

Little Saints Daycare

100 Highway 61 N Potosi, WI 53820

Ph: 608-763-0143

Fax: 608-763-4064

Parent Policy Handbook

Policy Effective Date: September 25th, 2018

Administrator: Debra Pfab (pfabd@ss-andrew-thomas.org)

Director: Traci Loeffelholz (traci_glanville@yahoo.com)

GENERAL INFORMATION

Child care services are available without discrimination on the basis of sex, race, color, age, creed, disability, sexual orientation, national origin or ancestry.

Little Saints will provide care for children ages 6 weeks through 12 years. Child care services will be provided between the hours of 6:00am and 6:00pm, Monday through Friday, year round. No service will be provided on New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas. You will NOT be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

Parents will receive a pamphlet, "Your Guide to Regulated Child Care" which is a summary of child care licensing regulations, as a part of an enrollment packet.

We are required to maintain a current, accurate written record of daily attendance for every child. Children will be signed in and out using a daily attendance log kept on the clip board.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child (ren), we need to be notified in writing or by a telephone call in advance. The person picking up the child (ren) may need to show a driver's license or other picture ID. If an unauthorized person arrives to pick up a child without notice, the parents will be contacted to verify. We cannot release the child under any circumstances if the parents cannot be reached.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

We will occasionally take walking fieldtrips around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises.

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to the Grant County Department of Social Services- Child Protective Services (608) 723-2136.

Little Saints will not provide transportation.

No persons may carry weapons while on the premises of the child care center during licensed hours. Parents will complete a Photography Release Form prior to enrollment. If you do not wish to have photos or videos of your child shared on our Facebook page or website, please select that option on the form. In that case, photos of your child will only be used for classroom activities.

All records pertaining to an individual child and his/her family are confidential. The employees at Little Saints who have access to children's records are prohibited from discussing or making known personal information regarding the children or their families. All records maintained on the child are available to the parent for review upon request. Parents who become involved in classroom activities are also expected to respect confidentiality about anything said or witnessed regarding another child or children and their family. Little Saints staff will not give out contact information of families or staff to those who ask for it, for the same confidentiality reasons.

INSURANCE

Little Saints daycare is covered by liability insurance for the premises and/or for center operations through the Madison Diocese.

ADMISSION

In order for your child to officially be enrolled or depending on available space, added to the waitlist, you need to complete a registration form and return the form along with the \$20 registration fee to the daycare. It can either be mailed to Little Saints Daycare- 100 HWY 61 N- Potosi, WI 53820 or dropped off at the office. You can call the daycare at 608-763-2120 with any questions or email the director at traci_glanville@yahoo.com to inquire about care.

The following items must be completed and returned to the center by the first day of attendance:

- Child Care Enrollment
- Health History and Emergency Care Plan
- Intake for Child Under 2 years
- Tell Us About Your Child for children 2 years-4 years
- Parent Policy Handbook Acknowledgement (last page of the handbook)
- Tuition/Hour Contract
- Alternate Arrival/Release Agreement (if applicable for school agers)
- Child Health Report
- Immunization Record
- Photography Release

Every child will have an individual file that includes all of the child's records. The file cabinet is located in the daycare office and will be locked to assure they remain confidential. A child's records will be accessible to parents at their discretion including the medical log book, while protecting confidential information.

You will be informed of any updates that are needed and will have 2 weeks to submit the updated forms. For the Child Health Report, a 1 month notice will be given for an updated Child Health Report. Children under 2 need a follow-up health exam every 6 months. Children over 2 years need a follow-up exam every 2 years. This form needs to be completed, signed, and dated by the physician.

Children may be enrolled on a full time basis (30 hours per week or more), or a part time basis (less than 30 hours per week). We do accept children for drop-in care if prior enrollment arrangements have been made and space is available. Until your child is 2 years old, you are required to meet the full time minimum of 30 hours per week. If you need care for less than 30 hours per week, you will still be responsible for paying for 30 hours per week in order to keep your spot. If there is a random week where you are on vacation or your child has appointments, falling below the 30 hour minimum is accepted as long as it has been approved beforehand.

NEW ENROLLMENT ADMISSION PRIORITY LIST

1. Siblings of children currently enrolled at Little Saints
2. Parents who currently have a child enrolled at SS. Andrew-Thomas
3. Children of Little Saints and SS. Andrew-Thomas employees
4. Families of continuously enrolled school age child(ren) (after school & summers only)
5. General public

PAYMENTS AND REFUNDS

Fees are to be paid every Friday by 12pm (or the child's last enrolled day of each week) for the current week's services. Invoices will be in mailboxes and/or emailed by Tuesday afternoon for that week of care and that amount is due by Friday. If any additional fees are incurred during the week, they will be added to the following week's invoice. If full payment is not paid by Friday at 12pm, the child (ren) cannot return to Little Saints the following week until full payment is received.

If payments are not received by 12pm on Friday, a late fee of \$10 per day including Saturday and Sunday will be charged.

These rules will be strictly enforced; any habitual tardiness or late payments may result in termination of service. We understand if you must be late due to certain circumstances, all that is asked is a phone call to Debra Pfab, the administrator, notifying her and no late fees will be charged. She can be reached by phone at 608-763-2120 or by email at pfabd@chorus.net.

The success of our business depends upon the prompt payment for services in order to take care of the day-to-day expenses that are encountered. Please keep in mind the amount that is returned directly to your child via food, supplies, and the benefits from quality staff.

Repeated late payments may be grounds for termination of contract.

Weekly rates will be based off of your child's contracted hours. Any changes that need to be made to your child's schedule due to a rotating work schedule (approved prior to child's enrollment) need to be given to the director no later than Wednesday at 6pm for the following week. If your child is absent due to late drop off, early pick up, illness, or other reasons, you will be responsible for the hours your child was contracted.

There will be a 10% discount for each additional child from one family.

Little Saints does charge a registration fee of \$20 per family. The registration form along with the \$20 fee must be dropped off or mailed to the center prior to their first day of attendance. The fee is to hold the child (ren)'s spot.

Payments may be made by check, cash or money order, as long as no checks are returned for non-sufficient funds. If a check is returned for non-sufficient funds, you will be required to pay a \$30 returned check fee. Child care services will be immediately halted until full payment of care and NSF charges have been made in CASH. In addition, if a check is returned a second time, we will only accept cash or money order payments from that point forward.

Each child will have an individual contract showing hours of care needed.

See the attached RATE SHEET for current rates and fees.

COMMUNICATION

It is important that we communicate daily concerning the needs and interests of your child (ren). If there are issues or concerns that need to be discussed, please work with the Director to arrange a convenient time to talk on the phone, at naptime, or in the evening so we can give the issue the attention it deserves.

To foster communication on a regular basis, Little Saints provides daily sheets for children in the infant room. In the toddler and preschool room there will be a marker board by the entrance of each room that will be

updated daily with any special activities from that day, parental notices, and any illnesses your child has been exposed to.

To protect each family's confidentiality, Little Saints will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

DISCHARGE OF ENROLLED CHILDREN

Either the parent or director may terminate the childcare agreement with a two week notice. This gives the parent time to find a new daycare and Little Saints the opportunity to fill the spot.

Parents must meet with the director to discuss their child's specific needs and to review program policies. I will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time (grounds for immediate termination, without advance notice)
- Lack of parental cooperation
- Failure of policy compliance
- Inability of our child care program to meet the needs of the child
- Repeated failure to pick up the child at the scheduled time
- Failure to complete and return required forms
- Failure to comply with the terms of the child care contract
- The behavior of the child consistently endangers the safety and well-being of the child, other children, or of staff members.

I will give a 2 week written notice of my intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to a parent's failure to keep current with fees owed. Should the parent remove the child during the notice period I initiate, fees will not be charged for the remaining unused days.

Sometimes concerns arise about a parent's behavior. At that time, the Director will attempt to resolve the problem in cooperation with the parent. If a parent's behavior or language is disruptive, threatening, frightening, or jeopardizes the safety of any members of the Little Saints family, the parent will be asked to leave the premises. This kind of behavior will not be tolerated and may result in termination of enrollment for that family.

Parents must give a 2 week written notice of their intent to withdraw the child (ren), and will be required to pay for those 2 weeks whether or not children continue to attend. All outstanding fees must be paid.

CHILD ABSENCES

If your child will not attend on a regularly scheduled day please let the director know by 6am or within 30 minutes of your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within 1 hour after the specified time on the written agreement signed by the parent, and the center has not been notified in advance of the absence, we will attempt to contact the parent or guardian to determine the child's whereabouts.

If a child is expected to arrive at the center from someplace other than home (school, etc.) and does not arrive as scheduled, I will immediately attempt to contact that facility, and the parent if necessary, to determine the child's whereabouts.

After a full time year round child has been enrolled for 3 months, you will receive 5 unpaid days off per year. These days may be used for sick or vacation days only. After these 5 days are used, you are required to pay full payments for all contracted hours, for the rest of the year.

There will be no refund or adjustment made for days missed due to illness or unplanned vacation days. A place has been reserved for each child that cannot be filled on a short-term basis and last minute changes still requires staff to work.

HEALTH

A. Child Illness / Injury

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

- A temperature of 101 degrees F. or higher without a fever reducer in the past 24 hours
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick, colored nasal discharge

Fever: An elevated body temperature may or may not be an indicator of illness or contagiousness. A child's temperature will be taken if a staff member observes an indicator of illness and believes the child is not well. An armpit temperature will be taken. Staff members will give careful consideration to factors that might affect body temperature, such as strong emotional upset, recent awakening from a nap, high activity level, or warm clothing in order to avoid readings due to influences other than illness. If the child's temperature is elevated but not above 101 degrees, the parent will be alerted that there is a fever concern. If the temperature is 101 degrees or higher, the parent will be contacted and the child will be excluded from the center until they have been fever free for 24 hours WITHOUT fever reducing medication.

Vomiting: Caregivers will be careful that vomiting is not mistaken for "spitting up" with infants or other mild digestive disturbance. The child will be observed carefully for other signs of illness. Exclusion from the center will be required if the child vomited one or more times in 24 hours, vomit appears to be green/bloody, or there is a recent history of head injury. A vomiting illness requires that children be excluded until vomiting has resolved for a 24 hour period (including incidents that occur at home), the child is able to fully participate, and the child has returned to tolerating a normal diet.

Diarrhea: A diarrhea "illness" is characterized by an increased number of stools compared with a child's normal stool pattern, or an increase in stool water, and/or lack of formed substance in stool consistency. Children in diapers should be excluded if they have 2 or more watery stools within a 4 hour time frame, OR 1 watery bowel movement which cannot be contained by a snug fitting diaper, OR any blood or mucus mixed with loose stools, OR there is no urine output in 8 hours. Children who are toilet trained should be excluded if they have loose or watery stools causing accidents, OR any blood or mucus mixed with loose stools, OR there is no urine output in 8 hours. Exclusion is required until the child's stools are back to normal consistency and frequency for 24 hours and then child has returned to tolerating a normal diet.

Pink eye: If a child's eye produces green goop the child's eye will be wiped once. If the goop returns within an hour, or if the child wakes up from nap with matted eyes, then the parent will be called to pick them up. When

a child's eye produces goop, the teacher will consult with other staff in the room before contacting the parents and excluding them. If the child is seen by a physician and is placed on antibiotics (drops, ointment, or oral) due to a diagnosis, they must stay home until 24 hours after medication is started AND the eye is no longer producing goop. If no treatment is prescribed for the current occurrence of goop, the child should stay home until the eye no longer produces goop and the child is able to participate in activities at the center.

Rash: If a rash of unknown origin remains present for 72 hours, Little Saints reserves the right to request that a child be seen by a physician to rule out any serious illness. If a rash appears suddenly, spreads, or is causing discomfort, parents will be notified immediately with a recommendation to contact the doctor for a formal diagnosis. (Excluding a diaper rash that does not cause concern).

Other illnesses: Exclusion will be required for the following illnesses when symptoms are identified at the center. A notice of communicable illness present in the room will be posted including exposure date (this list is representative but not all-inclusive):

| | | |
|-------------------------------|---------------------------------------|--------------|
| Bacterial meningitis | Influenza | Ringworm |
| Chicken Pox | Lice | Roseola |
| Fifth Disease | Measles | Shigellosis |
| Giardiasis | Mouth sores with drooling/Coxsackie | Shingles |
| Haemophollus Influenza Type B | Mumps | Strep throat |
| Hepatitis A virus | Pertussis (whooping cough) | Tuberculosis |
| Impetigo | Rash with fever or behavioral changes | |

All of the exclusion periods will be strictly followed because they are in the best interest of all other children and staff at Little Saints.

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within sight and sound and made as comfortable as possible. Children should be picked up within 1 hour. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they are symptom free for 24 hours, have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health Services, Division of Public Health.

All communicable diseases will be reported, when required, to the regional licensing office of the Department of Children and Families, to the local health department, and to the parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

All employees will receive training in first aid and infant, child, and adult CPR. Standard emergency medical procedures will be followed for treating injuries. A head injury will be treated as a serious injury and parents will be notified as soon as possible.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Universal precautions will be used during the cleaning/handling of all injuries. Parents will be told about the minor injury when they pick their child up. Documentation on all injuries will be put in the medical logbook.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Grant Regional Health Center in Lancaster. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, I will ask that the ambulance take your child to the emergency medical facility that you designated on the child enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in care, marked changes in behavior or appearance, and any observation of injuries to the child's body received outside of the center's care will be entered into the center's Accident/Medical Log Book. Every entry will follow the licensing requirements and include all necessary information. The medical logbooks will be reviewed by the director every 6 months. All employees are required to report suspected child abuse or neglect to local authorities.

B. Medications

Medications will be administered under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completely filled out the Medication Authorization Form. All medicine must be in its original container bearing the label with the child's name, dosage, and administration directions. The age-related dosage on the label of any medication will not be exceeded without a written doctor's authorization. Blanket authorizations, such as dispensing Tylenol at any employee's discretion, are not allowed. Any medication given will be documented in the Accident/Medical Log Book for proof of records.

Medications will be stored in a covered, labeled container, in an area not accessible to children. Medications requiring refrigeration will be placed in a covered container labeled "kids medications". No medications may be left at the center beyond the authorization period. Once the authorization period has expired, the medication must be taken home. Expired Medication Authorization forms will be kept in the child's file.

All employees will apply sunscreen and/or insect repellent to children of proper age prior to going outside. Parents must authorize in writing the application of sunscreen or insect repellent. The authorization shall include the brand and the ingredient strength.

C. Smoking

Smoking is not permitted on the premises of the center including the parking lot during licensed child care hours.

D. Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS all employees will do the following:

Children under one year of age:

- Child will be placed to sleep on his or her back in a playpen, unless the child's physician authorized another position in writing
- Child will not sleep in a playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads, or stuffed animals
- If a child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a playpen.

Children under 2 years of age

- Playpens shall contain a tight fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets or blankets will be tucked in tightly under the mattress and shall be kept away from the child's mouth and nose.

HYGIENE

Handwashing: The best guard against the spread of illness and infection is hand washing—handwashing with soap and warm running water. The children and staff members will wash their hands when soiled, after toileting or diapering, before handling food, before and after eating, and before and after administering medication (staff only). A detailed set of instructions is followed during diaper changing, as posted at the changing stations.

Diapering/Toileting: Children in diapers are checked regularly and changed as needed or at least every 2 hours. Parents supply diapers for the children to wear and are responsible for maintaining an adequate supply of diapers and wipes. Diapering procedures are posted in each room near the changing stations. We encourage you to read and discuss this information with your child’s teachers, as well as to share information with them regarding your own diapering routine. Disposal gloves will be worn by teachers for every soiled diaper and both will be disposed in the garbage.

Children using the toilet are free to do so whenever they wish; they will be reminded frequently throughout the day. State licensing regulations prevent us from starting toilet learning before a child is 18 months of age.

Toilet learning requires sensitivity and patience; each child will add this “skill” to their repertoire at their own pace and in their own way. Good communication between parents and teachers can only help to make this an untroubled process for children. When it is the appropriate time for your child to begin toilet learning, please discuss this with your child’s teacher. Once a child has learned the skill, we require a dry diaper with no accidents (not including nap) for 2 weeks before the child can start wearing underwear to school. We require 3 sets of bottoms and underwear after the child has started wearing underwear to school.

Clothing: Wet or soiled clothing will be changed promptly. It is important that you have a supply of clean clothing in your child’s cubby for this purpose (in case of toileting accidents or spills) and that you make sure your child is dressed appropriately for the weather. Staff members will provide reminders regarding clothing as needs change with the seasons, as back-up supplies need replenishing, etc. Little Saints requests that you have 2 full changes of clothing in your child’s cubby.

Napping: Starting at age one, Little Saints provides each child with a cot. Wet sheets will be laundered and wet cots will be washed with soap and water and a disinfectant immediately. In addition, cots are washed at the center weekly.

Sanitation of toys and equipment: Toys will be washed with hot soapy water and sanitized with bleach water on an as needed basis. In the infant room, toys will be washed and sanitized as often as needed since most toys go right into a baby’s mouth. The rooms will be cleaned and sanitized every night as a part of the closing procedures. This is to keep the spreading of germs and sicknesses as minimal as possible.

MILDLY ILL CHILD CARE

Little Saints will not provide care for mildly ill children

CHILD SUPERVISION & TRACKING POLICY

Tracking and supervision of children is the most important responsibility of all staff members of Little Saints. All staff being aware of where children are and working together ensures that children are supervised, in sight and sound, and safe at all times.

Staff to child ratios and group sizes must be followed at all times. Teachers counted in ratio should be focused on the children primarily.

To ensure all children are always accounted for, the teacher will have a card for every child with their name and date of birth on the front and both parents and their contact number on the back. The teachers will have these cards with them at all times to know how many children they have. Head counts will be done throughout the day to know all children are always accounted for. Once the child is picked up, their card will be put away.

NUTRITION

The center will follow the USDA guidelines when planning our menus. No child will go without nourishment for longer than 3 hours. We will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast: 8am-8:30am

Lunch: 11:30am-12pm

P.M. snack: 3pm-3:30pm

Breakfast and lunch will be an additional cost year round. During the school year breakfast is \$1.00 per day and lunch is \$2.50 per day. During the summer there is an increase due to covering the cook's wage. Breakfast is \$1.50 and lunch is \$2.75. The invoice you get every week has the meal charges from the previous week. Snack will be provided by Little Saints. Parents have the option to pack meals for their child(ren) during the school year and summer as long as they meet the USDA nutritional requirements.

Children less than 2 years of age will eat in their classroom in a feeding table or in high chairs. These children are able to eat on their own routines as determined by the teachers in the classroom. Children age 2 and older will eat meals family-style around small tables in their classroom.

In addition to their health value, meal and snack times offer important opportunities for learning and practicing many skills. Food will be served family style, as developmentally appropriate, and children will be encouraged to be as independent as possible. They will also be responsible for helping with cleanup, to the extent that they are capable of doing so. Adults will sit and eat with children, encouraging, but not pressuring, them to make healthy choices and to join in conversation with others at the table. Appropriate manners will be modeled and explained, with children expected to follow their adult and peer role models to the extent that they are developmentally ready to do so. In short, every effort will be made to make eating an enjoyable and healthy experience for all.

If your child has special dietary needs (medical condition) or has food allergies, parents must notify the center in writing.

Monthly records of meals and snacks are available for your review.

Little Saints Daycare will participate in the USDA Child and Adult Care Food Program. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

School- aged children will be offered an afternoon snack upon arrival from school.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. Formula and baby food will be labeled with your child's name.

See attached USDA Food Program documents to see guidelines we follow when menu planning.

CHILD EDUCATION

We do not include religious instruction or practices in daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum.

We celebrate the following occasions: Christmas, Easter, Halloween, Thanksgiving, and each child's birthday. We recognize that birthdays and holidays are special days for all. On each child's birthday, the teachers will plan special activities. This may include a birthday hat, singing Happy Birthday, having the birthday child pick a story or song, being the leader, etc. as is appropriate for the child's age. Our goal in planning these activities is not only to recognize each child's birthday, but to also use the opportunity to enhance self-esteem.

The employees at Little Saints will plan activities and provide children with a variety of experiences. Some of the activities will include:

- Language development: Books, music, story time, finger plays, flannel board stories
- Large muscle skills: Balls, swinging, gym & outdoor play
- Small muscle skills: Arts/crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music/instruments, flannel board
- Self-help skills: Assist will mealtime preparation, dress self for outdoors
- Literacy skills: Books, story boards, alphabet and writing games

Our curriculum is play based and every week the children's daily activities will revolve around a theme. Enough time, materials, and space will be provided for children to actively explore the world around them. Children will have the opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 20 degrees F. or below for children ages 2 and above
- Wind chills of 32 degrees F. or below for children under 2

Outdoor play space: There is an outdoor fenced in play space on the premises of the center.

Field trips: We will occasionally take walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises.

Infants and toddlers (children under 2 years of age): Infants will have a flexible schedule which reflects the child's individual needs and coordinate schedules with how they are at home. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. In the toddler room the lead teacher will be creating lesson plans with weekly themes to help them get into a more structured routine.

Pre-school children will have a structured schedule that includes daily activities such as; circle/calendar time, arts/crafts, large and small motor activities, story time, and lots of fun learning! The Lead teacher will be creating lesson plans with weekly themes that can be reviewed by parents on request.

School-age children will have a quiet place to study or relax, have access to appropriate materials and activities, and will have ample time for large muscle activities. During the summer, there will be planned age appropriate activities to keep them busy and engaged.

Night Care We are not licensed to provide care between the hours of 6:01 P.M. and 5:59 A.M.

Resting or naptime will be provided for all children younger than 5 years of age who are in care for more than 4 consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. We will help children who are awake find quiet appropriate activities. We will provide nap cots for all children over 1 year of age. A porta crib will be provided for all children less than 1 year of age. Little Saints will send home blankets on Fridays or the child's last day of the week (or sooner if necessary) to be laundered over the weekend.

Children are not required to watch television, and other activities will be available during that time.

A schedule of daily activities is posted in each room. Any outdoor water activities will be planned so parents will have plenty of notice for bringing the appropriate gear (swimming attire and water shoes).

CHILD GUIDANCE

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. Children are to be treated with respect and loved as unique individuals. We will state positively what children can do, using specific terms ("you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Guidance helps children develop responsibility, self-regulation, respect for others, and independence. Children gain valuable social skills as they learn to problem solve. Each one of these skills is critical in development of children as they learn about relationships and natural consequences of their actions.

Infants: We understand that there will be times when an infant will become distraught, fussy or won't quit crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, we will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance, and we won't hesitate to call you if we feel that it is necessary.

"Taking a break" may be used when other techniques have not been successful. "Taking a break" will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. "Taking a break" will never exceed five minutes and will not be used with children under three years of age. When used, the "break" will immediately follow the behavior. A teacher will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. The "break" will take place near the others so the emphasis is on relax/cool down rather than isolation and punishment. The child will be praised after completing the "break" and will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If concerns develop regarding a child's behavior and/or development, the child's teacher and director will meet with the child's parents to discuss the situation and to jointly determine an appropriate plan to address the concerns, creating a mutually agreed upon plan of action. This plan will then be followed according to an established timeline; it will be monitored regularly and evaluated, as detailed in the timeline. If the behavior continues, the next steps may include a referral to appropriate community resources and/or discharge of the child from care. The Administrator will be responsible for making a final determination with respect to continuing enrollment. This entire process will be documented and kept in the child's file.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

TRANSPORTATION

Little Saints does not provide transportation or contract for transportation services.

PETS

Little Saints does not allow pets to be accessible to children in care.

VISITOR POLICY

Parents are welcome to visit Little Saints at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of the court order on file at the center.

Any non-parent visiting a child of the daycare needs to have an appointment made prior to the visit from one of the child's parents. No visits from 11am-3pm due to it being lunch and nap time.

CONTINGENCY PLANS

Fire drills shall be practiced with the children monthly. In addition, tornado drills shall be practiced with the children monthly during the tornado season which is April through October. Completion of all practice drills will be documented.

In the event that Little Saints would need to close due to any emergency reason, parents will be contacted via call or email by 6am or as soon as the emergency arises.

Snow Days: When school is closed due to bad weather, the daycare still remains open. This also includes care for our school agers so please email or text Traci to check if there is space for your child(ren). In the daycare; if you chose to keep your child home because of unsafe travels, etc. you will get credited half of the hours your child was scheduled for that day on the next invoice. When there is a late start due to weather, please contact me if your child is not normally scheduled for before school care so I can staff accordingly.

In the event of a tornado warning, the children will be taken to the supply room which is the second door on the right past the restrooms. Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance clipboard will be taken along to ensure that all children are accounted for and all families will be notified. Children will be assembled in the school parking lot at a safe distance from the building.

In the event of a lost child, all areas of the center will be thoroughly searched. If the child cannot be found, the child's parents and/or emergency contact and the police will be notified immediately. We will notify the Department of Children & Families within 24 hours after the occurrence.

If the center should lose the use of heat, water or electricity before the center opens, we will call the electric or utility company and if the problem is not resolved by the time the center is open, parents will be called and the daycare will be closed until the problem is resolved.

If the center should lose the use of heat, water or electricity while children are in attendance, we will call the electric or utility company and if the problem is not resolved within the hour, parents will be called to pick up their child (ren) and the daycare will be closed until the problem is resolved.

In the event that local schools close due to severe weather, the center will not close unless it is in the best interest and safety of staff and children to stay home.

In the event that the center receives a threat to the building or its occupants (bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

If we are unable to re-enter the building after a necessary evacuation, we will take the children to the public school and contact parents.

WHAT PARENTS PROVIDE AND WHAT IS PROVIDED

Parents are required to supply the following:

- Diapers (disposable only)
- Wipes
- Baby food & baby cereal (infant only)
- Formula/Breastmilk and bottles
- 2 extra sets of clothing
- Blanket for nap time

Little Saints will provide the following:

- Snack and milk for all meals
- Cot or porta crib for each child (sheet provided as well)

ADMINISTRATIVE STRUCTURE

Debra Pfab- Administrator & Principal of SS. Andrew-Thomas

Traci Loeffelholz- Director

Jess Welch- Assistant Director and Preschool Lead Teacher

RATE SHEET

\$4.00 per hour- 6 weeks to less than 2 years

\$3.50 per hour- 2 years to less than 4 years

\$3.15 per hour- 4 years and older

- During the school year, school agers are charged based on before 7am/after 7am drop off and before 5pm/after 5pm pick up. You are only charged when your child attends you just need to tell Traci ahead of time so I know your child is where they are supposed to be. During the summer, school agers are charged per their contracted hours even if your child doesn't attend.

| Before School Care Pricing | | |
|--|----------------------------|---------------------------|
| | Before 7am drop off | After 7am drop off |
| 1 Day | \$4.00 per child | \$2.00 per child |
| 2 Days | \$8.00 per child | \$4.00 per child |
| 3 Days | \$12.00 per child | \$6.00 per child |
| 4 Days | \$16.00 per child | \$8.00 per child |
| 5 Days | \$20.00 per child | \$10.00 per child |
| Early Release Days and No School Days will be \$3.15/hr | | |

| After School Care Pricing | | |
|--|---------------------------|--------------------------|
| | Before 5pm pick up | After 5pm pick up |
| 1 Day | \$4.75 per child | \$8.00 per child |
| 2 Days | \$9.50 per child | \$16.00 per child |
| 3 Days | \$14.25 per child | \$24.00 per child |
| 4 Days | \$19.00 per child | \$32.00 per child |
| 5 Days | \$23.75 per child | \$40.00 per child |
| Early Release Days and No School Days will be \$3.15/hr | | |

- Weekly rates will be based off of your child's contracted hours. Any changes that need to be made to your child's schedule due to a rotating work schedule (approved by director prior to enrollment) need to be given to the director no later than Wednesday by 12pm for the following week. If your child is absent due to late drop off, early pick up, illness, or other reasons, you will be responsible for the hours your child was contracted.
- If your child is scheduled until 6pm and you pick them up after that, there will be a \$10 late pick up fee per child added to your next invoice along with \$1 per minute per child after 6pm.
- If payments are not received by 12pm on Friday, a late fee of \$10 per day including Saturday and Sunday will be charged.
- There will be a 10% discount for each additional child per family.
- Fees are to be paid every Friday by 12pm (or the child's last enrolled day of each week) for the current week's services. Invoices will be in mailboxes and/or emailed by Tuesday for that week of care and that amount is due by Friday. If any additional fees are incurred during the week, they will be added to the following week's invoice. If full payment is not paid by Friday at 12pm, the child (ren) cannot return to Little Saints the following week until full payment is received.
- Payments may be made by check, cash or money order, as long as no checks are returned for non-sufficient funds. If a check is returned for non-sufficient funds, you will be required to pay a \$30 returned check fee. Child care services will be immediately halted until full payment of care and NSF charges have been made in CASH. In addition, if a check is returned a second time, we will only accept cash or money order payments from that point forward.
- Little Saints does charge a registration fee of \$20 per family. The registration form along with the \$20 fee must be dropped off or mailed to the center prior to the first day of attendance. The fee is to hold the child (ren)'s spot.
- After a full time year round child has been enrolled for 3 months, you will receive 5 unpaid days off per year. These days may be used for sick or vacation days only. After these 5 days are used, you are required to pay full payments for all contracted hours, for the rest of the year.

LITTLE SAINTS TODDLER & PRESCHOOL DAILY SCHEDULE

| | |
|---------|---|
| 6:00am | Center opens- The classroom is set up for the day with activity materials special for the day. Children begin arriving and are greeted. |
| 6:15am | Free play and self-directed activities- The children are free to choose activities of interest to them. |
| 7:45am | Clean up time and hand washing |
| 8:00am | Breakfast- served until 8:30am |
| 8:45am | Calendar, music, books, together time |
| 9:00am | Toileting/Diapering |
| 9:15am | Group Activity- this varies from day to day. Activities include art, science, math, cooking, sensory, etc. |
| 10:00am | Outside or large motor activities in the gym |
| 11:15am | Toileting/Diapering and hand washing for lunch |
| 11:30am | Lunch- served until 12:15pm |
| 12:15pm | Toileting/Diapering if necessary before nap time |
| 12:30pm | Nap/Rest time |
| 2:30pm | Children wake up gradually- as children awaken, quiet activities will be available. |
| 2:45pm | Toileting/Diapering as children awaken and hand washing for snack |
| 3:00pm | Snack- served until 3:30pm |
| 3:30pm | Outside, large motor activities in the gym, or free play. Children are picked up throughout the afternoon. |
| 5:30pm | Prepare to close the center |
| 6:00pm | Center closes |