

Breanna's Playhouse

Policy handbook

Facility Name:	Breanna's Playhouse
Facility Address:	5901 NW 95 th Court, Johnston, Iowa 50131
Facility Phone Number:	515-480-5722
Facility Owner:	Stacy Williams
Facility Email Address:	stacy@breannasplayhouse.com
Facility Website:	www.breannasplayhouse.com
DHS Provider Number:	26577
Registration / Max. Child Capacity:	8

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The following policies apply to the Child Development Home provider for Breanna's Playhouse

Qualifications:

- I have been doing childcare since 1997 and my two adult children grew up in this setting.
- I love what I do for a living and especially that I can be involved in the children's lives while helping them learn and grow.
- These are all things that I am not required; however, I choose to participate, and learn from them, because it makes my program that much better.
 - State registered
 - To maintain the registration I am required to take continuing education for childcare annually.
 - I am always up to date on my child and adult CPR as well as first aid training.
 - Subject to annual unannounced visits and inspections from the state.
 - Participate in the child and adult care food program.
 - ChildNet certificated.
 - Completed the course "Iowa Program for Infants and Toddler Caregivers".
 - Earned the two star rating from the QRS program.

Mission Statement:

- I will provide quality child care that helps to stimulate social, emotional, cognitive, and physical growth.
- I will provide careful attention, affectionate care, and age appropriate activities all within a stimulating environment for children ages six weeks and older.
- I will help get your child(ren) ready to start kindergarten by helping them to learn through our daily curriculum and playtime activities.
- I want to assure you that your child will always have a safe and happy learning environment.

Mandatory Child Abuse reporter:

- Please be advised that I am required by Iowa law to report suspected cases of child abuse or neglect to the proper authorities including the Department of Human Services (DHS).

Policy for Communication:

- Each day I will communicate, orally, with you about how your child is doing.
- Each month I will also communicate, orally, with you about how the previous month went.
- I will also communicate with you orally as milestones are either close or have been met.
- I provide a monthly, written, newsletter that talks about the upcoming month.
- I also post messages or reminders on our bulletin board.
- For infants I will provide daily, written, notes on how the feedings went, naps, diaper changes, and how their overall day went.
- Please feel free to contact me if you ever have any questions or concerns.

Policy for Confidentiality:

- I will always try to protect your family's privacy.
- All records and information about the Parent(s)/Guardian(s), child(ren), and the family will be kept private and confidential, unless written permission is given to reveal specific details or I am required by law to disclose the details.
- I ask that the Parent(s)/Guardian(s) also respect the privacy of my family by not sharing any information about my family with others, without written permission.

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Policy for Curriculum:

- Curriculum is defined as the activities that my childcare program implements throughout the day.
- I use a variety of curriculum books and themes to help the children learn different things throughout the year.
 - Some examples are Mother Goose Time, Funshine, and various items learned through the annual continuing education I participate in.
- Themes and activities vary each month which helps to keep the child engaged and learning.
- The activities will have a wide range of learning experiences for circle time, small group, and individual needs.
- The activities include reading, math, science, art, and so many more that all foster social, intellectual, emotional, and physical growth.
- Some of the group activities will result in projects that your child can take home to share with you.

Policy for Daily Schedule:

Start		End	Activity	Description
7:00 am	To	9:00 am	Sign In or Arrival time	Children and families are greeted.
			Breakfast time	Children will be offered breakfast.
			Free play time	Children choose their own play activities with whomever and whatever they desire. They may go to different center areas during this time.
9:00 am	To	10:00 am	Circle / Bulletin board time	Children are encouraged, but not required, to sit in during the activities. The activities include learning about letters, numbers, calendars, stories, etc.
10:00 am	To	10:15 am	Morning snack time	Children sit together and have snacks
10:15 am	To	10:30 am	Music and Movement time	Children go to the big rug as we conduct music and movement time.
10:30 am	To	11:00 am	Art time	Children are encouraged, but not required, to sit in during the activities. The activities include practicing writing, using scissors, coloring, etc.
11:00 am	To	12:00 pm	Outside playtime (weather permitting)	Children choose their own large motor skill activities with whomever and whatever they desire. They may go to different areas, within the fenced backyard, during this time.
12:00 pm	To	12:30 pm	Lunch time	Children sit together and have lunch.
12:30 pm	To	2:30 pm	Quiet / Rest / Nap time	Children lay within their designated spots and have quiet / rest / nap time
2:30 pm	To	3:30 pm	Small group time	Children are encouraged, but not required, to sit in during the activities. The activities vary based on the age, motor skills, or each group.
3:30 pm	To	3:45 pm	Afternoon snack time	Children sit together and have snacks.
3:45 pm	To	5:15 pm	Free play time	Children choose their own play activities with whomever and whatever they desire. They may go to different center areas during this time.
			Sign Out or Departure time	Communicate with the parent on how the child's day was, review activities from the day, and discuss any concerns.

- A daily schedule fosters development of good health habits and self discipline.
- The daily schedule for infants and toddlers will vary based on their needs and are used more as guidelines.

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Policy for Developmental Monitoring Tooling:

- I utilize the CDC Milestone Tracker tool.
- The application is utilized annually for all of the children.
- The application is utilized to track the child's development and milestone achievements.
- This application will help identify if additional evaluation and or intervention strategies are needed.
- If problems arise I will discuss any concerns with the Parent(s)/Guardian(s).
- If the Parent(s)/Guardian(s) ever have any concerns please don't hesitate to talk to me.

Policy for Diversity and Inclusive Practices:

- I do not deny enrollment on the basis of race, creed, color, national origin, gender identity, family status, or disability.
- If you or your child have preferred pronouns that should be used please let me know.
- I treat each child as the individuals they are while also respecting them.
- All children are given equal opportunities.
- If a child has a special need then a care plan will be created, shared with you, signed by all needed parties, and placed in the child's records.

Policy for Fall Surfacing and Playground Equipment:

- The playground equipment is installed according to the manufactures instructions.
- The playground equipment is maintained throughout the year.
 - The playground equipment will be taken out of order until it is repaired or replaced.
- Rubber mulch is used under and around the playground equipment.
 - This product is used because of the superior protection it provides for falls compared to other products.

Policy for Field trips or Travel:

- We do not conduct field trips and will never leave the property unless it is required to mitigate an emergency.

Policy for Guidance/Discipline/Behavior:

- When a child is acting out and having behavior problems, I try to redirect the situation such as:
 - I will have the child sit away from the group and have them do some deep breaths and help calm their emotions.
 - I will give them a book to look at or another activity to try to calm their emotions.
 - I will have them communicate how they are feeling.
 - I will have them try to understand how the other child is feeling.
 - For example if they hit or push someone, I will help them to understand why it is not ok to hurt someone.
- After the child has calmed down they may rejoin the group.

Policy for Health Records:

- The child's physical and immunization records will need to be updated annually so the most current information is available.

Policy for Health Related Emergencies:

- In the event of an emergency, I am certified in CPR and First Aid, and will use those measures as needed.
- I will contact the local emergency services, via 911, as soon as possible.
- The child will be transported via emergency services to a local hospital if needed.
- As soon as 911 has been contacted, the emergency is mitigated, and it is safe I will contact you.

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Policy for Hygiene:

- Children are required to wash their hands when arriving in the morning, before meal time, after meal time, after using the restroom, and after playing outside.
- Children may wash their hands throughout the day as needed.
- I am also required to wash my hands before meal time, after meal time, after using the restroom, after assisting a child to use the restroom, after changing diapers, and after the children have been playing outside.
- Of course, I will wash my hands throughout the day as needed.
- Children will rinse out their mouths after mealtime.
- Sippy cups and bottles will only be used at meal time and never during nap time.

Policy for Illnesses:

- Most health care professionals recommend that children be excluded from a child development home program if they have any of the following illness or symptoms:
 - Chicken pox
 - Covid-19
 - Fever of 100.02 or greater
 - Head lice
 - Hepatitis A
 - Herpetic Gingivostomatitis
 - Impetigo
 - Influenza
 - Measles
 - Meningitis (Aseptic or Bacterial)
 - Mouth sores with drooling
 - Mumps
 - Pertussis (Whooping cough)
 - Pinworm
 - Purulent conjunctivitis (Pink Eye)
 - Rash with fever or behavior change
 - Ringworm
 - Rubella
 - Scabies
 - Shigella
 - Shingles
 - Strep throat
 - Tuberculosis
 - Uncontrolled diarrhea
 - Vomiting
- If the child becomes ill while attending the Child Development Home, then the Parent(s)/Guardian(s) will be contacted as soon as possible and they must leave immediately.
- For most illnesses, except Covid-19, children can return after treatment has been started and/or they have had a consistent fever lower than 100.02, without medication, for 24 hours.
- For Covid-19 illnesses children can return after ten days, starting from a positive test or medical diagnosis, and they have had a consistent fever lower than 100.02, without medication, for 24 hours.
- The Parent(s)/Guardian(s) should always confirm with a health care professional to determine the appropriate time your child should be excluded.
- In the event of a health-related emergency, emergency services will be contacted via 911.
- The child, if needed, will be transported to the nearest medical center and the Parent(s)/Guardian(s) will be contacted as soon as possible.

Policy for Immunizations:

- The child is required to be up-to-date with their immunizations and physicals.
- The child's immunization and physical record will need to be dated annually so they have the most current information.

Policy for Incidents:

- In the event of a health related emergency, accident or incident the situation will be documented in the child's file as soon as possible.

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Policy for Limiting Suspension and Expulsion:

- If challenging behaviors cannot be resolved by the guidance and discipline policy, the next steps would be assessment of curriculum and activities being offered for developmental appropriateness, look at room arrangement, and discuss with the family different types of resources for the child such as Heartland AEA, or a childcare nurse consultant.
- Examples of why a child may need to leave the program are:
 - The child is continually injuring or threatening to injure themselves or someone else.
 - It appears they need another program to meet their mental health, social, or emotional needs.

Policy for Meal times:

- As mentioned before, I choose to participate in the child and adult care food program.
- Your child will be served only nutritious meals and snacks that have been approved by the program.
- Water or Milk is provided at meal times.
- Water is provided throughout the day.

Policy for Medication usage:

- It is recommended that you give over the counter medication at home; however, if circumstances require usage at the child development home, then you will need to provide written permission, with detailed instructions, that will be kept in the child's record.
- Over the counter medication should be left in the original and labeled container.
- It is recommended that you give prescription medication at home; however, if circumstances require usage at the child development home, then you will need to provide written permission, with detailed instructions provided by your physician, that will be kept in the child's record.
- Prescription medication should be left in the original, labeled containers, and must be prescribed to the child.
- You should hand the medication directly to me, along with the required documentation, and do not leave it with your child's things. The medication will be stored in a safe place to mitigate unplanned access.

Policy for Missing Children:

- In the event a child goes missing the local authorities will be contacted immediately via 911.
- You will be notified as soon as possible as well as the Department of Human Services (DHS).
- Any incident will be documented, provided to you, and placed in the child's record. Copies will be provided to the local authorities and DHS as needed.

Policy for Nap / Rest Time:

- This dedicated time will occur after lunch from 12:30 to 2:30.
- Infants are allowed to sleep on demand while following safe sleep practices.
- Children are allowed to rest on demand.
- During this time they will be monitored and checked on continuously.
- Children will have their own pillow and blanket.
- Children will be spaced apart in a head to feet manner on our big rectangular rug.
- While the children are encouraged to take a nap during this time, they are not required.
 - During this time they may choose a quiet activity such as reading a book, playing with a puzzle, coloring, etc.
- All bedding will be washed weekly or as needed.

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Policy for Non-medication usage:

- Written permission is required to apply over the counter products such as sunscreen or diaper rash cream.

Policy for Oral Health:

- Children are encouraged to rinse out their mouths after mealtime.
- I participate in CACFP to promote healthy eating habits
- I read books on the topic with the children

Policy for Orientation:

- The purpose of the meeting is to ensure you do not have any outstanding questions regarding the contract and policies. We can use this time to answer any if that happens to be the case.
- You may bring the supplies as mentioned in that policy.
- I will make copies of the signed contract and policies at this time as well.

Policy for Pets:

- I do have pets within the childcare development home; however, they are not allowed to come downstairs to the childcare area.
- The pets are always up-to-date on vaccines, annual check ups, and those records are provided to the various agencies annually.

Policy for Playtime or Exercise:

- We will go outside to play every chance we get, weather permitting.
- Please make sure to bring items such as shoes, coats, hats, etc that are appropriate for the days weather condition.

Policy for Potty Training:

- When you feel your child is showing signs and ready to start potty training please let me know so we can work together to help them learn. The process takes both of us to work together for them to have a positive experience.
- If you are interested in how it has worked with other children in my care please feel free to ask.

Policy for Reporting and Documenting Injuries, Accidents, and Emergencies:

- Any injuries that require CPR, First Aid, or medical assistance will be documented, using the Injury Reporting form, shared with you, and documented in the child's record as soon as possible.
- The Injury Reporting form will be completed the same day.

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Policy for Safe Sleep:

- Infants that are twelve months and younger will be placed on their back while sleeping. An infant cannot be placed in another sleeping position without a waiver from the child's primary physician documenting the medical requirement.
- If an infant arrives at childcare asleep or they fall asleep in a non-sleeping area they will be placed in a crib or pack and play.
- One infant per crib or pack and play.
- The crib or pack and play will have a tight fitting sheet.
- Nothing besides the infant will be placed in the crib or pack and play, which means no blankets, stuffed animals, pillows, etc.
- To avoid overheating the temperature of the room will be monitored and maintained at a level that is comfortable for a lightly clothed adult. If extra warmth is needed a sleep sack may be used if provided by the parent/guardian.
- An infant may use a pacifier during sleep time with your permission; however nothing should be attached to the pacifier (please refer to the strangulation policies).
- Any bibs, hoodies, or other items will be removed during sleep time (please refer to the strangulation policies).
- If an infant is able to repeatedly roll back-and-forth from front to back they will still be placed on their backs for sleep; however, they will be allowed to assume a preferred sleep position.
- Several times a day awake infants will have supervised "tummy time" to assist in the development of strong back and neck muscles while also preventing flat areas from forming on the back of their heads.
- The crib or pack and play sheets will be washed weekly or as needed.
- The crib or pack and play will be sanitized daily or as needed by wiping them down.
- Supervision at all times of sight and sound is maintained for sleeping infants.
- I have completed the basic safe sleeping (Essential pre-service series module eight) training.

Policy for Screen-Time and Digital Media Use:

- Electronic media will be limited to no more than sixty minutes a day.
- The normal media usage is limited to sing-along styles videos, PBS shows or songs being played for the children's pleasure.
- Photos or videos may be taken to be shared in a group chat with the other parents.
- Photos may also be hung on the bulletin board.
- The photos or videos will not be used without a completed permission form that is kept in your child's records.
- Screen time is limited to children age two and up while also being limited to no more than sixty minutes per day.
- If screen time is used it is normally PBS programming, Disney sing-a-long videos, YouTube music, or stories.
- We will listen to music either during music time or playtime to help encourage movement.

Policy for Sign In and Sign Out:

- Help your child to take their shoes off and place them in their assigned cubby.
- Help your child to hang their coats on the coat hooks.
- Place any other personal items in their assigned cubby.
- Please do not bring toys from home.
- I take daily attendance so if your child will be absent, arriving late, or leaving early please let me know in advance by sending a text message or calling me.
- If a child did not arrive at the normal time, then if possible, I will reach out to you to ensure all is well.
- Only the parent or guardian listed on the contract is allowed to visit or remove the child from my care, unless otherwise documented.
- A legal custodial agreement will need to be on file, if only one person is allowed to remove the child from my care.
- If I feel someone is impaired, in any way, during arrival or departure I will immediately contact the police and report the situation.

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Policy for Strangulation prevention:

- There are no, and never will be, blinds or window treatments with cords in the childcare area
- Dramatic play area items such as costumes that have long strings or ties will be cut off.
- Backpacks that are used during dramatic play time will be supervised when in use.
- Any backpacks or bags brought from home will be placed in the child's cubby or hung on the hooks and will not be used throughout the day.
- You are requested not to bring pacifiers with strings or ribbons to the child development home. If any are brought the strings or ribbons will be removed and placed in the child's cubby.
- You are required to check your child's clothing for any loose strings, hoodie strings, jacket strings, etc and mitigate the risk prior to coming to childcare.

Policy for Supervision:

- Active supervision of your child will be in place during all activities throughout the day.
- I have line of sight to the children throughout the day due to the layout of the interior and exterior of the child development home.
- In the event we are outside and a child needs to use the restroom then we will all come inside at the same time.

Policy for Supplies provided by parents or guardians:

- Every child will need to have an extra outfit that is kept here in case their outfits gets soiled during the day.
- Breakfast, Morning Snacks, Lunch, and Afternoon Snacks are provided for each child.
- Formula is provided for children up to 12 months old.
 - If you choose to have your child consume a different brand, than what is offered, then you will need to purchase it. You can choose to bring it daily or provide a container, labeled with your child's name, and I will let you know when the supply runs low.
- If you choose to use breast milk then you can bring enough for each day. I have a refrigerator in the daycare to store a few for emergency use.
- You will need to provide diapers.
- You will need to provide wipes.
- You will need to provide sunscreen, during the summer months, for children 12 months and older.

Policy for Tobacco and Nicotine:

- The use of tobacco products, electronic cigarettes, or vaping is prohibited inside or outside the home.
 - This prohibition is 24 hours a day and seven days a week.

Policy for Visits:

- I have always had an open door policy, which means you may come and visit your child without giving advanced notice. To help with security we have installed a security system, with a camera and two way communication. This allows me to verify the visitor is allowed to have access and then to unlock the door remotely.

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These procedures and policies will be updated as needed. Once you have read and understood them please initial each page, sign, and date the form.

Stacy Williams

Date

First Parent/Guardian's Signature

Date

Second Parent/Guardian's Signature

Date