

PARENT HANDBOOK



- **FREE** respite care for children with documented disabilities.
- **LICENSED** by the State of Montana.
- **ACCESSIBLE** to all mobility levels
- **TRAINED** Caregivers – we are more than just a day care!
- **CLEAN**, safe environment in First Presbyterian Church 1315 Central Avenue

Parent-Provided Items/Backpacks

- Snacks and drinks: Only food or drink provided by you be given to your child. We do not allow the children to share. **(Please - NO peanuts or peanut products.)**
- A change of clothes in case of “accidents” or diaper issues. We do have extras here, but often children prefer their own clothing.
- Any assistive technology or equipment needed to help your child in our setting.
- Blankies, or other calming items, but not a toy restricted from sharing. (Ask us – we want to help with transitions.)

PEACE PLACE HOURS

AGES 0 – 5: Mon - Fri 9 am – 12:30 pm
First Fridays: 5 – 8 pm
AGES 6 - 10: by appt, 2nd Sat 5 – 8 pm

Reservations Required –

- * Leave a message or text us using the PP phone: 406-590-4925
- * Email reservations@peaceplacegf.com
- * PM us on Facebook Parents page
- * Tell a supervisor at drop off or pickup – the Ass't Dir. must confirm.

RESERVATIONS POLICY:

Due to high demand, we cannot guarantee more than three Peace Place sessions per child per week. This mean that if you want to make more than three reservations in a calendar week, your child will be on the waiting list for the extra sessions. The assistant director will call you to confirm your child’s participation. So, when you make a reservation (or are scheduling appointments) make sure you are clear with the assistant director on which days your child is confirmed for a reservation. *It is a good idea to talk to the assistant director every week.* (And we will try to confirm by text if we are unclear.) **RESERVATIONS – 406-590-4925. (call/text)**

CANCELLATIONS

Please notify us if you made a reservation and your child will not be there. We understand sometimes children get sick or plans change, but please help us manage staff costs so we can keep Peace Place free to all families. If you have a reservation but do not show up and do not call, we call that a “No-show.” **More than three no-shows within a two month period will result in us asking you to take a break from Peace Place for a month.**

EARLY DROPOFF/LATE PICKUP CHARGE = \$15 (must be pre-approved)

UNPLANNED LATE PICKUP FEES: We close promptly at 12:30 and often our staff have other jobs and responsibilities and must arrive and leave on time. **A charge of \$15 will be assessed to families who pick up their child late to cover our staff time.**

SIBLING POLICY: Siblings (up to age 12) are welcome to use Peace Place as long as he/she is accompanied by the child with special needs and we have space & staff availability. **Sibling reservations are on standby, not confirmed.** Parents must provide an immunization record as well as a pediatric health statement from their doctor for any child receiving care at Peace Place. (If the sibling is over the age of two, all that is needed is the shot record.)

In addition to Peace Place, First Presbyterian Church also hosts a Morning Out childcare program (typically-developing children ages 0-5) and the "Letter of the Week" preschool. Both of these programs are offered Monday-Wednesday-Friday and 1st Friday nights, overlapping with Peace Place. For a family in need of care for their other children, we would recommend checking out one or both of these options. (Call 453-1411 to reserve.) Scholarships are available to qualifying families.

For more information about finding childcare, please visit: <http://childcaresolutionsmt.org/> or call Family Connections at 406-761-6010.

PARENT NIGHT OUT FUN!

First Friday of each month: Ages 0 – 5.

Second Saturday of each month: Ages 6 – 10

(if you have both ages – consult with the assistant director.)

Don't forget that we have both dining and entertainment coupons to make a night out affordable. Peace Place is open to babysit from 5 – 8 pm! We have had dining deals from Teriyaki Madness, Electric City Coffee and Fire Artisan Pizza, and guest passes from The Peak. Let us know your favorite – we will ask for coupons! **RESERVATIONS REQUIRED – Call or text 406-590-4925.**

PARKING. There are three designated parking spots for Peace Place families only in the alley right next to the main Peace Place room. **WE ASK THAT YOU USE ONLY THOSE PARKING SPACES, AND NOT PARK ON THE STREET.** Staff will be watching through the window for parents arriving **for both dropoff and pickup** and will open the outer door closest to the Peace Place room (on 14th Street) for you. Call or text 406-590-4925 if no one is in the room.

For security reasons, ALL doors to the church will be locked at all times. The main church doors are usually accessible during daytime Peace Place hours – there is a buzzer which you can use to be given entrance to the building if you encounter difficulties.

FUN Room Waiver: The liability waiver is a requirement of our insurance company and designed to protect both staff and children using the equipment (especially the trampoline) in our fun room. Siblings must also have a fun room waiver on file to participate in any activities in the fun room. Peace Place staff are NOT therapists and we do not engage in therapy. However, we are happy to allow Peace Place families to invite their ABA therapists, occupational therapists, speech therapists or physical therapists to work with their children in the room – ask your therapist to contact the executive director, Kristen McGuire, for scheduling at 406-590-4925.

MANDATORY REPORTING: Peace Place is a **mandatory reporting agency**. We must notify appropriate agencies immediately if signs of neglect or abuse are present in any children we serve, because we are required to do so by law.

HOLIDAYS:

We expect to be open regularly most weeks, including minor holidays such as Memorial Day, Fourth of July and Labor Day, because we know special children need routines, and when school is out, it is difficult. In cases of inclement weather, we follow the closure determinations of the Great Falls Public Schools.

GUIDELINES FOR HEALTH for Peace Place:

We follow the State of Montana Licensed Childcare Regulations. Each day you must initial in your child's notebook that he or she is free of any symptoms of illness.

- 100.1 temperature or lower. **Temperatures are taken at dropoff every day.**
- **Wash hands every day upon entry into Peace Place.** No exceptions.
- We will administer basic First Aid. We will provide an accident report within 24 hours to the family and to the State of Montana when emergency care is required.
- All employees are trained in CPR, AED and First Aid.
- If your child has specialized medical needs, we can train our staff to care for your child's case in consultation with you, your doctor or a licensed nurse. Please let us know what training is needed and who needs to do the training.

IF YOUR CHILD HAS BEEN SICK,

- If antibiotics are prescribed, the child must be on the medicine for 24 hours to return.
- No vomiting or diarrhea for 24 hours before return.
- No green, runny nose.
- No rash, unidentified.
- We are cautious about RSV: if your child contracts RSV, a doctor's note will be required for the child to return to our center.

MEDICATION POLICY

- **Peace Place staff do NOT administer medications.** Exceptions to this policy must be submitted in writing and approved by the executive director, with a medication administration form signed by the child's doctor.
- Only parents/guardians may administer medication at Peace Place, and any medication administered by a parent on the premises of Peace Place must be labelled with a prescription for that child.
- Parents of children needing pain relievers, etc., will be contacted to handle medications.
- We do administer over-the-counter items such as sunscreen, diaper rash cream and teething gel, but only if provided by parents and labeled with child's name. An OTC Meds form must be signed to allow us to use it for your child.

FIRE DRILLS:

We will conduct a minimum of eight fire drills a year, following our emergency plan as posted. We also must do two disaster drills per year. Our primary safe location is on the steps or inside of Croxford Funeral Home, 1307 Central Avenue, Great Falls. (See Emergency Plan insert) Your child's emergency form is included in our Fire/Disaster pack which will be evacuated WITH STAFF. We will always have the Peace Place phone with us in an emergency – 406-590-4925.

OUR FUNDING: Peace Place is always free to families. However, we ask that you help us to keep our funding streams by doing the following things:

* Fill out our monthly parent survey. The grants we receive are looking for data to help them judge if we have accomplished our mission to lessen parent stress and increase family resiliency. So, we ask that you fill out our monthly satisfaction survey. (Our main funders include United Way, the Dennis and Phyllis Washington Foundation, the Browning Kimball Foundation and the Davidson Family Foundation.)

* Apply for and use the Montana Lifespan Respite vouchers. The assistant director can help you apply for reimbursement for the respite hours you receive from us. DEAP is the agency that supports this program, and they can reimburse us directly if you ask them to do so.

* Share our newsletter and Facebook posts with friends and family. We know that families with special needs struggle financially with health care, travel and equipment costs. If you are comfortable, please share our opportunities to give and grow with your network of support.

* Participate in our fundraisers personally. If you are able to donate, we are always grateful for your help. And sharing donation opportunities online is also a help! And, if you come and enjoy our fundraisers, other people who are there will enjoy meeting you and hearing how Peace Place has helped you personally.

EMERGENCY CONTACT LIST:

EMERGENCY: 911

HOSPITALS: Benefis Health System: 406-455-5000

Great Falls Clinic Hospital: 406-216-8000

POISON CONTROL: 800-222-1222

TO REPORT CHILD ABUSE: 866-820-5437

PEACE PLACE MAIN PHONE: 406-590-4925

FIRST PRESBYTERIAN CHURCH MAIN OFFICE: 406-453-1411

EXECUTIVE DIRECTOR: Kristen McGuire (406) 453-1411 x 8
or cell (406) 750-5481

ASSISTANT DIRECTOR: Caitlin Prescott (406) 590-4925

NON-EMERGENCY POLICE: 406-771-1180

DEPARTMENT OF HEALTH AND HUMAN SERVICES
CHILD CARE LICENSING:

Jodi Linne, Child Care Licensor for our area, 406-453-0526

Penny Job- Supervisor of Childcare Licensor – 406-444-5977