



IN HOME DAYCARE & PRE-SCHOOL

14420 FOREST ST. | THORNTON, CO 80602 |

Copies of all Little Explorers Daycare policies and procedures can be accessed on our website at

littleexplorersdc.com

2024

ENROLLMENT CONTRACT

This is a childcare agreement between:

Mendoza Family Services LLC

AND:

Parent's name:

Contact number/s:

Parent's name:

Contact number/s:

Address:

For the care of the following child(ren): List full name(s) and current age(s)

Emergency contact (in the event a parent cannot be reached):

OTHER NOTES:

ENROLLMENT CONTRACT

Terms of agreement are as follows.

Days of care: Monday -Friday

Hours of care: 7:00am - 6:00pm

The payment schedule is as follows:

TBD

There will be an added fee of \$75 for any checks returned NSF. Should the NSF result in any charges to my bank account, you will be expected to cover all costs on top of the \$75 fee. Once the fee is paid, you will receive grace for the first check returned. A second Non-Sufficient Funds check will result in all fees paid strictly in cash. Meals and/or snacks are provided for all children in care.

My policy regarding a child who is absent: The weekly fee remains the same.

Holidays: The following are considered days *off* and paid holidays for the provider providing they fall on a regular day of care:

New Year's Day | Fourth of July | Labor Day | Thanksgiving, the Friday following Thanksgiving | Christmas Eve Day | Christmas Day

My vacation policy is as follows:

EVERY YEAR LITTLE EXPLORERS WILL BE OFF FOR TWO WEEKS, THERE WILL BE PLENTY OF NOTICE AND WE WILL DO OUR BEST TO REMAIN OPEN DURING THIS TIME.

ENROLLMENT CONTRACT

Should you take a vacation, I expect a two-week notice, and your fee stays the same as your regular fee to hold the child(ren)'s spot. Should you take more than one week of vacation in any year (your year begins on the date your contract is signed), subsequent weeks are charged at the full rate.

In the event of termination of care, by either party, there is a required two-week notice.

During the two-week notice time frame, you will be expected to pay each week in full regardless of whether your child attends daycare or not. There is a two-week trial period, during which either party may terminate this agreement at any time. At the end of the two-week trial period, the contract will be in full effect. This contract will be up for renewal in __ months. The undersigned agree to the terms of this contract.

Parent Signature/ date

Parent Signature/ date

Provider Signature/ date

DAYCARE POLICY HANDBOOK



Welcome to Little Explorers. Since this will be your child's home away from home, I try to provide a safe, caring, home-like atmosphere for your children while at the same time providing for their physical, intellectual, emotional, and social development. Please read the policies of my daycare carefully.

Family Childcare License: In order to provide childcare, I have met all requirements according to the State of Colorado rules and regulations. You can find a copy at <https://cdec.colorado.gov/rules-and-regulations>

Admissions and Registration Procedures:

An interview and tour of Little Explorers will be completed prior to your child being accepted into care. If after the interview and tour we feel that my home will be a good fit you will need to provide the following information prior to or on your child's first day of care: emergency contact, immunization record, health care information and plan.

Non-Discrimination:

I will not discriminate in relation to admissions of any child based on race, creed, color, national origin, religion, sex, or disability.

Special health care needs, allergies, medications, diets, etc.:

At Little Explorers Daycare we understand that each child is unique, and we provide personalized care. We actively encourage open communication with parents regarding any special health care needs, allergies, medications, diets, or other considerations that are important for your child's welfare. Our goal is to work collaboratively with you to ensure a supportive and nurturing environment for your little one. Please feel free to share any pertinent information, and we will discuss and implement a plan that meets your child's individual needs. Your trust in us is valued, and we are committed to fostering a partnership that prioritizes your child's health and happiness.

House Rules

No shoes past the cubbies. This means children and parents.

The children will be taught by example here, to have respect for themselves and each other. They will also be taught to respect my home, property, and possessions. Discipline Policy:

Little Explorers believe in fostering positive behavior in children through praise, redirection, and open communication. We strive to create a positive and nurturing environment where children can learn and grow.

Praise: We will praise children for their good behavior and efforts and encourage them to continue making positive choices.

Redirection: When children are engaging in behavior that is not acceptable. Will gently redirect them to a more appropriate activity or behavior. Talking to (after age 2): When a child is engaging in behavior that is harmful or disruptive, we will talk to them about their behavior and why it is not acceptable. We will encourage them to express their feelings and help them to find more appropriate ways to communicate and act.

Calm down corner: As a last resort, we may use a brief period at the calm down corner to help a child calm down and reflect on their behavior. We will always explain to the child why they are in the calm down corner and what they can do to improve their behavior. We will have pictures of their families up as well as an activity basket that can help reduce the child's emotions.

We believe in using positive discipline techniques that are respectful and effective in helping children learn and grow. We are committed to working with parents to support their child's development and address any behavioral concerns.

Severe/Repeat Behavioral Issue Clause:

In cases where a child's behavior is severe or repeated despite our efforts to address it through praise, redirection, talking to, and using the calm down corner, we may need to involve the parents and consider more serious disciplinary action. This may include a temporary suspension of the child's enrollment in our day care, or even a termination of the enrollment if the behavior is deemed to be a serious threat to the safety or well-being of the child or others. We will always work closely with the parents to find the best solution for the child and the day care community.

DAYCARE POLICY HANDBOOK

Daycare Policy

DROP OFF/ PICK UP CHILDREN:

Please arrive on time. If you will be late for drop-off/pick-up, let me know as soon as possible, so I may adjust my schedule if need be. All children over the age of 12 months are expected to arrive fully dressed and ready for the day. Do not bring your child in pajamas.

At drop-off time, make sure that you say goodbye to your child(ren) and let them know when you will be returning. Although this may produce tears, rest assured that by the time you are out of the driveway, the tears have stopped. This also helps to make the child feel secure in that while you may leave them when you must, you are coming back. Now you walk in to pick up, you are in charge of your child(ren). Sometimes children will "test" to see who is really in charge. A child who has been well behaved all day will suddenly bounce all over the house when a parent arrives. The respect that you show me, my home, and my possessions will speak volumes to your child.

When you drop off or pick up, do not linger. Ten minutes is typically more than sufficient. During day care hours, I have a job to do. If you need to talk to me, I am available after hours. Monday through Friday. (6pm-8pm excluding holidays)

FEES:

I am paid weekly. Fees are expected in advance, payable on the first day of care in any given week. Should you have a two week/monthly pay period, it is your option to pay me in advance for the two or four weeks or pay me weekly. I will also require a 2-week deposit. This deposit will stay until 2 weeks' notice and it will be applied towards the last two weeks of the child.

My daycare has regular hours. Notify me as soon as possible if you will be arriving early/late. Early/late, meaning any time before/after your regular scheduled hours. An early/late fee of \$5.00 for every 15 minutes will apply. These fees are expected to be paid immediately.

I do accept checks. Should I receive an NSF returned to me, you will be charged a fee of \$75.00 and will cover any costs my bank imposes upon me. A second NSF will result in all payments being made in cash. Fees are expected to be paid whether your child attends daycare. I require a two-week written notice if you are terminating childcare. If none is given, two weeks' additional payment must be made, whether your child is present or not. If I find I can no longer provide care for your children, I will give you at least two weeks' notice.

DAYCARE POLICY HANDBOOK

SAFETY:

Your child's safety is paramount. All lower cabinets (kitchen and bathroom) have safety locks. Upper cabinets that could pose a problem (i.e. medicine cabinet) are also locked. All electrical outlets have child-proof safety covers. I have smoke detectors and carbon monoxide detectors on each floor, and a fire extinguisher in the kitchen. The door at the top of the stairs is sturdy and child proof. Emergency numbers are posted next to the phone. I also have two first aid kits, several flashlight/lanterns, and a portable battery-operated radio. Tornado/storm and fire drills are practiced monthly and logged.

I have taken classes in Infant/Child CPR and First Aid, Child car restraint safety, SIDS prevention (Back to Sleep Program). and a class to help reduce the risk of Shaken Baby Syndrome.

CLOTHING:

Do not send your child to daycare in "dress clothes". Play clothes only. Although I try my best to keep the children clean, even in the best of circumstances accidents happen. Make sure your child has a complete change of clothing here at all times, including underwear and socks. Please provide a different change of clothes should the one here be used or if the season changes. Provide a summer-type jacket to be left here. Please do not buy a new jacket for this purpose. A hand-me-down from an older sibling or a thrift store find is good enough. Occasionally in the warmer months, a child will come without a coat, due to the warmer temperature in the morning. Should the day turn chillier, he/she will still be able to play outside in comfort.

Do not bring your child in sandals or flip-flops. Only shoes that cover the entire foot should be worn. During the summer months, I will on occasion make use of a wading pool, sprinkler, or water toys. You will be notified in advance. Please provide a swimsuit or swim diaper if you wish for your child to participate. During the winter months, make sure your child has the appropriate clothing. This includes a jacket, snow pants, boots, mittens, and a hat (a hood that ties is not a substitute for a hat). If your child does not have the appropriate clothing he/she will not be able to play outside. If you would like to leave a spare hat and mittens here, please feel free to do so.

MANDATED REPORTING:

As a licensed child care provider, I am a mandated reporter. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required by State Statutes 7.707.37 This is simply listed to make you aware. In the event you have concerns about my care, you may contact Human Services in the Adams County courthouse, The number is 720- 523-2000.

DAYCARE POLICY HANDBOOK

Parent and Provider Responsibilities for Special Activities or Programs Outside of the Licensed Facility:

At Little Explorers Daycare, we strive to provide enriching experiences for the children in our care. Occasionally, we may organize special activities or programs outside of our licensed facility, such as field trips, swimming lessons, or gymnastics. In such cases, it is important for both parents and providers to understand their responsibilities:

Participation and Payment: Prior to any external activity, parents will be informed of the details including the nature of the activity, associated fees, and any requirements (such as providing a sack lunch). Fees for these activities are not included in the regular care fee and will be communicated in advance. Parents are required to cover these additional costs.

Choice of Participation: Parents will have the choice to opt their child in or out of these activities. If a parent decides not to have their child participate, they must make alternate arrangements for their child's care during the activity.

Hours of Operation and Closure Policies:

At Little Explorers Daycare, we value consistency and transparency in our hours of operation and closure policies:

Regular Hours: Our daycare operates from 6:30 am to 6:00 pm, Monday through Friday. No child can be in care for longer than 10 hours per day unless special arrangements have been made with the provider.

Closed Days: We are closed on Christmas Day, for two weeks in the summer, and during National Potato Week. Any additional closures will be communicated to parents well in advance.

Closure Due to Illness or Family Emergency: In the rare event that the provider is unable to care for children due to illness or a family emergency, parents will be notified by 6:00 am on the affected day. Alternate arrangements should be made for childcare on such occasions.

Procedure for Managing Late Pick-Ups:

We understand that unforeseen circumstances may cause parents to be late for pick-up. However, it is important to have a clear procedure in place to ensure the safety and well-being of the children:

Grace Period: Parents have a grace period of 15 minutes/hours after the scheduled closure time to pick up their child.

Contacting Emergency Contacts: If a child has not been picked up within the grace period and the provider has been unable to reach the parents, emergency contacts listed on the enrollment form will be contacted.

Involvement of Authorities: If neither the parents nor the emergency contacts can be reached within XX time, local authorities or social services will be contacted to ensure the safety of the child.

Note: Little Explorers Daycare is not approved for overnight care. Therefore, children cannot stay past midnight under any circumstances.

Activities and Snacks for Children Who Remain at the Home After Closing:

At Little Explorers Daycare, we understand that unexpected situations may arise, causing a child to remain at the daycare after the scheduled closing time. In such cases, we ensure that appropriate care and provisions are made for the child's well-being:

Care Provision: If a child has not been picked up after the daycare's closing time, they will be cared for by the provider until alternative arrangements can be made.

Dinner: We will provide dinner for the child if they remain at the daycare during dinner hours.

Evening Activities: If necessary, the child may accompany the provider to evening family activities, such as karate or dance lessons. We will ensure that the child is engaged in safe and appropriate activities during this time.

Contact Attempts: Every effort will be made to contact the child's parents or emergency contacts to arrange for timely pick-up. If neither parents nor emergency contacts can be reached by XX pm, local authorities will be contacted to ensure the child's safety.

We prioritize the safety and comfort of every child in our care, and we strive to make their extended stay as pleasant and reassuring as possible in unforeseen circumstances.

DAYCARE POLICY HANDBOOK

Supplying Children with Appropriate Clothing and Equipment for Activities:

At Little Explorers Daycare, we prioritize the safety and enjoyment of outdoor and indoor activities for all children. To ensure their participation in various activities, we have policies in place regarding the provision of necessary clothing and equipment:

- **General Provision:** Children will be supplied with basic clothing and equipment necessary for typical indoor and outdoor activities. This includes items such as aprons for messy play, appropriate footwear for outdoor activities, and indoor play clothing.
- **Specific Activity Requirements:** Certain activities may require additional or specialized equipment. For example, when participating in activities such as riding scooters, bicycles, skateboards, or rollerblades, children will need to wear helmets, wrist protection, and knee and elbow pads for safety.
- **Parental Responsibility:** Parents are responsible for providing specific items of clothing or equipment that may be needed for their child to participate in certain activities. For example:
 - **Messy Play:** For messy play activities such as painting, play dough, sand, and water play, parents are encouraged to send their child with a large shirt or cover-up to protect their clothing.

We believe that by working together with parents to ensure children are equipped with the necessary clothing and equipment, we can create a safe and enjoyable environment for all activities at Little Explorers Daycare.

Scheduled and Unscheduled Trips Away from the Family Child Care Home:

At Little Explorers Daycare, we may occasionally embark on both scheduled and unscheduled trips away from the home. This includes activities such as field trips, errands, and outings to swimming lessons. To ensure transparency and parental involvement, we have established the following policies:

- **Parental Permission:** Parents or guardians must provide signed permission for scheduled field trips and activities, as well as for occasional unplanned excursions. This permission will be obtained in advance and documented by the provider.
- **Notification Process:** Parents will be notified in writing of any planned field trip or scheduled activity well in advance. For unscheduled trips, such as errands to the grocery store, each parent will be personally contacted via their primary phone number to inform them of the outing. Additionally, parents will be provided with the provider's cell phone number for communication during such trips.

Transportation Availability, Vehicle Restraint Requirements, and Seating Capacities:

For transportation of children, we utilize a Ford Explorer, which can safely seat 5 children in the back two rows of seats. Please note the following:

- **Vehicle Restraints:** The vehicle is not equipped with infant or booster seats. Therefore, parents are required to provide a car seat appropriate for their child's age, weight, and height.
- **Seating Capacities:** The maximum capacity for transporting children is 5, ensuring each child has proper seating and safety measures in place.

Written Authorization or Denial for Media Use:

At Little Explorers Daycar, we prioritize responsible and limited media use, with a focus on educational content. Our media use policies are as follows:

- **Parental Authorization:** Parents must provide written permission for their child to participate in any media use activities at the daycare.
- **Types of Media:** We only engage children in G-rated movies and TV shows that are of an educational nature. Children will have limited TV time, not exceeding 30 minutes per day, except for special occasion movies. There is also a computer available for older children to do homework, with strict parental controls and supervision. Video games are not played, but children may listen to children's and classical music.

We respect parents' rights to refuse media use for their child and ensure that all media activities are age-appropriate and monitored closely.

DAYCARE POLICY HANDBOOK

Policy on Transitioning from Breastfeeding/Bottle Feeding to Cup:

At Little Explorers Daycare, we understand the importance of a smooth transition from breastfeeding or bottle feeding to drinking from a cup. We work closely with parents to ensure this transition is gradual and tailored to each child's needs:

- **Enrollment Discussion:** At the time of enrollment, we discuss the infant's feeding schedule with parents to understand their preferences and routines. This includes whether the child is breastfed, bottle-fed, or both.
- **Transition from Breastfeeding to Bottle:** If an infant has been exclusively breastfed, we recommend parents begin introducing a bottle at least two weeks before the start of daycare. This allows the baby time to adjust to the new feeding method. We support parents through this process and offer guidance as needed.
- **Transition to Cup/Sippy Cup:** As the infant matures and shows readiness, we collaborate with parents to transition them from a bottle to a cup or sippy cup. This transition is gradual and based on the individual child's development. We encourage open communication between parents and the provider to ensure a smooth transition.

Example Policy Implementation: For infants that have only breastfed, it will be an easier transition for your baby if you begin introducing a bottle at least two weeks before care begins. When you feel your baby is ready to begin the transition to a cup or sippy cup, please talk with me so that we can work together on this process. We understand that every child is unique, and we are committed to supporting both you and your baby through this important milestone.

Diapering and Toilet Training Policy:

At Little Explorers Daycare, we understand the importance of effective diapering and toilet training practices. Our policies ensure a smooth and supportive process for both children and parents:

- **Supplies Required:** For diapering, parents are required to provide diapers, diaper wipes, diaper rash ointment/cream, and extra clothing. Once toilet training begins, parents will need to provide underpants and plenty of extra clothes.
- **Toilet Training Readiness:** We look for signs indicating a child is ready to begin toilet training, such as showing interest in using the toilet, being able to dress and undress unassisted, and asking questions about toilet use. We collaborate with parents to determine the best time to start toilet training based on the child's individual readiness.
- **Training Method:** We do not adhere to a specific toilet training method, as we recognize that each child's experience is unique. Instead, we prioritize consistency among caregivers and adapt our approach to meet the needs of each child.

Provision of Daily Outside Play Time:

At Little Explorers Daycare, we prioritize outdoor play for children, weather permitting. Our policy is as follows:

- **Daily Outdoor Play:** All children will have the opportunity to play outside daily, weather permitting. The amount of time spent outdoors will depend on weather conditions and the day's schedule. However, there may be occasions when extreme weather conditions necessitate indoor play.

Use of Sunscreen and Sun Protection for Infants:

Ensuring sun protection for children is a priority at Little Explorers Daycare. Our policies regarding sunscreen use and sun protection for infants are outlined below:

- **Sunscreen Provision:** Parents must provide sunscreen for their child, along with written authorization for its application. We recommend applying sunscreen to your child before arrival during summer months and nice weather. We will reapply sunscreen according to our activities and manufacturer recommendations.
- **Protection for Infants:** Infants who are too young to have sunscreen applied will be protected from sun exposure by being kept in shaded areas during outdoor playtime. Additionally, parents are encouraged to provide a sunhat for their infant to further protect them from the sun's rays.

Access to Official Rules

- Parents of children enrolled in Little Explorers Daycare may obtain the official Rules Regulating Family Child Care Homes from the Division of Early Care and Learning at 1575 Sherman St. Denver Colorado 80203, or online at www.cdhs.state.co.us/childcare and <http://www.sos.state.co.us/CCR>. Staff are available to assist with access if needed.

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QUIET TIME:

Every day between 12:00-2:00, we have quiet time. All younger children will lay down to rest. Older children will be given quiet time activities (coloring supplies, puzzles, movies, etc.). I ask that you keep visits and phone calls during this time to a minimum.

Items from home: Your child may bring a special blanket or stuffed animal for quiet time. Please do not allow your child to bring anything else into the daycare setting. No toys, candy or snacks, money, etc.

MEALS AND SNACKS:

Little Explorers is not currently enrolled in the Colorado Food Program. Parents with infants will provide infant formula as required. Parents are required to bring meals and snacks for their child. There will be breakfast served at 7- 9m am, lunch at 11am and a snack at 3 pm, and another snack at the end of quiet time.

No supper will be served to daycare children unless we have a prearranged agreement. If any food or bottles are brought from home, they must be clearly labeled with the child's name. It is important to let me know if your child has any known food allergies.

TRANSPORTATION:

On occasion, we may go on field trips in the car. Also, I may need to transport a child in a medical emergency. I have taken the required car restraint system training. All children will be restrained in car/booster seats or seat belts (according to state law and child care rules) and will not be transported without your written permission, All vehicles will be properly licensed and insured. Your child will never be left unattended in a vehicle.

SICK POLICY:

I will notify you immediately should your child develop any of the following symptoms:

- The underarm temperature of 100 degrees Fahrenheit or over, or the oral temperature of 101 degrees Fahrenheit or over (no rectal temperature will be taken).
- Vomiting or diarrhea.
- Any rash other than mild diaper or heat-related rash.

Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

Daycare policy handbook

Adverse Weather Precautions:

This home will be open if unless the public school district closes for the day. We Follow Adams 12 five stars calendar. If the Daycare closes payment is still expected for the day/s closed. In the event that the weather turns bad during the day please come as soon as it is safely possible. Your child will be well cared for until you are able to arrive.

Emergency Response Procedures:

In the event that we have an emergency that causes evacuation there is an emergency kit in the home that contains food, water, blankets and emergency numbers for the children. If you arrive at the home and no one is there due to an emergency we will be at the Eastlake Shores Park 72500 Fillmore St, Thornton, Co 80241 at the park playground on the west side between columbine st and E 127th PL. If that location is not safe the backup location is at Post office at 12470 York St, Eastlake, CO 80614.

Emergency Drills for Special Needs:

All children with Special needs will be handled accordingly. They will be participate in all drills so that staff and children become familiar with the procedures. Employees who have been trained in the methods of assisting the disabled will be assigned specific tasks during an emergency.

Lockdown and Active Shooter on Premises:

Lockdown Drills will be rehearsed on a monthly basis at varying times. During a drill all adults and children present in the home must participate.

LOCKDOWN is implemented when the threat of violence or gunfire is identified. During LOCKDOWN, children and staff are to remain in designated lockdown locations at all times

Local authorities will be notified immediately. Next, prompt notification will be sent to parents and guardians. Evacuation will not begin until the daycare is cleared by law enforcement or an ALL CLEAR signal is given by the Provider.

This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the Day Care.
- Imminent danger in the surrounding community

Lockdown requires closing and locking doors immediately after which no one is allowed to enter or exit.

Provider Actions: Assume Incident Command role and call 917. She must be ready to provide location, status of Day Care, and all available details of the situation. Instruct staff to immediately lock doors and remain in the Day Care or secured area until further instructions are provided. Staff and children will seek safe refuge in a pre- determined safe location within the home.

According to site communication plan, provide periodic updates to staff via e-mail, text, or other agreed upon means.

Continue updates even if there is no change in the situation.

After the emergency has been neutralized, initiate EVACUATION or ALL CLEAR procedures as directed by law enforcement.

Through whatever means is most effective, provide/parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath.

Staff Actions: If children are in the Daycare at the time of the Lock down. Lock and close the door. DO NOT OPEN THE DOOR FOR ANYONE. Close blinds and turn off lights. If door has a window.cover with a pre-cut piece of heavy black construction paper. Instruct children to stay quiet and out of sight. Relocate against the safe wall, the wall least visible to the outside and most out of the line of fire. Turn *off* the television. The room should be dark and quiet. Control all cell phone activity (no outgoing or incoming calls).

Daycare policy handbook

Shelter-in-Place

SHELTER IN PLACE is a short-term measure implemented to isolate children and staff from the outdoor environment and prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows, and vents; shutting down the Day Care heating, ventilation, and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights. Students and staff may freely move about inside the buildings, but no one should leave the Day Care until directed by fire officials, law enforcement, or Provider.

SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

External Chemical Release Dirty Bomb Hazardous Material Spills

Provider Actions: Through whatever means is most effective, provide parents/ guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath.

Staff Actions: Stay away from all doors and windows. Keep all children in the Day Care until further instructions are received. Support those needing special assistance.

- a) Close doors and windows
- b) Shut down the air conditioning
- c) Turn off fans
- d) Seal gaps under doors and windows with wet towels, duct tape, or other effective materials

Wait for another action or, if ALL CLEAR announcement is issued, return to normal day care routine.

Fire:

Fire drill will be performed once a month. Staff and children will line up and walk outside to the designated area. During a fire the following will take place.

1. Stay calm
2. Call 911
3. Evacuate everyone to a safe place.
4. Attendance will be taken by Provider of staff.

Through whatever means is most effective, provide parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath.

Tornado

Monitor weather reports provided by local media, text, or email alerting systems for emergency notifications. When a tornado warnings sounds, staff and children will proceed to the basement quickly, carefully, and quietly. They will gather at the door of the room or play area and be escorted by an adult. Once there, children should assume the "cover position" along the interior wall of the basement and wait for an adult to give the ALL CLEAR Tornado drills will take place monthly.

Staff will demonstrate the "cover position," kneeling knee-to-chest with hands clasped covering the head. Explain the importance of staying calm, cooperating quickly and paying attention to instructions during the drill. Have the children practice the cover position.

Flood

If under a flood watch or warning:

- If the house is flooding get to a higher level. In this case, the first or second floor.
- Gather the emergency supplies previously stocked in the day care.
- Turn off all utilities at the main power switch and close the main gas valve if evacuation appears necessary.
- Tune on the radio or television for weather updates.
- Listen for disaster sirens and warning signals
- Take only essential items with you
- Disconnect appliances to prevent electrical shock when power is restored.
- Have immunization records handy or be aware of last tetanus shot, in case a child should receive a puncture wound or a wound becomes contaminated during or after the flood.
- Follow the designated evacuation routes and expect heavy traffic.
- Do not attempt to drive or walk across creeks or flooded roads
- Wash hands with soap and water to help prevent germs.
- Do not let children play in the water.

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I'm not willing to accept a child with any of the above-listed symptoms. Symptoms must be gone for 24 hours prior to re-admittance.

I will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24 hours apart). I will check the child's head personally upon arrival. Should I find anything, your child will not be allowed to stay.

IMMUNIZATIONS:

All children in my daycare must have the appropriate immunizations for their age or written notarized documentation on the immunization form opposing immunizations.

MEDICATIONS:

Prior to administering prescription medication, I must have written permission and instructions for each medication. Medicine with the child's name and current prescription information on the label constitutes instructions.

Non-prescription medications will be administered with parental permission according to the manufacturer's instructions unless written instructions are from a licensed physician. Parents must sign a permission slip for each medication.

Special health care needs, allergies, medications, diets, etc.:

At Little Explorers Daycare we understand that each child is unique, and we provide personalized care. We actively encourage open communication with parents regarding any special health care needs, allergies, medications, diets, or other considerations that are important for your child's welfare. Our goal is to work collaboratively with you to ensure a supportive and nurturing environment for your little one. Please feel free to share any pertinent information, and we will discuss and implement a plan that meets your child's individual needs. Your trust in us is valued, and we are committed to fostering a partnership that prioritizes your child's health and happiness.

EMERGENCIES/ BACK-UP:

If for any reason, I need to leave for an emergency, I have an adult who can come in for a short period of time until you arrive. In the event that I am ill or on vacation, and cannot provide care, you will need to have your own backup arrangements available. I will notify you as soon as possible, when I am unable to provide care for your child.

Should your child require emergency medical attention, I need written permission to follow any steps necessary for his/her well being. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.

SLEEPING:

Each child will be provided with a safe comfortable sleeping space with separate bedding. Infants will sleep in porta cribs with waterproof mattresses or pads. I will sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics for SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor.

DAYCARE POLICY HANDBOOK

Recall Identification and Removal Protocol

At Little Explorers Daycare, we prioritize the safety and well-being of the children in our care. To ensure that our equipment, toys, and furnishings meet safety standards, we regularly identify and remove recalled items from our premises.

Procedure:

Regular Monitoring:

- a. The daycare provider will regularly monitor email notifications, official recall websites, and other relevant sources for updates on recalls of child care equipment, toys, and furnishings.
- b. Any received notifications regarding recalls will be promptly reviewed and action will be taken accordingly.

Equipment Inspection:

- a. All equipment, toys, and furnishings used within the daycare premises will be regularly inspected for signs of wear and tear, damage, or safety hazards.
- b. Staff members are encouraged to report any concerns regarding the safety or functionality of equipment immediately to the daycare provider.

Parent Input:

- a. Parents are encouraged to communicate any concerns or provide information regarding recalled items that may have been brought from home or donated to the daycare.
- b. The daycare provider will value and consider any input or knowledge parents may have regarding recalled items.

Removal Plan:

- a. Upon identification of a recalled item, the daycare provider will develop a plan for the safe removal and disposal of the item from the daycare premises.
- b. Efforts will be made to ensure that recalled items are replaced with safe alternatives as soon as possible.

Documentation:

- a. All instances of recalled items, as well as the actions taken for their removal, will be documented by the daycare provider.
- b. Documentation will include the date of identification, details of the recalled item, actions taken, and any follow-up steps required.

Policy Review:

This policy will be reviewed and updated annually by the daycare provider to ensure its effectiveness in maintaining a safe environment for children. Any necessary revisions will be made to align with current best practices and regulatory requirements regarding the identification and removal of recalled items.

DAYCARE POLICY HANDBOOK

Infant/Toddler Safe Sleep Policy

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the infant died, and a review of the infant's medical history. We believe that a safe sleep environment for infants helps lower the chances of an infant dying from SIDS, and that parents and child care providers can work together to provide a safe sleep environment.

Little Explorers will implement the following safe sleep practices.

Safe Sleep Practices

1. All child care staff caring for infants and child care staff that may potentially care for infants will receive training on how to implement our infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep, unless there is a signed Alternate Sleep Position Waiver- Health Care Professional Recommendation in the infant's file. A waiver notice will be posted at the infant's crib. This facility does not accept Alternate Sleep Position Waiver- Parent Request. Waivers will be retained in the children's record as long as they are enrolled.
3. When babies can easily turn over from the back to the stomach, they will be placed to sleep on their backs and then allowed to adopt the sleep position they prefer. This is in accordance with the American Academy of Pediatrics (AAP) recommendations. Child care staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
4. Optional: Sleeping infants will be visually checked daily, every 15-20 minutes, by assigned staff. We will check the infant for:
 - Normal skin color
 - Normal breathing by watching the rise and fall of the chest
 - His or her level of sleep
 - Signs of overheating: flushed skin color, increase in body temperature (touch the skin), and restlessness
5. Staff will reduce the risk of overheating by not over-dressing or over-wrapping the infants.
6. All parents/guardians of infants cared for in the facility will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment, will review the policy with staff, and sign a statement saying they received and reviewed the policy.
7. The temperature in the room where the infant(s) sleep will be kept between 68-75° F
8. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

Safe Sleep Environment

9. No loose bedding, pillows, bumper pads, toys, or other soft objects will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress. We may use a sleep sack instead of a blanket.
10. Pacifiers will be allowed in infants' cribs while they sleep. When the pacifier falls out of the sleeping infant's mouth, it will not be reinserted into the infant's mouth. The pacifier is the only object we will allow in a crib.
11. A Consumer Product Safety Commission safety-approved crib with a firm mattress and tight fitting sheet will be used. Drop-side cribs will not be used. Cribs will have no gaps larger than two fingers between the sides of the crib and mattress.
12. Each infant will sleep have his or her own crib. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
13. An infant who arrives asleep in a car seat will be moved to a crib.
14. Our child care program is a smoke free environment.

I, the undersigned parent or guardian of (child's full name), do hereby state that I have read and received a copy of the facility's Infant/Toddler Safe Sleep Policy and that the facility's director/ owner/operator (or other designated staff member) has discussed the facility's Infant/Toddler Safe Sleep Policy with me.

Date of Child's Enrollment: _____

Signature of Parent or Guardian: _____

Signature of Child Care Provider: _____

Date: _____

Daycare policy Handbook

Adjustment Period:

Your child's adjustment is important to both of us. It's agreed a two-week adjustment period will exist before arrangements for regular care are finalized. If any behavioral problems arise at any time, I will confer with you about them. It is normal that a child does not always adjust easily to a new situation. This will give the child, the other children in my home, and I, an opportunity to discover one another. In this manner, we can determine if there is a working relationship.

The first two weeks of daycare shall be considered a probationary period during which time all parties shall independently evaluate the compatibility of the daycare home and child. At the end of the period, a meeting will be held for discussion and review of all matters pertaining to childcare, the individual needs of the child, etc. Either party may terminate the childcare contract at the time.

I acknowledge that I have read and agree to the conditions of Little Explorers Childcare.

Date: _____

Parent/ Guardian: _____

Date: _____

Daycare Provider: _____

Perla Mendoza

Daycare policy Handbook

1. Acknowledgment of Policies and Compliance

Party A and Party B (collectively referred to as "Parents" or "Guardians") acknowledge that they have read, received, and fully understand the policies and contract of Little Explorers, the childcare provider ("Provider"). Parents agree to abide by all the provisions contained therein.

2. Contract for Childcare Services

At this time, Parents shall enter into a contract with Provider for the care of the following child/ren:

Child/ren's Name(s): _____

This contract is established with the understanding that both Parents and Provider shall collaborate and act in the best interest of the child/ren.

3. Duration of the Contract

This Agreement shall remain in effect until a change is mutually agreed upon in writing by all Parties or upon termination of care as outlined herein. All Parties acknowledge and accept this Agreement as a legally binding contract.

4. Review and Renewal

This contract is subject to review and renewal on the date of _____. Any changes made by the Provider to the terms of this contract must be made on the renewal date, unless mutually agreed upon beforehand by the Provider and Parents. Otherwise, this contract will remain in effect until the renewal date or upon termination of care as specified herein.

By signing below, all Parties confirm that they have read, received, and understood this contract and policy and agree to provide care for the above-indicated child/ren, to be placed in Provider's home as long as the terms of this contract are upheld.

This Childcare Services Contract Agreement ("Agreement") is entered into on this ____ day of _____, 20, between:

Party A:

- **Mother's Name:** _____
- **Legal Address of Mother:** _____
- **City:** _____
- **State:** _____
- **Zip Code:** _____
- **Signature:** _____
- **Date:** _____

Party B:

- **Father's Name:** _____ (if applicable)
- **Legal Address of Father:** _____
- **City:** _____
- **State:** _____
- **Zip Code:** _____
- **Signature:** _____
- **Date:** _____

Party C:

- **Provider's Name:** _____
- **Legal Address of Provider:** _____
- **City:** _____
- **State:** _____
- **Zip Code:** _____
- **Signature:** _____
- **Date:** _____

Daycare policy Handbook

Little Explorers Childcare Year 2024 Calendar:

- Wednesday Feb.14, 2024-VALENTINE'S DAY PARTY
- Monday Feb. 19, 2024- CLOSED FOR PRESIDENTS' DAY
- Monday May 27, 2024 CLOSED FOR MEMORIAL DAY
 - Monday Sept 2, 2024- CLOSED FOR LABOR DAY
 - Thursday Oct. 31, 2024- HALLOWEEN PARTY
 - Friday Nov.12, 2024-THANKSGIVING CELEBRATION
- Thursday Nov. 28-29, 2024- CLOSED FOR THANKSGIVING
 - Friday Dec. 13, 2024- CHRISTRMAS PARTY
- Monday-Friday Dec. 25, 2024-Jan 3, 2025- CLOSED FOR CHRISTRMAS/NEW YEARS BREAK

DAYCARE POLICY HANDBOOK

SUPERVISION:

I am required to be within sight or hearing of an infant, toddler or preschooler at all times so that the caregiver is capable of intervening. For school-age children, I am required to be available for assistance and care. Written permission is needed from you if your school-age child is to be off my property. This includes walking to/from the bus stop or school.

AUTHORIZED PERSONS

Occasionally your child may need to be picked up from care by someone other than a parent/guardian. Unless the names are listed on your emergency forms, your child will not be released. In case of an emergency, please provide a reliable list of people to reach.

PARENTS IN DAYCARE:

You have the right to stop in anytime during your child's regular daycare hours. You do not need a reason. You are welcome to pop in any time.

SMOKING:

Smoking is not allowed in my home during daycare hours.

DAYCARE FORMS:

All forms must be completed prior to the first day of care. All weekly fees must be paid prior to the start of care in any given week. If forms are not completed or fees are not paid, no care will be provided.

INSURANCE:

I am required to inform you that I have no general liability coverage.

The undersigned have read and agree to abide with the Day Care Policies.

Parent Signature/ date

Parent Signature/ date

Provider Signature/ date

EMERGENCY/HEALTH INFORMATION

Child's Full Name _____

Date of Birth _____ Age _____

Address _____

Mother's name _____

Contact number/s _____

Father's name _____

Contact number/s _____

Emergency Contacts:(Name & Phone number)

Contact no.1 _____

Contact no. 2 _____

Child's Doctor

Address _____

Contact number/s _____

List any problems: (ex. Surgeries, allergies and communicable diseases child has had, etc.)

Parent Signature/ date

Parent Signature/ date

ALL ABOUT YOUR CHILD



Child's Full Name _____

Age _____ Nickname _____

Height _____ Weight _____

Has your child been in daycare before? Yes No

If Yes, name of the provider _____

Previous provider address and contact number _____

Date care was provided _____

Reason care was terminated _____

Eating habits

Does your child have a special diet? Yes No

Are there any foods that should not be served to your child? Please list the food and the reason.

Your child's favorite foods _____

Least favorite _____

Does your child eat independently? Yes No

For infants, what brand of formula do you use?

Does your child require

Bottle High chair

Sippy cup Booster seat

Sleeping habits

Does your child have regular bedtime schedule?

Yes No

What time does your child usually wake up in the morning?

What time does your child usually go to bed at night?

Important Notes

DAILY SCHEDULE

7:00am - 9:00am	Arrival Time: Breakfast will be served no later than 5-10 min upon arrival. Free play is encouraged after breakfast. There is a wide variety of toys for various age groups
9:00am - 9:30am	Circle Time Activities Story time, fingerplays, group talks, show and tell, etc.
9:30am - 10:30am	Preschool Curriculum: Letters, numbers, weekly themed activities, etc
10:30am - 11:15am	Outdoor Play - weather permitting: Swing set, sandbox, riding toys and activities to learn colors, science and all about nature.
11:15am - 11:30am	Change Diapers -Wash hands/Get ready for Lunch.
11:30am - 12:00pm	Lunch/ Clean up
12:00pm - 2:30pm	Quiet Time: Younger children do not have to sleep but are encouraged to rest on their cot so as not to disturb others. Older children (4 and up) are given books, puzzles and games for quiet time play.
3:00pm - 3:30pm	Afternoon Snack/ weather permitting snack will be given outside.
3:30pm - 4:30pm	Group Activities Arts and crafts, dramatic play, group games, etc.
4:30pm - 6:00pm	Free Play/Pick Up Time