while under the supervision of said preschool provider. I further authorize said preschool provider to administer emergency care/treatment as needed, until medical assistance is available. I also agree to pay all costs and fees contingent on any emergency medical care and/or treatment for said child as secured or authorized under the consent given.

Parent Signature: _____ Date: _____

Every effort will be made to notify parents immediately in case of emergency through the Brightwheel app or via phone call . In the event of an emergency, it is necessary to have the following information:

Physician's Name: _____ Phone: _____
Preferred Hospital: _____ Phone: _____
Health Insurance: _____ Policy #: _____

The Tot Spot - Preschool Prep Program (2026 - 2027)

This contract is entered into by and between myself _____, Megan Yamauchi (preschool provider), and some information to be stored in our Brightwheel app (certified and trusted with thousands of daycare, childcare, and school facilities).

Parent agrees: (please initial each item after reading carefully)

_____ To pay provider the following rate of \$234 per month for part-time (2 days a week) or \$468 for full-time (4 days a week). This pay is for preschool services for their child from August 2026 - May 2027. Payment is due through **Zelle @623-249-8528 or cash only** (no checks) and is due by the 5th of each month.

**Please keep in mind that 2 lessons a week are planned, so if you would like your child to be enrolled for full-time care, they will be getting double exposure of the same lesson. Since preschool is usually full-time, the part-time schedule allows for a gradual introduction to school.*

_____ That tuition is based on 78 days a year for part-time care or 156 days for full-time care at a rate of \$30 per day divided equally throughout 10 months equaling \$234 a month for part-time care or \$468 for full-time care.

_____ That the monthly rate of \$234 (or \$468 full-time) will remain the same regardless of any student's missed days due to family vacations, sick days, etc.

(If for some reason the preschool provider is required to cancel school (sickness or emergency), days will be "made up" if possible OR a credit will be issued for any day(s) missed and will be applied to the following month's tuition.)

_____ That the \$150 registration/supply fee is non-refundable and is due at the time of signing within 2 days. (Ex: if you sign this contract on July 1st, I will expect the registration payment to be sent by July 3rd to secure your child's "spot" for the school year.) If the payment is not made, I will have authorization to move on to the next person on my waitlist.

_____ That the \$100 place holder fee is non-refundable and is due by May 1st to secure your child's "spot" for the following school year — remember that no other payment is due over the summer through June and July. If the payment is not made, I will have authorization to search for a student to fill that "spot" and assume you are not returning for the next school year.

_____ That the days/hours of preschool are Monday, Wednesday, or Tuesday, Thursday for part-time or Monday - Thursday for full-time from 8AM - 11:30AM and that they have received a calendar for the school year outlining any holidays/breaks at which time preschool will be in recess. We follow the PUSD school schedule with the exception of start and end dates as well as not following federal holidays that are outside of our outlined Fall, Winter, Spring, and Summer breaks.

_____ That children will NOT be allowed to attend and will be sent home if they have a fever, diarrhea, or vomiting. Nasal discharge and coughing will be trusted to the discretion of the parent as they know their child's typical nasal conditions (allergies) better than I do. Children must be clear of all fever and vomiting symptoms for 24 hours before returning to preschool.

_____ That children will NOT be provided breakfast or lunch. I provide a themed snack each day and welcome kids to bring their breakfast if they are not able to eat it at home before drop off during our 10-15 minute soft start before circle-time instruction begins.

Parent Signature: _____

Date: _____

Welcome to The Tot Spot!

My name is Megan Yamauchi, and I am so excited to create a warm, nurturing, and education-focused environment where little minds can learn, grow, and thrive. Before I get into a little bit of my experience in education and childcare, it is important to know that The Tot Spot is designed for children who are preparing for preschool and kindergarten (ages 2.5 - 4 years old). We believe in a strong focus on building both academic readiness and essential life skills since early learning is so much more than just letters and numbers — it is about developing the whole child!

Children in our program will engage in hands-on, play-based learning experiences that support early literacy, pre-writing skills, number and letter recognition, fine motor development, scissor skills, pencil grip, art exploration, problem solving, as well as etiquette and respect among peers and adults. All lessons are carefully planned using developmentally appropriate curriculum and designed to build confidence, independence, and foster a love for learning!

Children will learn different social-emotional development and life skills, such as:

- Interacting respectfully with peers and adults
- Communicating needs and feelings appropriately
- Follow classroom routines and directions
- Develop problem-solving and conflict resolution skills
- Building confidence in speaking and expressing themselves
- Practice kindness, patience, and self-regulation

My journey into early childhood education has been shaped by both professional experience and lifelong passion. I originally pursued collegiate studies in Art and Animation before earning my Bachelor of Science in Communication. Throughout my life, I have always been drawn to working with children through babysitting, teaching private art classes, coaching swim team and water safety, and management roles within childcare settings.

After college, I expanded my professional experience by entering the luxury hospitality industry, where I worked in management and later became an HR Manager at the Fairmont Scottsdale Princess; overseeing employee relations and special events for over 1000 employees. While I valued my time in the corporate world, I come from a family of educators — including my mother, mother-in-law, and father-in-law, who have each dedicated 30 years to education (or nearing their 30 years) — teaching has always felt like a natural calling for me. I decided to go back to school and earn my Master's Degree, specializing in Early Childhood Education where I taught in 2nd grade as well as 5th grade ELA in the Dysart and Peoria Unified School District.

Information At A Glance:

- **Childcare Provider:** Megan Yamauchi
- **Address:** 17288 W. Larkspur Drive Surprise, AZ 85388
- **Cell** (but please use Brightwheel app for a faster response): 623-249-8528
- **Credentials:** Certified teacher with a Master's in Early Childhood Education as well as formal training from the Art Institute of Phoenix)
- **Our School Hours:** Full-Time (Mon — Thurs: 8:00AM - 11:30AM)
Part-Time (Mon + Wed OR Tues + Thurs: 8:AM - 11:30 AM)
- **School Calendar:** We follow the PUSD Fall, Winter, and Spring break schedule, but start and end at a different time and do not follow the federal holiday breaks outside of what is within each seasonal recess. A calendar for 2026-2027 school year will be provided in this packet for reference and posted on my parent information board.
- **Age Requirement:** 2.5 - 4 years old (potty training is not required, however it is highly encouraged.) I will help reinforce, but need parents to help do their part at home so academics and fun can be at the forefront of importance during my time with your little one! (Must be 2.5 years old by August 1st , 2026)
- **Class Size:** 6 students
(and Lillie who will be 5 months in August and is taking her nap during instruction time and enjoying her time watching the kids! We also have a fun little yorkshire terrier named Tucker!)
- **Tuition:** Part-Time: \$234 per month (Or Full-Time \$468 per month)
(Part-Time: 78 total school days X \$30 per day = \$2,340 per year divided into 10 months = \$234 per month — August-May)
(Full-Time: 156 total school days X \$30 per day = \$4,680 per year divided into 10 months = \$468 per month — August-May)
- **Registration & Summer Placeholder Fee:** \$150 registration fee and the \$100 Summer Placeholder fees are both non-refundable and payable via cash payment or Zelle @623-249-8529. (Summer Placeholder fee is only for people wanting to save their spot for the following school year!)

Important Dates!

- **Meet the Teacher Open House:** Friday, July 31st from 6pm - 7pm
- **First Week of School:** Monday, August 3rd - Thursday, August 6th
- **Last Week of School:** Monday, May 24th - Thursday, May 27th
- **Fall Break:** November, 23rd - 27th
- **Winter Break:** December 21st - 31st
- **Spring Break:** March 15th - 19th
- **Summer Break Start:** May 28th

Daily Schedule:

- **Soft Start — 10 min (8:00AM - 8:10AM)**: The kids will mingle, play with our soft start activity (play dough, coloring pages, etc., or will be given time to eat their breakfast from home if needed. This is usually accompanied with music (NO SCREENS ALLOWED PLEASE!).
- **Circle Time — 20 min (8:10AM - 8:30AM)**: We use this time for songs, reading, calendar, weather, math skills, communicating, vocabulary — priming the lesson for the day!
- **Whole Group Learning — 30 min (8:30AM - 9:00AM)**: Focus on letters, numbers, themes, science, or social-emotional learning objectives. The lesson will always start with a story of the day that relates with our unit.
- **Outdoor Free Play — 20 min (9:00AM - 9:20AM)**: Meeting child's movement needs and gives a much deserved brain-break.
- **Snack Time — 20 min (9:20AM - 9:40AM)**: Snacks will be themed for each unit! This will promote manners, polite conversation, and be a refresh towards the middle of their day.
- **Large Motor Activities — 20 min (9:40AM - 10:00AM)**: Structured movement, such as obstacle courses, parachute games, yoga, or dance.
- **Indoor Free Play / Learning Centers — 30 min (10:00AM - 10:30AM)**: Supports social skills, creativity, and independent learning. Learning centers is partner practice of academic and social skills.
- **Fine Motor Activities — 20 min (10:30AM - 10:50AM)**: Focus on scissor skills, tracing, play dough, tweezers, lacing, etc. We will also introduce other pre-writing skills.
- **Small Group Practice / Review / Project — 30 min (10:50AM - 11:20AM)**: Great for preschool and kindergarten readiness skills and differentiated instruction.
- **Closing Circle Time & Dismissal — 10 min (11:20AM - 11:30AM)**: Ending the day relaxed and ready to go home by gathering our things and singing songs / reading a book.

A monthly calendar with each week's learning theme will be provided on Brightwheel as well as a physical copy on the parent communication board. This will also outline any themed days, holiday fun, or other celebrations to acknowledge!

Your child will need to bring every day:

- A backpack (with a change of clothes in a large Ziplock bag & any wipes & pull-ups if potty training)
- A water bottle labeled with their name
- A very oversized shirt or paint apron for crafts
- Seasonal appropriate clothing (bring a jacket when the weather cools down, etc.)
- Preferred closed toe shoes for when we go outside

Admittance Policy

I am so excited that you're considering joining The Tot Spot family! To get started with enrollment, I ask that families come in for a tour and a friendly interview. This is a great opportunity for us to get to know each other, chat about your little one's needs, and make sure our program is the perfect match for your family and myself. Communication is essential to ensure a positive experience for you, your child(ren), and me. When we work together as a team, your child can thrive, grow, and have tons of fun while learning. I welcome children between the ages of 2.5 years and 4 years old of all abilities and backgrounds with open arms. Every child deserves a place to shine, and I'd love for The Tot Spot to be that place for your family. If you are serious and would like to move forward, we ask that you deposit a non-refundable \$150 deposit that will hold your spot.

Initial Here: _____

Waiting List

At The Tot Spot, I do my very best to keep the enrollment process smooth, fair, and transparent for all families. My waiting list helps me stay organized and keep communication clear while managing incoming inquiries.

I give priority to siblings of current Tot Spot kiddos, because keeping families connected and routines consistent is so important! This program is designed to be part-time (Monday and Wednesday group as well as Tuesday and Thursday group), however, some families may opt to doing 4 days a week for a full-time schedule to double up on our lesson exposure. This is welcomed, but does need to be discussed and arranged prior to your \$150 deposit being made so I can adjust our waitlist.

If you'd like to be added to the waitlist, just complete the Registration Form at the beginning of this packet (all signature spots and information must be filled out in its entirety). Once I receive it, your child will be added to the list in the order the form was submitted. When a space becomes available, I'll reach out in that same order—unless there's a special circumstance, like sibling priority. When I offer a spot, I kindly ask that you let me know your decision within 24 hours and the non-refundable registration fee of \$150 will be paid within 2 days. If you decide to pass, your child will be removed from the waitlist. If you'd like to be added again at a later time, no problem! Just fill out a new form and your child will be placed back on the list using the new submission date.

We run our program like a school and follow the Peoria Unified School District calendar.
(more info on hours of operation in the Registration Form)

Initial Here: _____

Enrollment Policy

Before your kiddo's first day at The Tot Spot, I ask that all required enrollment forms be completed. These forms help me provide the best care possible and keep everyone safe, informed, and happy! All forms need to be updated every year, and sometimes I may make a few changes to keep everything current and in line with business requirements. In order to hold your spot, a \$150 enrollment fee is due within 2 days of signing. This is a non refundable fee and will go towards supplies, paperwork, and other needs for starting your child in my care.

Here's what I'll need from you:

1. Signed Registration Form (page 1)
2. Photo Authorization Signature (page 2)
3. Brightwheel Communication App Signature (page 2)
4. Liability Waiver and Emergency Medical Authorization (page 3)
5. The Tot Spot Contract (page 4)
6. Initials on needed pages (page 8 - 20)
7. Intent to Enroll Form (page 21)
8. Payment of \$150 non-refundable enrollment fee

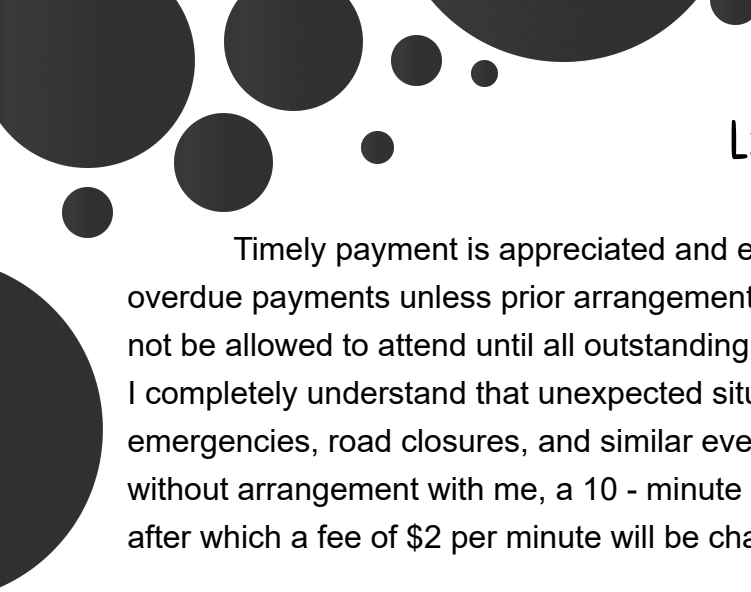
If any of your information changes, like your address, phone number, or anything else listed on the forms, please let me know as soon as possible and update the paperwork accordingly. If you ever have questions or need help filling out a form, don't hesitate to ask!

Initial Here: _____

Hours of Operation

My operating hours are Monday - Thursday 8AM - 11:30AM. Doors will open at 8AM for kids to get ready for the day and children must be picked up by 11:40AM sharp (offering a 10 minute grace period from our hours of operation). Late pick-ups will result in late fees, as outlined in my policy (information on late fees outlined in later pages of this handbook).

Initial Here: _____



Late Fees

Timely payment is appreciated and expected. A late fee of \$20 per day will be applied to overdue payments unless prior arrangements have been made. Please note that your child will not be allowed to attend until all outstanding balances, including any late fees, are paid in full. I completely understand that unexpected situations can arise, and grace will be extended for true emergencies, road closures, and similar events. However, if you are late picking up your child without arrangement with me, a 10 - minute grace period will be given from 11:00AM - 11:10AM, after which a fee of \$2 per minute will be charged.

Thank you for respecting my time and schedule!

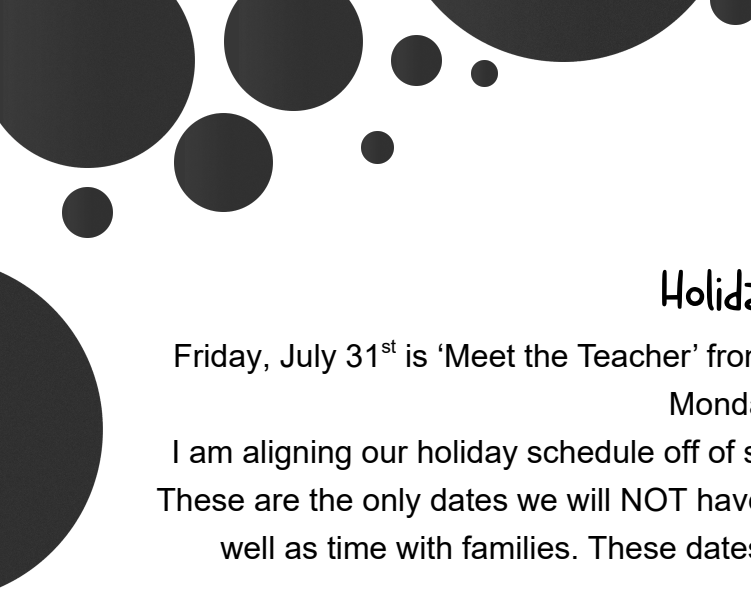
Initial Here: _____

Communication

We will use the app called Brightwheel for communication, signing in and out, and all other school related tasks between parent and teacher. This can be downloaded on any phone. I will provide a link or QR code to join. This app allows me to send whole group messages as well as individuals. I love being able to share pictures and updates throughout the day!

In addition to virtual communication, I also will have all updated calendar info, important dates, reminders, etc on our parent communication board by my front door. This will be essential for parents to read and keep up to date.

Initial Here: _____



Holidays / Breaks

Friday, July 31st is 'Meet the Teacher' from 6pm - 7pm. Our school's first day of care begins Monday, August 3rd .

I am aligning our holiday schedule off of school breaks in the Peoria Unified School District. These are the only dates we will NOT have care to provide an academic break for children as well as time with families. These dates are as follows for the 2026-2027 school year:

- Fall Break: November 23rd - 27th
- Winter Break: December 21st - 31st
- Spring Break: March 15th - 19th
- Summer Break: May 28th - August 2027

Closure notices will also be posted on the Tot Spot Brightwheel app page and on the parent bulletin board near the entrance. Please make sure to mark your calendars in advance!

Initial Here: _____

Arrivals and Departures:

To help keep our environment safe and welcoming for all, I kindly ask all families to follow these guidelines for drop-off and pick-up!

- **No Smoking/Vaping:** For the health and safety of everyone, please do not smoke anywhere on the property—even while in your vehicle or pulling in.
- **Entrance:** Please enter through the front door.
- **Knock or Ring the Doorbell:** When you arrive, please knock or ring the bell and wait for me to answer. I aim to keep the door locked at ALL times for safety, in addition to having childlocks on all doors. Please be advised if there is a sign on the door during nap-time.
- **Coming Inside:** All visitors that come to pick-up and drop off must sign your child in and out of my care with a time stamp. These are crucial for my records and needed for documentation for the state. There is also a designated place for your child's bag and shoes. You are not expected to take your shoes off when entering my home, but all kiddos will have a special spot for their shoes since they are not needed for indoor play and learning.
- **Saying Goodbye:** I know it can be tough to say goodbye in the mornings! It's completely normal for some children to feel upset during drop-off. A quick, cheerful goodbye with a hug, kiss, and a reminder that you'll be back often works wonders. The quicker the goodbye, the easier the transition tends to be. Most children settle quickly once they're engaged in play.
- **Early Pick-Up:** Though it is not required, I do ask that if you can, please notify me in the morning at drop-off if you plan on picking up early for the day. This ensures I can plan their nap time and lunch accordingly if they need to be offset from our usual schedule.

Communication is extremely important to me, and I am always here to help, so I encourage you to reach out with any concerns or questions always! Being a mom and someone who used daycare for my own kids, it is something I am very passionate about, and want to make sure my environment is a safe and happy place for all families!

Initial Here: _____

Authorized Persons Policy:

The safety and well-being of every child is our top priority. To ensure secure pick-ups and visits, we follow the guidelines below:

- Only parents, legal guardians, emergency contacts and others listed on the child's enrollment form are permitted to pick up the child and MUST sign in / out in the logbook.
- If someone else will be picking up your child, written authorization must be provided in advance, along with valid photo identification.
- We reserve the right to deny release of a child to anyone without proper authorization or identification.
- Children will not be released to anyone who appears under the influence of drugs or alcohol, or who is acting in a threatening or inappropriate manner.
- We will work with law enforcement or relevant authorities when necessary to ensure each child's safety.

Initial Here: _____

Clothing / Attire:

At The Tot Spot, we love to learn through play, and that often means getting a little messy! I encourage you to dress your child in comfortable, play-friendly clothes that you don't mind getting dirty with paint, dirt, or snacks. Messy fun is a big part of our day! That being said, please also make sure your child arrives clean and ready for the day. Good hygiene is important for everyone's health and comfort, and it helps set a positive tone for a great day ahead. And of course, please dress your child in weather-appropriate clothing—we like to enjoy the outdoors whenever we can!

It is nice to have a light jacket that I can keep for your child at my house, or can be kept in their bag.

Initial Here: _____



Personal Belongings / Extra Clothing:

Please make sure your child has a full change of clothes that can stay here and be kept in a safe spot or can stay in their backpack. If your child has an accident or gets messy, I'll send the soiled clothes home in the Ziplock bag you packed their clean extra clothes in, and I ask that you replace them with a fresh set the next day. If your child doesn't have spare clothes and I don't have any available to lend, you may need to bring some in or pick your child up for the day.

Outdoor play is a big part of our routine, close toed shoes are preferred, but not required. In the winter, I appreciate a warm coat, and if you wanted to keep an extra at my house, I can keep it labeled in a safe place. In the summer, please send a swimsuit and slip-on shoes that are safe and comfy for outdoor fun. We will never be at or near a pool, but we may have some water days with sprinkler type water equipment, water guns, etc.

I am not responsible for any lost or broken toys brought in. We are also a tablet free home and ask that all tablets and cell phones are kept at home. Smart watches or smart tracking devices are allowed, but I cannot be responsible for any damages to your personal belongings. Outside toys are also not allowed for these same reasons.

Initial Here: _____

Daily Schedule:

At The Tot Spot, I follow a consistent daily schedule that helps the children feel secure and supports their development. While I stick to the routine as closely as possible, some flexibility is always needed with little ones! We do not do field trips or any walks to the local park. I am HUGE on safety, and do not feel that 6 children with one adult in a public area is a responsible choice when you are entrusting me with your most precious little people. Our backyard has a playset, bike / scooter track, and plenty of artificial grass for play!

We begin each day with circle time where we practice our days of the week, weather, months of the year, and other important milestones. There will be different themed units according to our curriculum, and lots of fun crafts, activities, and other educational resources that will help your children learn and grow throughout this year.

Initial Here: _____

Food:

I will offer kiddos snacks. The snacks will be themed to our unit to make things extra fun! If you would like to send your kiddo with a packed breakfast, you are more than welcome to, I just ask that you do not send something that needs to be cooked (outside of me heating up in the microwave). Allergies will be taken seriously so please let me know so I can accommodate. I also believe exposure to new food is very important at a young age so I will offer a variety of foods! I would greatly appreciate any snacks/food/drinks you would like to donate to our class, or if your child needs specific snacks, they can stay at my home or you can choose to pack it each day.

Please always bring a water bottle! I have purified, filtered water that we get from the water shop, so it is excellent quality for your child.

Initial Here: _____



Toilet Training:

I provide regular reminders to children who are potty-trained or nearing that stage, along with scheduled bathroom and handwashing breaks throughout the day. For children who are still working on staying dry during naps, pull-ups are welcome and should be provided by parents as needed. Please wear pull-ups if your child is not fully potty trained, and bring extras in their bag or for me to keep at my home. Please also provide your own wipes if they are not potty trained. Communication is key during this stage, so I will be sure to keep track of their progress to help you at home! I will be sure to let you know when your wipes and/or pull-ups are running low and you need to replenish.

Initial Here: _____

Household:

Pets: 1 hypoallergenic dog - Teacup Yorkie (Tucker)

Adults: 2 (Megan & Jacob Yamauchi)

Kids: 1 toddler and 1 baby (Luke and Lillie)

Initial Here: _____

Illness Protocol:

The Tot Spot is a “well-child” childcare only. I do not provide care for sick children. To keep all children safe and healthy, I strictly follow the illness policies below. If your child shows any signs of illness or is unable to participate in the usual daily activities, they cannot attend care. Sick children can spread illness to other kiddos as well as myself, which could result in closures. Thank you for understanding and helping keep The Tot Spot a healthy place for all.

- Fever of 100+: please keep at home. They may return once they are fever free for 24 hours without the use of medication / fever reducers.
- Vomiting: please keep them at home. They may return once they are symptom free for 48 hours without the use of medication.
- Diarrhea: please keep at home. They may return once they are fever free for 24 hours without the use of medication. Please put them in a pull-up on their first day back just in case.
- Large quantities of thick, green mucus: please keep at home until the mucus runs clear or doctor states it is not from illness / infection.
- Barking / seal cough
- Sore / red throat
- Rash
- Lice: if any live bugs are found, they are to be picked up immediately and not able to return until treated.
- Bedbugs: if bedbugs are found, you will not be able to return until treated. You may be responsible for paying for a specialized cleaner to come and treat my home for the safety and cleanliness of my family and our fellow students.
- Hand Foot and Mouth:
 - Mouth sores are healed or no longer causing drooling
 - Blisters are dry and scabbed over
 - The child is able to fully participate in daily routines
- Pink Eye: Can return once they have at least 24 hours of medication in their system.
- RSV: you may only return with a doctor's note stating you are no longer contagious. Please let us know immediately if your child or someone in your household has RSV.
- Any communicable disease

Initial Here: _____

Medication and Medical Emergencies:

Please make every attempt to administer this medication on your own. Written authorization is needed for me to administer ANY medication, prescription or over the counter. All medicines must be in their original container with pharmacist or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written. This includes sunscreen.

Any epi-pens, inhalers, etc for emergencies MUST be packed daily in their bag with the detailed use instructions for me to follow.

Our household has a LifeVac anti-choking device in addition to being CPR certified.

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. In a severe situation, I will call 911 for your child to be taken to the nearest hospital, I will then call you as soon as possible so you can meet them at the hospital. When I have multiple kids in my care I will not be able to leave them alone to go with your child in the ambulance. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. I will not be held liable for any sickness or injury of either parent/guardian or child while on these premises. There may be a circumstance where my husband is working from home and is able to ride along in the ambulance. If you would like him to ride along and if my husband is home and able to ride along in the ambulance to accompany your child, he is not responsible for any charges associated with the ambulance ride, and is not to be held liable for any sickness or injury or injury of either parent/guardian or child.

Initial Here: _____

Suspected Child Abuse:

I am a mandated reporter. I am required to report all suspicions of child abuse to our local police department or child protective agency.

Initial Here: _____

Emergency Protocol:

In the event of an emergency that affects the safety of the children in my care, such as a fire, flood, or any situation that requires evacuation, I will safely remove the children from the home. Parents will be notified by phone and informed of our location (most likely across the street- depends on dangers present). I have a written evacuation plan posted on the Parent Notices board, and I include fire safety lessons in our program. We also practice fire and other emergency drills together.

In the case of an intruder or other criminal emergency, I will move the children to a designated location, lock all doors, close all blinds and call for help. All doors and windows will remain locked until law enforcement confirms it's safe. During a lockdown, parents will be notified, but not able to pick their child up until the area is secure.

Initial Here: _____

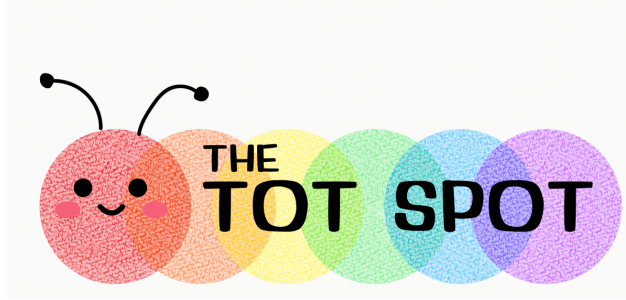
Discipline / Behavior Expectations:

Our learning environment is run much like a school setting. We do positive reinforcement to encourage wanted / positive behavior. We also track behavior to report back to parents daily. In order to best support good behavior, we need to work as a team and communicate. My goal is to make your child feel safe, secure, and confident when entering my home. If that is compromised by another child's poor behavior, bullying, bad habits, or if the situation is reversed and your child is having a hard time controlling behavior, there will be three written warnings. After the 3rd written warning, your child could be subject to expulsion, where you would be required to pay your 2 week's notice so I can find time to fill your spot (2 week's notice is 2 weeks of pay). Please note that this is for extreme behaviors or extremely persistent behavior that is not being resolved over a reasonable amount of time and/or is affecting our learning environment / other kids.

Respect for one another is one of my biggest rules, and that includes how I speak to your child. I speak to children and adults with respect, and ask that the same is reciprocated with parents and students alike so we can have a strong partnership.

Manners will also be something that is reinforced / taught. Yes / No Ma'am is something we say on occasion in addition to the usual please and thank-you's that will help their social development.

Initial Here: _____



Intent to Enroll

I acknowledge that I have a duty to read and understand the contents of **The Tot Spot** Parent Handbook and Contract. I agree to all policies, protocols, and rates. By signing this, I am declaring I have the intent to enroll my child(ren) at **The Tot Spot**. I am now responsible for paying the non-refundable, \$150 enrollment fee by _____ date.

I have received and read this Acknowledgment of Receipt, know and understand its contents, and sign the same of my own free will.

Child's Name:

Parent Signature:

Date:

Parent Signature:

Date:

Weekly Payment

and # of days per month: \$ _____ - _____ days per week