

PARENT POLICY HANDBOOK – LICENSED FAMILY CHILD CARE CENTER

Little Eagles Childcare & Preschool
(920) 674-4948
Dan & JILL Ofstie
159 W. Garland Street
Jefferson, WI. 53549

OUR MISSION

To shape little minds with Love and Education!

Statement of Philosophy

Welcome to Little Eagles Childcare & Preschool. We are a Faith based childcare center which means; in addition to taking care of your child/children we will be offering them Bible based stories and songs occasionally. This manual is designed to help you understand our policies. We want to ensure a safe, healthy, and nurturing environment for your child/children. Please read over the manual carefully, and if you have any questions be sure to let us know.

Sincerely,

Little Eagles Staff

I. GENERAL INFORMATION: Policy Effective Date: 9-10-2018

Little Eagles Childcare & Preschool is licensed by the State of Wisconsin, Department of Children and Families ([HYPERLINK "http://www.dcf.wisconsin.gov" www.dcf.wisconsin.gov](http://www.dcf.wisconsin.gov)). We are licensed to care for no more than 80 children at any one time. We are inspected regularly to ensure that we meet licensing standards.

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

Little Eagles Childcare & Preschool will provide care for children ages 6 weeks through 12 years.

Child care services will be provided between the hours of 6:30 A.M. through 5:00pm Monday through Friday .

We will be closed the following days.

New Years Eve Day- We CLOSE at Noon

New Years Day- Closed

Easter

Good Friday- We close at Noon

Memorial Day- Closed

4th of July- Closed

Labor Day- Closed

Thanksgiving Day- Closed

Friday after Thanksgiving -Closed

Christmas Eve Day- Closed at noon

Christmas Day- Closed

Day AFTER Christmas Day- Closed

Closed for ONE WEEK in February-Continuing Ed for staff (3rd week of February.

*Some days are subject to change according to calendar, Days may vary.

All regular fees will 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**.

We will post the following items for your review:

License certificate.

Any stipulation, condition, exemption or exception that affects the license.

Results of the latest monitoring visit (Noncompliances Statement and Correction Plan or Compliance Statement).

Any enforcement action—order, forfeiture, temporary suspension, denial or revocation—issued by the Department as soon as it is received. These items will remain posted in the main lobby near the payment box until the violations have been verified as corrected and the action is closed. You will also find center policies and other information available to the parents near the payment box.

Little Eagles Childcare & Pre-school has a procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times. Each classroom has a posted sign of all our

EMERGENCY contact numbers in case of an emergency.

Emergency Closing Procedure

If the center needs to close in case of an emergency or closing due to covid all parents will be contacted by the numbers provided by the center. If you would like it sent in an email then You must make sure the center has your correct email in your file.

Parents are welcome to visit the childcare program 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 can not legally limit access to a parent if there is not a copy of a court order on file at the center.

We are required to maintain a current, accurate written record of daily attendance for all of the children. Please assist me in meeting this requirement by signing your child(ren) in and out of the center on the required Daily Attendance Record.

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, we need to be notified in writing or by a telephone call in advance or a message on Brightwheel. The person picking up the child may need to show a driver's license or other picture ID.

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, I will not hesitate to call the local authorities if we feel the child is in danger.

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with us 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 Eagles

provides scheduled PARENT BULLETIN BOARD / DAILY UPDATES PER BRIGHTWHEEL.

To protect each family's confidentiality, **Little Eagles Childcare & Preschool** 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.

Little Eagles Childcare & Preschool will have liability insurance on the premises.

All childcare 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 LOCAL CPS AGENCY. Each child care provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

No person may carry weapons while on the premises of the childcare center during licensed hours. Signs (at least 5" x 7") providing notice of refusal to allow weapons are posted near all probable access points where any individual entering the building or grounds can be reasonably expected to see the sign.

See the attached ITEMS TO BE PROVIDED list for information regarding items that will be provided by the center and those that shall be provided by the parent.

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN:

Policy Effective Date: June 1, 2018

All children will be enrolled for a trial period of 30 business days. During the trial period either the provider or parent may terminate childcare without advance notice.

Parents must meet with us to discuss their child's specific needs and to

review program policies. We will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. 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

Alternate Arrival / Release Agreement

Intake for Child Under 2 Years

Transportation Permission

First week's regular fee / registration fee(**\$50.00** for single child or **\$75.00** for a family)

Parent / Provider agreement

We will inform you of any updates that are needed and give you 14 DAYS to submit the updated forms.

The following items must be completed and returned to me before the child's first day of care .

Child Health Report – Child Care Centers

Day Care Immunization Record or an electronic record of your child's immunizations

Photo release form for private social media pages

Children may be enrolled on a full-time basis up to 40 hours, or a part-time basis up to 30 hours. **No child may be regularly enrolled for less than 20 hours per week**

FEE SCHEDULE

Hours of Operation

Rates effective June 1, 2018 6:30 to 5:30 pm, Monday through Friday

ATTENDANCE CLASSIFICATIONS: Each child will be assigned to one of these classifications and will be charged the weekly rate, plus the “Extra Hours” fee for any hours that exceed beyond the maximum number allowed in his/her classification.

PT-20: Part-time 20; fee covers attendance for up to 20 hours per week

PT-30: Part-time 30; fee covers attendance up to 30 hours per week

FT: Full-time; fee covers attendance for up to 40 hours per week **Extra Hours:** Any hours above the maximum allowed for a child's hourly classification

	PT 20	PT 30	Fulltime	Extra Hours
Infant6wks 24mnths	Not Offered	225.00	265.00	5.50
2 Years	Not Offered	200.00	220.00	5.00
3 Years	180.00	190.00	205.00	5.00
4&5Years	175.00	185.00	200.00	5.00
School Age			170.00	5.00
School Age	Before Care 6:30-7:30	After School Care 3:30-5	Before&Aft er Care	
	80.00	80.00	100.00	
No School Days	50.00 A Day			

Early Dismissal for School Age- \$30.00

If a child is **NOT** potty trained there will be a **10.00 weekly charge**. If your child turns 3 and is still not potty trained you **will be charged the 2 year old rate** until he or she is potty trained.

NOTES & ADDITIONAL FEES:

Families are expected to stay current and pay their bill in a timely manner. Failure to do so may result in the loss of

services.

There is a non-refundable Application Fee of \$60 per child or \$75 per family. This fee is charged each time a child re-enrolls.

Fees for attendance are assessed every weekday of the year, including holidays during which Little Eagles may be closed.

Two weeks notice is required prior to withdrawing a child from Little Eagles. Failure to provide this will result in **charges for two weeks of childcare.**

At the point that a family no longer has any children attending Little Eagles, it is expected that their **bill be paid in full within 30 days of the final day of enrollment.**

- Accounts with outstanding balances past due are subject to late fees of \$20.00 per week until account is made current and Little Eagles will utilize all means to secure payment in full, including small claims court, if necessary.
- Children attending full-time(enrolled for 6 months consecutively before using a week for the year) are permitted two weeks of vacation time per calendar during which they will not be charged for attendance. Vacation time can only be used in weeklong increments and parents must give two weeks written notice in order to take advantage of the time off without attendance fees.
- There is a fee of \$10 per 5 minutes for children that are picked up after 5:00 p.m.

- A Returned Check Fee of \$50 will be charged for any check that is returned by the bank. Necessary adjustments will also be made to the family's account.
- Extra Hours Fees will appear on statements and will be assessed according to a child's actual hours at Little Eagles beyond the number of hours allowed within a child's Attendance Classification.
- There is a 10% discount for full-time siblings or Military. The child with the highest rate will be charged the full rate and additional full-time siblings will each receive a 10% discount
- Breakfast is provided for anyone at the center before 8 am. It is served strictly at 8AM.
- If a child's attendance status changes, it is the parent's responsibility to complete and submit an Attendance Status Change form prior to the anticipated change in the child's attendance. This must be done two weeks prior to the change. We can not change a child's status more than twice in one year unless arrangements have been approved.
- Each fall & Spring an annual Supplies Fee of \$25 will be assessed per child and each summer an Activity Fee of \$60 will be assessed per child.

Drop-in Care: We do not accept children for drop-in care.

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.

Inability of child care program to meet the needs of the child. We will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.

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.

We will give a 5 day 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 parent's failure to keep current with fees owed then the child can not attend immediately. Should the parent remove the child during the notice period we initiate, fees will not be charged for the remaining unused days.

Parents must give a **two weeks** written notice of their intent to withdraw the child(ren), failure to do so will result in being billed for two weeks of childcare and outstanding balance to be paid.

III. PAYMENTS AND REFUNDS: Policy Effective Date: Sept 10, 2018 Fees are to be paid in advance on CHILD'S LAST ENROLLED DAY EACH WEEK for the following week's services. We can deny childcare the following Monday if the bill from previous week was not paid. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Registration / Enrollment fee: A registration / enrollment fee \$60.00 for

single child or \$75.00 for a family must be paid PRIOR TO ENROLLMENT OR WITH THE FIRST FEE PAYMENT .

WE will establish a regular rate based on your child's hours of enrollment. Additional fees will be assessed for additional hours if care is part-time or hours exceed NUMBER OF HOURS hours per week. We staff our classes with appropriate staff until closing hours but **if a parent does not pick up by closing (5:00) they will be charged 10.00 dollars for each additional 5 minutes**. Please respect our closing and always make sure you have arranged pickup by closing.

There will be an extra fee assessed for late payment or late pick up of a child.

There will be a 10% discount for additional full-time siblings.

There will be a 10% discount given to Military families.

No refunds will be given for days when children do not attend due to illness or other reasons.

After a child has been enrolled full-time for 3 months , we will allow 2 WEEKS off per year with no fee required. **You must give the center a TWO WEEK NOTICE before the vacation time is used**. These days may be used for sick or vacation time. After these 2 WEEKS are used, we require full payment for any absences for the rest of that year.

IV. CHILD AND PROVIDER ABSENCES: Policy Effective Date: Sept 10, 2018 POLICY EFFECTIVE DATE

a. Child Absence

If your child will not attend on a regularly scheduled day please let me know within 24 hours before your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within 30 minutes after the specified time on the written agreement signed by

the parent, and we have not been notified in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

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

V. HEALTH: Policy Effective Date: Sept 10, 2018

a. Child Illness / Injuries

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

A temperature of 100.5 degrees F. or higher

Vomiting or diarrhea has occurred more than once in the past 24 hours

A contagious disease such as chicken pox, strep throat, Hand Foot and Mouth, pink eye, Flu, RSV

An unidentified rash

Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness

Has a constant, thick, colored nasal discharge

Covid19- We will follow Jefferson County Health department with recommendations . If a family member has Covid your child may not return to daycare until all family members are cleared from quarantine.

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within the staffs sight or hearing and made as comfortable as possible. We will try to make the child as comfy as possible until mom or dad arrive. Children should be picked up within 2 hours timeframe. If the child is not picked up within 2 hour time frame , the emergency contact person on the child's enrollment form will be called. If it is life threatening 911 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. Staff 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.

We will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families, to the local health department and to 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.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken Fort Atkinson HOSPITAL OR URGENT CARE CENTER . 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, we will ask that your child be taken 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 my care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of my care will be entered into the center's medical logbook. As a licensed child care provider, we are required to report suspected child abuse or neglect to the local authorities.

Children who are in the contagious stages of a communicable disease such as chicken pox, pink eye, strep throat, etc. may not be in

care until the appropriate period of communicability has passed.

We encourage hand washing and gloves to be worn when in contact with any type of bodily fluid. Protecting the children and our staff is important. We have posted hand washing signs in all of our bathrooms for children and staff.

b. Medications

Staff will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with child's name, dosage and administration directions. I will not exceed the age related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed.

Prior to applying sunscreen or insect repellent to a child, I will obtain a written authorization from the child's parent. The authorization shall include the brand and the ingredient strength.

c. Smoking

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

d. Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS staff will do the following:

Children under one year of age:

Child will be placed to sleep on his or her back in a crib unless the child's physician authorizes another position in writing.

Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.

Children under two years of age:

Cribs and 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 tightly under the mattress and shall be kept away from the child's mouth and nose.

If 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 crib.

VI. NUTRITION: Policy Effective Date; Sept 10, 2018

We follow USDA guidelines when planning our menus.

No child will go without nourishment for longer than 3 hours. Staff will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast

Lunch- Parent provides a lunch daily/ We do not microwave lunches/please send warm food in a thermal.

PM Snack- Parent provides healthy snack/ Please label for snack
Please no candy in lunches or snack or koolaides

2 year olds and up will go into the lunch room for Breakfast, snacks, and Lunch. If the weather is gorgeous out they will occasionally eat outside at the picnic tables.

If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in writing.

A child that has a food allergy we will post the child s name and allergy in the kitchen so our staff are aware of the child and his or her allergy.

School-aged children will have their 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. Parents will provide formula,lunch, The babies will stay in the baby room for all snacks, meals and bottle feedings.

VII. DAILY ACTIVITIES: Policy Effective Date: Sept 10, 2018 I do include religious instruction or practices in my daily activities. We offer prayers before meals and snacks. We offer a religious education program or curriculum.

We celebrate Christmas, Valentines Day, Easter, 4th of July, St. Patricks Day, Halloween, and Thanksgiving.

We plan activities according to the age and developmental level of each child in care, and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures, and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include:

Language development: Te.g., Books, music, story time, fingerplays, flannel board stories

Large muscle skills: e.g., Balls, hula hoops, bean bags, swinging, outdoor play

Small muscle skills: e.g., Arts / crafts, stringing beads, pegboards, blocks

Creative expression: e.g., Dramatic play, puppets, music / instruments, flannel board

Self-help skills: e.g., Assist with mealtime preparation, dress self for outdoors

Literacy skills: e.g., Books, story board, alphabet and writing games

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We 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. The children are taken outside on a daily basis as long as weather permits.

Baby Policies

PARENTS MUST PROVIDE

1. Bottles
2. Disposable Diapers
3. Two complete changes of clothes to be kept at the center for spares
4. Pacifier, if used
3. Wipes

Parents Please Do not Bring:

1. Infant Carseats ~ we will not have room to store them
2. Blankets, toys ect. We will provide these things sanitized each day.

Toddler (2 and up)

In the toddler room we have a very basic routine that we follow, however, with this age group we are always aware that change in the routine is going to happen from time to time. We focus on self-help skills such as putting on shoes, coats, choosing different activities to do, and toilet training often is introduced at this time. At this age we encourage the children to learn how to play with others and share. They are introduced to socializing and doing things together as a group. Some of the group activities include dramatic play, stories, music time, art, etc. The teachers will introduce learning activities with the children such as color recognition, numbers, and shape recognition. The teachers also encourage speech enrichment throughout the day. The children eat their mealtimes as a group sitting at a table, learn to put toys away and clean up, and go outside on a daily basis weather permitting.

Preschool (4 & 5 year olds)

Our preschool room is filled with fun and wonderful learning experiences as the teachers get them geared up and ready to start school. We offer a well balanced structure day with teacher child learning time along with group and individual time to explore and learn. In the preschool room, they will learn how to take responsibility for their actions and learn skills such as math manipulative, language, science, small and large motor skills activities and art projects. They will have different learning centers throughout their classroom, which will allow them to explore and imagine while getting them prepared for school. The teacher's work closely with the parents and communication is key to a successful preschool experience. We encourage parents to visit their child's classroom frequently and ask questions and observe the artwork displayed by their child throughout their classroom.

PROMOTION TO NEXT ROOM

Children will be promoted to the next room based on development not age. Changes in rooms will be discussed with the parents and will be evaluated by the teachers and the director of the center. Typically an infant is moved to the Pre-Toddler class when the child is able to walk, usually by 12 months of age. A Pre-Toddler is moved to the Toddler class when the child is able to feed himself and use a sippy cup on his own; this usually takes place around 24 months old. A toddler is promoted to the 3 year old class at approximately 3 years of age, and preferably when the child is toilet trained.

School-age children will have a quiet place to study or relax, access to appropriate materials and activities and will have ample time for large muscle activities..

Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. 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 0 degrees F. or below for children age 2 and above

Wind chills of 20 degrees F. or below for children under age 2

There is an outdoor play space on the premises of the center.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four 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. I will help awake children find appropriate activities.

Your child will need to bring a sleeping bag and small pillow as well as a pillow case to store your child's bedding in.

Children under one year of age will sleep in a crib or playpen. Children over the age of one year will sleep on a his or her own sleeping bag. The center will launder the bedding that belongs to the center but ask parents to take home bedding every Friday to be washed and brought back on Monday.

We allow children to watch G-rated television including VHS or DVDs. Children MAY NOT bring VHS or DVDs from home. The children will be allowed to watch television under the following situations: Special planned event . Children are not required to watch television, and other activities will be available during that time for children to use.

Field trips: We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. We may ask for parents to send money to cover an activity fee or treats. A note will be sent home prior to needing the money.

VIII. CHILD GUIDANCE: Policy Effective Date: Sept 10, 2018

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. We will state positively what children can do, using specific terms (e.g., "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. Behavior management will be for the purpose of helping children develop

self-control, self-esteem and respect for the rights of others.

I understand that there will be times when a child will become distraught, fussy or won't quit crying. The center's 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, the staff will stay calm and will do whatever they 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 will not hesitate to call you if we feel that it is necessary.

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

We have a No Biting policy...please read attached policy.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, We will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomfoting, 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.

IX. TRANSPORTATION: Policy Effective Date: Sept 10, 2018

Children at **Little Eagles Childcare & Preschool** will be transported by Jefferson Bus Company to and from school for before and after school. Arrangements for the bus need to be made by parents. If children do not arrive at the expected time we will check on their status with their parents and /or the bus company.

We also use Jefferson Bus Company for field Trips. Each teacher is responsible for checking attendance for his or her class upon arrival and departure. We also do a head count of the total group. When arriving back to Little Eagles, we check the bus to make sure that no child is left on the bus.

You will be notified in advance of the date, time and destination of any field trip requiring transportation.

Children will never be left unattended in any vehicle.

Staff will always have the attendance records and names of each child to make sure no child is left unattended in a vehicle.

Children with limited ability to respond quickly in an emergency setting will be assisted and helped to safety.

X. PETS: Policy Effective Date: Sept 10, 2018

Little Eagles Childcare & Preschool will allow pets in designated areas accessible to children during the hours of operation. The children will be closely supervised when the animals are accessible to ensure that both the children and the animals are protected from harm, and Little Eagles has liability insurance that includes coverage for dogs and/or cats. All pets for which there is an effective vaccine against rabies have been vaccinated.

Prior to adding new pets to the center, I will notify parents in writing.

If your child has pet allergies, please inform us verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

XI. EMERGENCY PROCEDURES: Policy Effective Date: June 1, 2018 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 of a lost child, staff will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. I will notify the Department within 24 hours after the occurrence.

In the event of a tornado warning, .

Each classroom has a designated area in the Center where they will go in the event that we are under a tornado warning. The designated areas are on the inside walls of the building. Little Eagles has a bag of activities that teachers take for each class to keep them occupied during this time.

Teachers take roll call to ensure that all children are present.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. **The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified.** Children will be assembled at a designated LOCATION .

If we are unable to re-enter the building after a necessary evacuation, I will take the children to a designated location.

If the center should lose the use of heat, water or electricity before the center opens, we will contact families.

In the event that local schools close due to **severe weather such as ICE and Snow**, the center **WILL** close. We will not follow the closing for cold weather ect. I will post closing on our Facebook Page as soon as possible (Little Eagles Childcare & Preschool LLC) Parents will be contacted to pick up their children within the hour. We will follow the Jefferson Schools closings only for Snow and Ice.

In the event that the center receives a threat to the building or its occupants (e.g., 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.

FEES

Fees are to be paid in advance CHILD'S LAST ENROLLED DAY **EACH WEEK** for the **following** week's services. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Fee for late payment. If a payment is more than 5 business days late, NOT INCLUDING weekend days, a mandatory daily fee of \$20.00 will be charged for each day payment is not made. This fee will be charged for each day payment is not made (including the 5 days already past due).

Fee for non-sufficient funds (NSF) or overdrafts. You will be charged an additional fee of \$40.00 NSF FEE CHARGED if your check does not clear the bank.

The financial terms will be finalized upon signing of the parent-provider contract.

If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms.

Families will receive a minimum of 30 Days notice when a rate increase is planned.

PARENT / GUARDIAN ATTESTATION AND SIGNATURE

I, the parent / guardian, by my signature below attest that I have received a copy of the child care center policies with an effective

date of . I further attest that I have read and understand these policies, and I agree to abide by them.

Signature – Parent / Guardian Date Signed

Licensee Signature / Date Signed

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