

"Safecare Development Childcare Center"

PARENT HANDBOOK OF POLICIES AND PROCEDURES

Mission Statement:

Safecare mission is to provide children with the tools needed to succeed. We make education our top priority. At Safecare, we provide a safe and affordable environment.

Philosophy and Goals:

Safecare goal is to maintain a safe and educational environment where every child is given the opportunity to develop and grow at their own pace. An environment that promotes intellectual and social development in a positive and creative manner.

Curriculum:

Safecare curriculum is focused around the Indiana Early Learning Foundations. Each classroom has a curriculum that implements literacy, math, and science (etc.) on a daily basis. Children are able to build on their physical, cognitive and language skills through their personal learning experience in each of our learning centers.

Through observation, antidotal notes, and assessments, teachers are able to create a weekly lesson plans that promotes daily activities that meet every child needs.

Parents are able to follow their child's progress through portfolios, daily take-home sheets and parent/teacher conferences, twice a year.

No Television/VCR/DVD Policy

Safecare is committed to providing an environment that promotes intellectual and social development in a positive and creative manner. Our curriculum consists of hundreds of activities without the usage of

television. We have a strict no TV/VCR/DVD policy that is enforced. Our goal is to maintain a daily program focused around the Indiana Early Learning Foundations.

Services Provided:

Safecare is a licensed childcare Center that provides a safe, nurturing and educational environment for young children. We serve children 6 weeks to 13years old. Safecare program offers a nutritional Breakfast, Lunch and two Snacks. We focus on pre-reading, pre-writing, socialization, hygiene care, guidance and napping routines. Our curriculum offers hundreds of cognitive, language and social-emotional activities that will teach children the skills needed for the start of elementary school. Our classrooms consist of several centers that include Dramatic Play, Creativity, Manipulatives, Music, Blocks, Reading and Science. We purchase and rotate our center materials to insure we have a variety to choose from. Our curriculum includes outside play and Gross Motor activities that keep children active and helps promote a healthier future. Our Teachers work closely with their specific age group to insure consistency of care is provided.

Enrollment Procedures:

An Enrollment package must be completed prior to enrollment. Safecare must also obtain the following: a copy of the Parent/Guardian Identification, most recent Immunizations (must be up to date as required) and Medical Record from Physician. Once forms are received, financial responsibility has been determined and Parent orientation is completed we can anticipate a start day for child to begin.

"Children are our future; we give them the tools to succeed"

Qualifications: CDA Child Development Associate Certified, Path to Quality participates, License provided by the state of Indiana, Child Care and Development Funds (CCDF) certified, Infant and Toddler Care, SIDS Training, Infant/Child/Child/Adult CPR, First Aid and Medication Administration: and continuing Education Requirements.

About Staff: The staff is experienced with over 50% having their Degree or Child Development Associate Credentials (CDA). They provided a warm and nurturing atmosphere and ensure continuous supervision of children at all times. Staff is updated with continuous Professional Development Training throughout the year. Per State Law; no one under the age of eighteen (18) is allowed to work with our Safecare children unsupervised. Safecare employ qualified providers (18) years and older.

Hours of Operation: Child Care hours are from 6:30am-6:00pm, Monday thru Friday. **No drop off after 10:00 am unless your child has an appointment, in that case a statement must be provided.**

Late Fee: Any parent that is late picking up their child (ren) after 6:00pm, will assess a \$10.00 late fee per child, the first 15 minutes and \$1.00 every minute thereafter. Provider will go according to an atomic clock on site. Late charges due and payable at time of late pick up next day; if this day falls on a Friday then late payment is due that following Monday, before your child is accepted back to SAFECARE. Re-admission to the childcare will be denied until and unless the late fee has been paid, unless approved exceptions.

Fees: For the safety of your child (ren), **NO CASH IS EVER KEPT ON PREMISES:** Only money orders and credit cards are accepted. Your individual weekly fee is outlined in your financial/contract agreement. Any field trips that require a fee will be considered extra. As owner and operator of a small business, I have no way to accommodate cost of living increases in a fluctuating economy. Therefore I reserve the right to view my structure at any time.

Outside Program Fees: Activities outside of Safecare's general curriculum may require fees. For the safety of our children and staff, cash is not accepted for the payment of outside program fees. Based on the extracurricular opportunities during the traditional school year that you may choose for your child; these activities may include computer usage, dance, art, gymnastics, music, and more.

Summer Camp: There is a mandatory summer registration fee. Our summer camp curriculum also includes special activities each week. Calendars describing the plans for your child's classroom will be provided. You will be required to pay a summer activity fee in addition to tuition and the summer registration fee. Please see your Director for additional information.

Fee Schedule: Full time and Part time is available for all ages with the exception of infants. All fees are due on Mondays, regardless of your child's attendance for the week, unless otherwise approved. All current enrolled children's files contain current signed statements indicating the policy regarding payments and fees, as well as fee schedule and have been explained.

If your child's account remains unpaid for any reason, please be advised that your account will be reported to a collection agency.

Holding Fee: If you are a current client and is laid off or for any other reason, do not bring your child, you will be required to pay your regular weekly payment, any late fees and/or partial payments to hold your slot until you return if not terminating care. If terminating care then the two weeks' notice comes into play with FULL PAY.

Open Door Policy: SAFECARE has an open door policy. Parents are encouraged and welcome to visit our program throughout the day. We also encourage parents to take part in our classroom activities.

Confidentiality: Information and records of each child/family remains confidential. It is not shared unless deemed necessary for medical emergencies and first aid only upon authorization. Parents must report any changes to phone numbers and/or address immediately upon change.

Annual Parent Conferences: In the event a parent conference is needed, normal procedures or to contact the parent or provider, set-up a date/time, and conduct a parent-provider meeting. Once

complete, a signed copy of our conference is given to the parent and a copy will be placed in your child's records.

Vacation and Holidays: In order to provide your child the best possible care, I must remain in good physical and emotional health. Therefore, the following seven days will be observed as Paid holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and Eve, Christmas Day and Eve, including other Holidays; which are posted on site. In the event one of these days falls on the weekend, it will be observed the Friday before or Monday after. All policies must continue to be enforced.

Family Vacation: All family vacations must be given two weeks in advance. Family vacations cannot be taken during last week of child's enrollment, no exceptions. ***One unpaid vacation week, per year.**

Absences: School-age care will not be provided due to the following situations from school, expulsion from school, illness, or any other time when school is regularly in session, but the child is not in school.

If your child is going to be absent, you must notify us; if your child is ill, you must notify us as to the nature of the illness, particularly if it is contagious. NO ALLOWANCES, CREDITS, REFUNDS, OR MAKE-UP DAYS SHALL BE MADE FOR OCCASIONAL ABSENCES. Tuition must still be paid in full. Additionally, if your school-age child rides our bus and is absent from school for the day, you must notify us as soon as possible, to make transportation arrangements.

Supplies provided by parents: Bottles, wipes, formula, diapers must have(breakable sides), and ointment if applicable, change of clothes. Children do get dirty and have accidents; it is recommended that each child have a change of clothes. No open toe shoes. Crocs are acceptable for school-age only! Please note: If your child bring a toy for show and share on Friday's only, we will not be responsible for missing or broken items. All supplies provided by staff and parents must be nontoxic. Supplies are used in well-ventilated areas and not in use while eating meals or snacks.

Infant Care: Infants are always placed on their backs to sleep. Safecare follows the current American Academy of Pediatrics (AAP) guidelines for Infant sleep Safety and SIDS Risk Reduction which includes, sleeping on their backs, on flat & firm mattress with tight fitting sheet. The prohibits items in cribs such as soft toys, blankets, bumpers, pillows or boppies, swaddling, jewelry, bibs and attachments to pacifiers.

Breastfeeding: Breastfeeding is encouraged and a comfortable area for Mommies and babies is available in our infant classroom. When delivering breastmilk for meals, parents must provide milk in a sterilized bottle or bag inside an insulated container that keeps milk at forty-one (41) degrees Fahrenheit or below. Only single serving size is allowed. All left over milk after feedings will be discard.

Potty Training: Providers will assist with potty training only after child has completed two weeks accident free at home and able to say "potty". Providers will NOT potty train a child without parent's participation outside of Child Care.

Food Program: We are CACFP participants. This program is design to meet special nutrition needs and insure children eat well and stay healthy. Our teachers work with families and communicate with families by encouraging children to try different types of nutritional food served. **Meal times are as follows: Breakfast from 7am-8:30am, A.M. Snack from 9:30am-10:00am, Lunch from 11:30am-12:00pm (Infant/Toddler), 12:00pm-12:30pm and P.M. Snack from 2:30pm-4:00pm.** These times are approximate. If your child is not in attendance to be served at any of these meal times, please make sure he/she are properly fed before arriving. All meals are nutritious and served according to federal nutrition guidelines. Children are never expected to finish their meals, but are encouraged to try everything once. No outside food is ever allowed with the exception of allergies. If your child has allergies, a written note from a doctor must be kept in his/her file at all times.

Physical activities: We keep children actively moving with scheduled outside and gross motor activities. Children are engage in physical activities 30 minutes in the mornings and 30 minutes in the evening to help prevent a range of chronic disease. It helps with weight control, reduces fat and promotes strong bones. Parents are encouraged to dress children according to weather.

Animal Policy: NO PETS ARE KEPT ON PREMISES.

Nap Time

Nap time is between 12:30pm to 2:30pm. Cots are available for each child and are not shared. Children are encouraged to nap but those that do not will never be forced. If a child chooses not to nap, they are able to sit on cot or table with a quiet activity such as a book, soft animal, color and etc. Infants nap according to their schedule. Each child must have a small cot size blanket that they take home each Friday, washed and brought back on Monday mornings.

Illness: An ill child will not be admitted to my care if one or more of the following exits:

1. The child has one of the following, unless medical evaluation by a health care professional indicates that the child can be included in the child-care activities;
 - a. Oral temperature of 100.0 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness
 - b. Arm-pit temperature of 99.1 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - c. Symptoms and signs of possible severe illness, such as abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavior changes, or other signs that the child may be severely ill, and
 - d. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Provider Illness Policy and Alternate Care: Alternate contacts and medical care authorization form must be on file in case parents or guardian cannot be reached in case of emergency.

Safecare will not admit children who are ill upon arrival.

If a child becomes ill during the day:

1. Immediately isolate child from the other children.
2. Contact parent for immediate pickup within 30 minutes.
3. Staff will provide direct observation and supervision for ill or injured child until they leave the childcare center.
4. Provide universal precautions while attending to child.

Procedures for administration of medication:

Prescription and over the counter medication:

1. Parents must sign an authorization medication log and include times for caregivers to administer the medication according to label directions.
2. All pharmacy-labeled prescription medication must be reviewed annually and kept in its original container labeled with the child's full name, and the date brought to the child care center.
3. The pharmacy label must show, the name of child, name of medication, dosage, the frequency/interval to be given, possible side effects the physician's name and date the prescription was filled
4. We shall obtain the reason for administration all over the counter medication prior to administering of medication.
5. We will not keep medication with a expire label or expire written physician order.
6. Only designated person who are trained will be administrating medication.

Ointment and Creams: If you have ointments, creams, lotions or sprays that you would like SAFECARE to apply to child's skin (including but not limited to sun screen, insect repellent, and diaper rash ointment), it must be in the original container and the child full name must be on the container. It must be labeled to indicate that it is appropriate for the child and child's age and you must fill out a written permission form for that medication. SAFECARE will not administer any ointment, cream, lotion, or spray after the expiration date.

Communicable diseases: The center will make every effort to control the spread of communicable diseases. Staff is trained in Universal precautions, handwashing procedures are followed at all times, and classrooms are disinfected and cleaned daily. Parents are required to assist with washing their child's hands upon arrival before entering into classroom .Whenever exposure to a disease has occurred in the child care center, control measures shall be implemented as follows:

1. The disinfection of toilets facilities, furnishings, toys, or other articles that may have been used by a person with a communicable disease.
2. The disposal of bodily discharge containing infectious materials in a manner that would protect handlers from contact with the material.

3. In the event someone attending or working in the center is known to have a communicable disease, they shall be excluded from attending as it is prescribed by the person's physician or the local health department.
4. We will follow the Child Care Communicable Disease Chart, for appropriate management of suspected illness.
5. In the event of seasonal or pandemic flu is detected, Safecare will keep track of anyone with flu-like symptoms, encourage children and staff to practice healthy behaviors such as staying home when sick, constantly washing hands etc. and contact our local health department.

Annually Screening: Health screenings are available to children throughout the year. These screening could include vision, speech/hearing, dentist and other special health care screening when available. All screenings are performed at Safecare. All screening requires parent permission and may charge a fee.

Supervision Policy:

The safety of children is the number one priority of Safecare. In order to ensure their safety, the children must be supervised at all times. Teachers are responsible for supervision in all areas including the playground, classroom, hallways, buses, fieldtrips and (areas where children may be walking from one place to another). Supervision is defined as the care of a child or group, which includes the awareness of and responsibility for the ongoing activity of each child. This requires physical presence, knowledge of activity requirements, children needs, accountability for their care and intervention when needed.

Transportation and Field Trips:

Transportation is provided by parents to and from childcare center. Childcare center will transport to and from school, per parent/provider agreement.

Procedures for handling medical emergencies situations including accidents and crisis situations:

1. 9-1-1 is immediately called
2. Follow programs planned Emergency route
3. Contact Parent or Guardian
4. Move Staff and Children to designated shelter area

Behavior Policy:

Behavior problems will be handled with firm guidance in cooperation with you, the child's parent/guidance. The usual form of discipline is time out or redirection. If your child's behavior jeopardizes his/her welfare or that of other children in the program I will work with you to resolve the situation. If necessary and deemed appropriate, Safecare will collaborate and coordinate with childcare health consultants including mental/behavior health consultants at the parents request or at Safecare discretion. If behavior continues, I reserve the right to terminate services to your child, if that is in the

best interest of the overall program and your child. Termination notice will be in writing. Under these conditions, the usual two weeks notice is waived at the Safecare discretion.

Discipline Policy:

Discipline is:

1. Individualized and consistent with each child;
2. Appropriate to the child level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

Suspension and Expulsion Policy:

Safecare seeks to provide a safe and healthy environment for the children and staff while assisting with children development in self-control and responsibility for their actions. Behavior expectation is based on each child's development level. Safecare has established guidelines that are put in place for the safety and protection of all children. Safecare staff members must take all necessary steps to minimize as many aggressive behavior incidents as possible (i.e. using Positive Guidance and Discipline techniques, training staff, etc.). Children who repeat aggressive and inappropriate behavior must be handled on an individual basis using behavior modification, positive interventions and proactive teaching methods. If none of these efforts to stop the behavior is successful, an intervention plan needs to be developed to address the behavior. Suspension and possible disenrollment may be necessary.

Abuse and Neglect Policy:

Our staff is mandated reporters. If there is reasonable cause to believe that child abuse, neglect, or exploitation may have occurred, it must be reported. Safecare has a legal responsibility to report any abuse or neglect to the Department of Social Services, Child Protective Services Agency, or police.

Policy Changes:

SAFECARE reserves the right to make any policy changes with notice at any time. In a continuous effort to provide the best care an annual review is conducted for all policies, plans or operation.

Pick up and drop off:

When dropping off or picking up children, remember to sign them in and out each day. Also, please do not pick up during naptime unless it is an emergency, scheduled appointment (doctor, dentist, etc.) or you have already informed the center directly, of your early pick up.

Influence of Drugs/Alcohol: If a designated person picking up a child from SAFECARE appears to be intoxicated/impaired:

The individual is told that the Director or the person in charge will call the next person on the approved list of authorized person for pickup of the child from SAFECARE.

The Director or a staff member will wait with the child until that person arrives. If there is resistance to this procedure, or if a person appearing to be intoxicated attempts to leave with the child, the Police and Child Protective Services will immediately be called and an incident of child endangerment will be reported. Safecare policy prohibits any smoking, use of alcohol, illegal drugs or possession of firearms on the premises

Termination:

I require a 2-week written notice prior to termination. At this time the 2-week payment will be due whether your child ATTENDS OR NOT. Terminations will NOT be accepted during a family or center vacation time. I also reserve the right to terminate immediately or any time for, but not limited to:

1. Failure to pay fee or on time
2. Failure to comply with policies.
3. Failure to meet the child's needs or adjusting to childcare or provider.
4. Lack of parental co-operation, communication, and respect for center and its employees.
5. Child excessively biting another child or staff (to be discussed)
6. Behavior from an uncontrollable child that is harmful to themselves or others will be TERMINATED IMMEDIATELY.

Confidentially:

All of the information will be kept confidential and will only be released to authorized persons such as but not limited to; State Licensor, Police Department, Health and social Services, and a backup provider (if needed).

Discrimination:

No enrolled child or their families will ever be discriminated against on the basis of age, race, color, sex, creed, handicap, national origin or ancestry in my child care facility. If you prefer Safe care handbook or similar documents in an alternate language, please notify the director.

Children with Special Needs Policy:

We act in compliance with the Americans with Disabilities Act and other applicable federal, state and local laws, pertaining to services of children with disabilities. We will make reasonable accommodations for equal participation of our programs and services for children with disabilities. We will not make an assumption concerning any child with any disabilities and an assessment will be done to insure that we can meet each child needs in our group childcare setting. Safecare must conduct an Individualized Needs Assessment prior to accepting enrollment.

Tornadoes and Fire Procedures:

Tornadoes and fire drills are practiced once a month. Tornado emergency location is in the front and back hallways and cafeteria area.

Fire emergency location is out nearest exit door (according to exit routes). Drill log is located in reception area near front entrance. In the event of a real fire emergency situation, The Director or other personnel will inform the classroom staff that the school will be evacuated. Parents will be notified of the situation as soon as possible. If it becomes necessary to remove the children from school property, all children will be taken to Small Event Center (located on same property); parents will be contacted and asked to pick your child up at that time.

Other Emergency Situations:

- **Lost or missing children:** Safecare would be locked down, Face to name count would be conducted, 911 would be notified, children would be placed in their safety areas, the missing child's parent would be contacted and a sweep of the school and surrounding area would be completed, the State of Indiana will be contacted and a report will be made.
- **Dangerous Intruders:** Safecare would be locked down, 911 would be immediately notified, children would be placed in their safety areas, face to name count would be conducted, parents would be notified and The State of Indiana would be contacted and report would be made.
- **Suspected sexual, physical, or emotional maltreatment or abuse of staff, volunteers, or parents/guardians that occur at Safecare:** Victim would be placed in a safety area and 911 would be immediately notified and The State of Indiana will be contacted and a report would be made.
- **Medical, dental and mental health emergencies:** 911 would be notified immediately and parents would be notified and the State of Indiana will be contacted and an incident report would be made.
- **Unauthorized, contentious, or intoxicated/impaired parents/ guardians/family member:** Child would not be released, Person from authorized approved list would be notified for pickup, and staff member will remain with that child until approved person arrives. If there is resistance to this procedure or there is an attempt to leave with the child, the police and child Protective Services will immediately be called and an incident of child endangerment will be reported and a report will be made.

- **Child or Staff Death:** 911 would be immediately notified, children would be taken to a secure and safe area away from event, family of the deceased person would be contacted, parents would be notified for immediate pickup, the State of Indiana would be contacted, report would be made and a counselor would be contacted to come in if needed. In the event of death that occurs outside of the center (within family and/or community) management staff would be available to assist families with services needed.

Please sign and return the bottom sign-off page below

Parent Handbook Sign-off Page

I have received a copy of the parent handbook.

Name _____ Date _____

