



Bee an Explorer DayCare

Policy Handbook

About Me and My Program

My Child Care Philosophy

I run a Christian based child-centered program that focuses on the individual needs of each child.

Bee an Explorer Daycare helps children learn and develop by acknowledging every child is unique. We believe that success and growth come from encouragement and praise. We focus on building every child's self-esteem and confidence through positive feedback. We nurture their natural strengths and encourage learning through creative play. A child sees the world around them with wonder and awe and we believe in encouraging their natural curiosity.

My Qualifications

I grew up working in my mother's daycare. I am a mother of three. I have volunteered at preschools, elementary schools, and church childcare. I have the Child Development Associate and I am also working with the Parent Aware Program. I have the Minnesota Child Care Credential Certificate of Completion. My daycare is rated three stars from Parent Aware. I am certified in CPR and first aid. I am required to attend over 16 hours of continuing education each year.

My Licensing

I am licensed by the state of Minnesota. My licensor's name is Tristin Sprengeler, and you can reach her at 952.361.1714 or tpsprengeler@co.carver.mn.us. Being licensed ensures you that I meet health and safety standards established by the State of MN. My home is inspected each year and a safe environment is provided for your child. Background checks are done on anyone living in the home, along with any people other than myself caring for your child in my daycare.

Mandated Reporter

I am a state-mandated reporter of suspected physical or sexual abuse of children. This means that if I have reason to believe that any child in my care has been neglected or abused, I am required by state law to report this to my licensor or to the local child protection office. If you suspect that any child in my program is being physically or sexually abused, please talk to me immediately. If you wish to report suspected child abuse or neglect, you may contact my licensor or the local child protection office (651-430-6457).

Substitutes and Employees

I may hire a substitute caregiver in the event of an emergency or if I have an appointment that must be made during business hours. The Substitute will meet all state childcare regulations. If possible, I will notify you at least two weeks in advance that I will be using a substitute caregiver.

My Privacy Policy

I will do all that I can to protect your family's privacy and will follow Minnesota privacy law. I will keep all records and information about your child and your family private and confidential unless I have your written permission to reveal specific information. I ask that you also respect the privacy of my family by not sharing any information you learn about my family without my written permission. I know that this can be difficult, so please talk with me if you have any questions about this.

Permission to Share Information

My priority is to protect your child's health and safety. To ensure that I am operating with your full understanding and agreement, I ask that you grant me permission to conduct the following activities. **I will not put your child's name on any materials that will be used for public viewing.** Please initial each item for which you consent:

____ placing photos of your child around my house.

____ placing photos of your family on a photo board for the children to look at.

____ giving copies of group photos to other families in my care that your child may be in.

____ placing photos of your child in photo albums that are viewed by prospective clients and other families in my care.

____ using photos of your children in my marketing flyers.

____ using photos of your children on my beeanexplorerdaycare.com website.

____ Posting artwork and craft activities signed by your child around my home.

____ using an electronic monitor to listen to your child from another room.

____ including the name of your child and the names of the other members of your family in a client newsletter and posting this information on my bulletin board.

____ posting photos on the Bee an Explorer Daycare Facebook page.

*If you do **NOT** consent to any photos of your child being used under any circumstance, initial here ____*

I Do Not Discriminate

I will not discriminate against any child, parent, or family for reasons of race, color, sex, age, disability, national origin, sexual orientation, or public assistance status.

The Rules of My Home

The rules of my home apply to children, parents, family members, and all authorized persons to pick up or drop off your child.

I will discipline children who are not following the rules of my home, but if you are present I would prefer you discipline your child if they are not following the rules of my home or daycare.

- Parents need to remove shoes when leaving the entryway and entering other parts of the house. Children can wear shoes downstairs if walking on the black mats.
- I do my best to sand and salt my driveway and sidewalk in the winter months. However, to ensure you and your children's safety, please wear winter appropriate shoes for drop off and pick up.
- All children (whether in my care or not) need to stay next to parent/authorized adult when dropping off and picking up.
- Children are not allowed to be outside without adult guardian.
- Respect wildlife and nature on my property. This includes not harassing any animals on or near my property and not damaging plants/trees.
- Do not dispose any food or drink on my property. Additionally, no food or drink should be thrown on my property to protect the safety of wildlife and my pets.
- Littering is not allowed on my property.
- Respect my property.
- Children are not allowed to climb on my personal items, move my personal items, to be in areas of the yard that are non-daycare related or to be in areas of my house that are non-daycare.
- No running in the house.
- Children are not allowed to open/close the doors.
- Weapons are not allowed on my property.

Pets are an extremely important part of our family. At times we will have various pets. We currently have two Australian Shepherds. Our pets are very friendly; however, our pets will remain separated from the children.

Your Responsibilities

Our Partnership

I expect that we will work together to ensure that your child has the opportunity to develop to his or her fullest potential. I expect that we will communicate often about your child's physical, emotional, social, and intellectual growth. Please inform me of any change in the child's schedule, routine, or home environment. I will do the same for changes in my business that affect your child.

You will provide any special instructions in writing for eating, sleeping, or napping, allergies, health issues, toilet training, etc. You will also provide me with information such as an I.E.P. (Individual Educational Plan), guidance on your child's needs, and any other assessments needed for quality care.

You will also participate in a yearly evaluation of my childcare program.

Communication

If you need to contact me during the day call or text my cell phone (651-280-9750). Otherwise you may always email me at deb@beeanexplorerdaycare.com

My Records for Your Child

I will keep the following records for each child:

- phone numbers for the child's parents, doctor, dentist, and emergency contacts
- a list of the persons authorized to drop off and pick up the child

- a signed and completed admission and arrangement form
- any special instructions from the child's parent/guardian
- immunization records that are updated:
 - every 6 months for infants.
 - every year for preschoolers.
 - every 3 years for school-aged children
- a signed consent form to obtain emergency medical care or emergency dental treatment

You must notify me as soon as possible if any of this information needs to be updated.

Backup Child Care Arrangements

You are responsible for finding backup care for your child when I go on vacation, become ill, or must close for any reason. You are also responsible for finding backup care if your child is ill.

Bad Weather Closings

You must notify me as soon as possible if your work closes early or is closed for the day. I will notify you as soon as possible if my program is closing or will be closed due to inclement weather.

Grievance Procedure

If you have any complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I am not addressing, you may contact my licenser.

Payments

Payments are due by pickup Friday evening before the following week. All checks should be made out to Bee an Explorer Daycare.

Child Care Program

Activities/Curriculum

I will conduct a wide variety of activities with your child, including: language development; sensory art activities; health, safety, and nutrition projects; puzzles; games; outdoor play; large muscle activities; free play; dramatic play; nature walks within my property and more. All children's activities will be appropriate to the age of your child, which means they will be within the abilities of your child. I do not allow the children to watch television unless we are watching a specific children's educational program or viewing appropriate children's videos/DVDs.

Birthdays and Holiday Celebrations

I celebrate the birthdays of the children in my care on or near the date of their birthday. We will also celebrate Christmas, Halloween, Valentine's Day, Thanksgiving and Easter, each year.

Daily Attire

Please bring your children dressed appropriately for the days weather conditions. The required list of

clothes will depend on the season and the current weather conditions. This clothing should be tried on at home to ensure that it fits your child and that all zippers, buttons etc. work properly.

During the winter, bring clothes for outdoor play, including a jacket, hat, mittens or gloves, a snowsuit or snow pants, and boots.

During the summer, bring tennis shoes and swim-shoes.

I encourage all families to leave a pair of tennis shoes here all the time to ensure their child will be able to participate in outdoor explorer time.

To minimize the spread of germs throughout the daycare we require the children to wear socks inside the home.

Children should **NOT** wear jewelry or hair accessories to daycare. The only hair accessory allowed are hair binders. These items can be choking hazards.

Extra Clothing

Please bring an extra set of clothing for your child, including shirts, pants/shorts, underwear, and socks. If your child is being toilet-trained, please bring two extra sets of clothing and a plastic sealable bag. All the clothing must be labeled with your child's name on it. Your child will also need an oversized t-shirt to wear during some of our craft times that may be a little messy.

Supplies

You will be responsible for bringing diapers, wipes, any ointments, sunscreen, and insect repellent to my daycare.

Food and Nutrition

I participate in a Child Care Food Program (Child Care & Nutrition, Inc). I am required to follow strict guidelines enforced by the government. My daycare program is inspected several times a year. You must sign a form to participate and must cooperate with requests for information from my Food Program sponsor. I serve the following meals **only** during the designated times:

- breakfast between 7:15 AM and 8:00 AM
- a morning snack between 9:30 AM and 10:30 AM
- a lunch meal between 11:30 and 12:30 PM
- an afternoon snack between 2:30 and 3:00 PM

If your child is arriving after the designated mealtime, please plan ahead.

I will offer food to the children and encourage them to eat it, but if they refuse, I will not force them. I will inform you if I notice any change in your child's eating habits. Accommodations for special dietary needs will be made on an individual basis. If your child has an allergy to food or drink, please notify me in writing.

Naps and Quiet Time

All the children will take a nap or observe a quiet time in the afternoon. All the children lie down during this time. Each child has his or her own clean and separate bedding, and you may bring a special blanket or other security item for your child. Children under the age of one year will sleep on their back to reduce

the chance of Sudden Infant Death Syndrome (SIDS).

Toilet Training

When your child is toilet training, your child must wear a pullup at daycare. Before wearing regular underwear, your child must be accident free, in the daycare setting, for a minimum of two weeks.

I will use the following methods to help your child learn to use the toilet:

- using positive praise
- bringing the child to the toilet instead of asking if he/she has to go
- using different methods to help the child get excited about using the toilet
- reading books and watching videos about learning to use the toilet

I will use the following terms while helping your child learn to use the toilet:

- Urine will be called "urine."
- Urinating will be called "urinating."
- A bowel movement will be called a "BM."
- Anatomical vocabulary for body parts

Toys

Toys may not be brought from home. I will not use toy weapons in my program (such as play guns). Your child will be taught to help pick up toys at the end of play time.

Behavior Guidance

I will not use any form of corporal punishment in my program. I will discipline your child in a similar fashion that I had with my own children. Children learn by example, consistency, and routine. I will try to redirect the child to avoid misbehavior. I will reinforce appropriate behavior by identifying the desired behavior rather than punishing negative behavior.

I will only use a time-out if it is age-appropriate for your child, and when I do, I will limit it to one minute per year of age. The purposes of time-outs are not intended to be a punishment, but more as a learning tool. I will use behavior guidance that is fair, reasonable, and suited to the age of your child. Appropriate manners are always practiced at daycare. Children are taught to use please and thank you. Running in the house is not tolerated. Behaviors such as biting, pushing, hitting, screaming, or breaking toys are never OK. If your child exhibits a severe behavioral problem, I will discuss this with you and ask for your cooperation in solving the problem. In the case that your child exhibits a severe behavioral problem that is disruptive, damaging, disrespectful, or a safety concern, I will notify you for immediate pick up.

I will not hesitate to discipline your child in your presence. However, I would prefer you discipline your child if they are behaving inappropriately or not following my house and daycare rules while you are here. As parents and adult guardians, it is our job to teach our children appropriate behaviors around others.

Infants

I will lay infants only on their back for sleeping. The crib will contain nothing but a pacifier until 12

months of age. At 12 months the child may have a blankie in the crib.

I will provide Up and Up iron fortified infant formula and Gerber baby food. If you prefer a different brand you may bring your own formula and baby food. If you choose to bring breast milk, each bag must be labeled with the child's name and date. You are responsible for bringing sanitized bottles every day for your child. I will rinse the bottles out and send them home daily.

On my website there are daily forms for infants. I expect you to bring these forms updated with information about the last feedings, diaper changes and their overall mood.

Illness, Health, and Safety Policies

Sick Child Policy

I am not willing to provide care for your child if he or she is ill. My program is required to follow CDC guidelines and I expect families in my program to follow CDC guidelines as well. This includes following the current CDC COVID-19 symptom decision tree.

If your child becomes ill during the day, I will isolate your child from the other children and call/text you to pick up your child. I expect you to pick up your child within one hour of my call/text. I will notify you of any exposure to contagious illness, disease, or infection in my program within 24 hours of when I become aware of it. In the event of head lice, the child must be treated and nit-free before returning to care. If a case of head lice is found in my home, all parents will be notified and everyone in my home will be checked.

I expect you to notify me the evening before if your child will not come to daycare due to illness, contagious disease, or for any other reason. If a child has any of the symptoms listed below, he or she will not be permitted to attend daycare until 24 hours after the last bout of fever, vomiting, or severe diarrhea or until 24 hours after medical treatment has begun as prescribed by a physician:

- a fever of 100 degrees or higher
- a skin rash (other than diaper rash or prickly heat). The child will not be allowed to return to care without a written statement from a doctor that the rash is not a communicable condition.
- diarrhea (increased number and water content of stools that cannot be contained within the child's diaper)
- vomiting
- any parasitic infestation (lice, scabies, etc.)
- pink eye
- discharge from the eyes or ears
- a runny nose with colored discharge
- chicken pox (The child may not return until all the blisters have dried and formed scabs, usually about 6 days after the onset of the rash.)
- any other communicable or contagious disease

Administering Medication

I do not provide any medication. If your child needs ibuprofen, Tylenol, or any over-the-counter medication, I need a written request form that is signed by the parent/guardian. This form can be found on my website beanexplorerdaycare.com

I will take children who are on prescribed medication and when the doctor indicates that they are no longer contagious by signing a release form. Before I will dispense medication, I require a written request that is signed by the parent/guardian for each medical prescription. This form can be found on my website beeanexplorerdaycare.com. The medicine must be in its original container, labeled with the directions and the child's name. You should ask the pharmacist to divide the prescription into two containers, each with full labels, one for my home and one for your home.

Immunizations

You are required to keep your child's immunizations current and give me a copy of the immunization records for your child. You must update my immunization records yearly.

Emergency Policy

I will call 911 for life-threatening emergencies. I will call you as soon as possible for all emergencies, whether life-threatening or not. If I cannot reach you, I will call the other persons you have listed to call when you cannot be reached. I will post all emergency phone numbers near my telephone. I have smoke detectors and fire extinguishers that meet state law. I will report any accident requiring treatment by a physician to the proper agency.

You must keep me informed at all times of how I can reach you in the case of emergency (pager, voice mail, or cell phone), and check often for messages. If you will be leaving work early, be at another location for the day, or vary your normal routine, you must inform me.

Other Health and Safety Issues

- Your children's safety is of the utmost importance to us and the activities we do and the experiences they will have will always keep their safety in mind.
- There is no swimming pool on my property, and my backyard is enclosed with a fence.
- No one in my family smokes, and I do not drink during or before business hours.
- State law prohibits smoking in my home during childcare hours, and my home and my property is a smoke-free environment.

Policies for Pickup/Dropoff

Persons Authorized to Drop Off or Pick Up the Child

You must provide me with the name and a photo of each person who is authorized to pick up your child. You must notify me beforehand if an authorized person will be coming to drop off or pick up your child. I will ask for their photo I.D. I reserve the right to take anyone off the authorized pickup list for any reason. If a court order limits the rights of one of the parents, you must give me a copy of this court order. You should also bring a photo of yourself for me to keep on file for substitutes.

Pickup and Drop-off

Upon drop off and pick up, parents will enter a code into the door keypad to unlock the front door. This code will be provided by me when a contract is signed. After entering, parents will need to remove their shoes (children can keep shoes on if needed) and walk to the stairs that leads to the daycare space in the lower level. The lower level has a space where children's shoes, coats, and backpacks are placed.

Backpacks and bags that are brought into my daycare/home should not have any items that are of safety concern such as medications, lotions, sharp objects, weapons, money, or choking hazards, etc.

All children (whether in my care or not) need to stay next to parent/authorized adult when dropping off and picking up. Children are not allowed to open/close the doors in my house. Children are not allowed to be outside without an adult guardian. Children are not allowed to walk up or down the stairs without parental/guardian supervision.

My first responsibility is to protect the health and safety of the children in my care. When you drop off and pick up your child, I want to make sure that the child is being transported safely. Transporting a child while under the influence of alcohol or drugs or without using an appropriate car seat creates an unsafe situation for the child.

If in my opinion a child cannot be safely transported to or from my home, I will ask you not to transport the child and will propose the alternatives listed below. If you refuse to agree to one of these alternatives and insist on transporting your child, I will immediately call the police and report the unsafe situation.

1. I will call someone to pick up your child from the list of people who are authorized to do so.
2. If you fail to bring an appropriate car seat for your child, I will ask you to drive home without the child and return with the appropriate car seat installed in the car. Under these circumstances I will charge a late pickup fee.

Transporting School-age Children

I will not pick up a school-age child from school due to illness. I cannot be listed as a contact in case of illness or injury during your child's school day.

Signatures

By signing this policy handbook, you indicate that you have read my policies and agree to follow them. When I make changes in my policies, I will give you a two-week written notice and ask you to sign the new policy handbook.

First parent/guardian signature

Date of signature

Second parent/guardian signature

Date of signature

Provider's signature

Date of signature