Student Handbook



307 E Harrison St. Carlisle, IN 47838

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**Welcome!**

Thank you for choosing Little Duckling Childcare! We will offer services for the following ages: **six weeks to 12 years of age.** We want to extend an open invitation to you to drop in often for informal visits. This will allow us to become acquainted with your entire family and will allow us to provide optimum learning opportunities for your child. Our doors are always open to you. We offer a relaxed, casual, yet intentional learning setting geared toward the needs and interests of each child and each parent who is a part of our school. We consider individual differences, special abilities, and family cultural patterns.

**The Little Duckling Childcare Mission Statement:** We are committed to the children. We partner with parents to nourish the adults of the future. Without children, there is no future. We genuinely believe children’s education and mental health needs should always be prioritized. We strive to become more educated daily and always put the children first.

**The learning outcomes at Little Ducklings are:**

* Students will develop positive social skills, appreciation, and respect for differences in all people, including backgrounds, physical characteristics, developmental levels, and family groupings.
* Students will discover how to work, play, cooperate with others, and function in a group beyond their family.
* Students will demonstrate that they can move confidently and imaginatively while increasing control and coordination awareness of space and others.
* Students will acquire fine motor, gross motor, cognitive, and creative skills appropriate for the developmental level in literacy, language, math, science, art, and social studies. Students will use independence, self-discipline, self-esteem, and decision-making confidence.
* Parents will be made aware of the developmental milestones for the various age groups and screening options in our area.

Visit us often. We want you to know Little Duckling Family Child Care is a good place because you have been there and have seen it firsthand.

 We thank you for allowing us to join you in providing your developing child's care, love, and nurturing. We look excitedly forward to the school year ahead!

Yours most sincerely,

 Miss Sam

**FAMILY CHILDCARE PHILOSOPHY AND GOALS**

 Children learn through play, concrete experiences, and interactions with the environment, peers, and adults. Using individual, small, and whole-group activities, plus a variety of experiences, we encourage children to develop to their full potential. It is the teacher’s role to build activities and curriculum that:

* Promote the idea that children’s first teachers are their families. Therefore, I try to develop a close relationship with the family members of the children in my care. I learn their names, post family photos in a family tree setting, and set aside time for family conversation to ensure the children’s needs are always met. I try to make our classroom feel like home.
* I firmly believe that children need to feel like they are in control in some form or another. Therefore, I firmly believe children should be able to lead some of their daily routines.
* Children are the future. Therefore, I strive to put what the children need first to succeed and conquer the world ahead of them.
* Promote the development of independence and self-discipline.
* Encourage and foster the development of self-esteem and confidence.
* Promote the development of fine and gross motor, cognitive, and creative skills in literacy, language, math, science, art, and social studies.
* Promote the development of a safe and healthy lifestyle through physical activity, personal hygiene, safety awareness, and nutrition education.
* Promote the development of positive communication skills.
* Promote the development of positive social skills and appreciation and respect for differences in all people, including cultural backgrounds, physical characteristics, developmental levels, and family groupings.

**GENERAL INFORMATION**

* All children must have immunization records on file within their first week of attendance. They must be replaced with updated records once a year. Children's services will be denied if we do not have up-to-date immunization records on file within one week of registering your child. Parents can complete a Rusfual to Vaccinate form if the family declines vaccinations for the child(ren).
* We are required to verify each child’s birth date. You must bring your child’s original birth certificate (or duly attested transcript of a birth certificate) for us to photocopy.
* Each year, we will need a copy of your emergency contact information. These are used if we need to call you for a particular reason.

Groupings are flexible, and children intermingle freely throughout the school day according to capabilities, individual interests, needs, and differences.

 Staff members are certified in CPR and first aid training. All staffers have completed FBI background checks and drug screening upon employment. Each is required to take training in Child Abuse and Neglect modules and Safe Sleep Practice. They participate in childcare training workshops to remain alert to current research findings and the ever-changing needs of today’s families. Little Duckling is a member of the National Association of Education of Young Children (NAEYC) and High Scope.

 The Childcare facility is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program. The child must be at least six weeks to 12 years of age. All that we expect of children is that they come to Childcare with respect for others and to be themselves. We hope parents and guardians will read the operating procedures in this handbook and other notes and newsletters we may send you. Feel free to join the school, offering comments, constructive feedback, suggestions, and moral and financial support.

 We reserve the right to dismiss a disruptive child. If an incident occurs with your child, you will be told about the problem verbally. A written warning will be given to you if the problem continues. The next step is dismissal from the Daycare. Your child will be allowed to return after behavioral expectations are reviewed. At that time, your child will be on probationary status. If an incident occurs again, your child will be dismissed from the Daycare permanently.

**OPEN DOOR POLICY**

Little Ducklings offers an “Open Door” policy. Please feel free to stop by unannounced to observe your child, eat lunch with your child, or visit your child. We encourage your suggestions, comments, or concerns regarding the care your child receives. If more conferences are needed, please let Miss Sam know; we will hold them each in the spring and the fall with Miss Sam. We do converse daily and enjoy sharing the success of the moment!

**HOURS OF OPERATION**

Monday –Friday 6:00 a.m. - 5:30 p.m.

The cut-off time to drop off children is at 9 a.m.

Picking your child up before or at closes 5:30 is the latest pick-up time. Starting at 5:35, you will be charged $1 for every minute late at 5:45 p.m. If we have not been called, we will call Child Protective Services so they can visit per state policies.

Within the hours we are open, I will provide constructive learning opportunities: the following.

Preschool time for 3yrs to 5yrs Monday- Thursdays 9:30-11:50

**Little Ducklings closes for the following Holidays**:

New Year's Eve and New Year’s Day 12/31 & 01/01

March 25th-29th

Memorial Day

Independence Day

Labor Day

September 27th

Dugger’s Fall Break will let everyone know around May.

Thanksgiving Break (Wednesday, Thursday, and Friday)

Christmas Break 12/23-27

When my children have an event, I will close early. I will let everyone know the days and times as soon as I know.

**Little Ducklings Childcare reserves the right to close due to bad weather.**

**ENROLLMENT**

Enrollment is on a first-come, first-enrolment basis and is done anytime a spot becomes available. We will offer a waitlist that will get first dibs. All enrollments will be at the Daycare. Families must come in, take a tour, talk to Miss Sam, fill out the enrollment pack, or get on the waitlist. In making enrollment decisions, priority is given to children with siblings in our program, regardless of race, religion, gender, creed, national origin, or special needs. When enrolling your child, please inform us of any special needs your child may have so that we may address these needs appropriately. When registering new students, no preference is given to one constituent group.

 **Payment Table Agreement**

|  |  |
| --- | --- |
| Registration Fee (Non-refundable Deposit) for First and last week |  |
| Per Child 6w to 5 | $130 |
| Weekly Fee (due on Monday Morning before care is provided) |  |
| All children | $130 week |

**Financial Arrangements**

 Little Ducklings Daycare requires tuition payment in full on Monday mornings. Payments are due before service is provided; any remaining balance will be provided in a letter. Tuition can also be paid bi-weekly and monthly based on your preference. Two out of the three vacations will be paid holidays. Consistent lateness with payments will cause you to withdraw your child from Little Ducklings Daycare. Accounts reaching a negative balance will have childcare services suspended and a Small Claim filed until the amount of dues is paid.

 You are required to pre-pay for your hours at Little Ducklings Daycare. Little Duckling services will be suspended for unpaid balances until the balance is paid in full. Please make checks payable to Little Ducklings Childcare, and your child’s name is on the check to ensure the correct account is credited. All returned checks will have a fee for the weekly amount plus $35. If this happens twice, you must pay in cash, or the service will be suspended. All fees must be paid for the days a child registered to attend. If a child is absent, costs are still due in full. Once payment is made, NO refunds are given.

Once enrolled, you are responsible for paying for your child’s spot. If you do not attend the facility but pay to retain your spot, that is your choice, and at no time are you reimbursed for your lack of attendance. Without communication, we may revoke your admission if you do not use your spot for more than four weeks.

Confidentiality applies to all verbal and written information about potential, enrolling, and previously registered children and their families. All staff will be briefed on the need for confidentiality and expected to fulfill their obligation to respect privacy protection. Written records will be stored securely, with access limited to Miss Sam. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Indiana law or when the court subpoenas information.

**AUTHORIZATION TO PICK UP CHILD**

 No child will be released to a person not authorized by a parent to pick the child up on the registration form. Any changes must be submitted in writing. Any adult who will pick up the child will be required to show a picture ID and be listed on the child’s registration form as authorized to pick up or have prior written authorization. **Little Ducklings Daycare will not release your child to anyone without prior written permission or to anyone not listed on the Registration Form.**

**CUSTODY**

 If there is any problem regarding child custody, a copy of the court document verifying legal custody must be on file with the Office. Little Ducklings will not be placed in the position of arbitrating a child’s departure or parents’ visitation rights.

**MEDICATIONS**

 State regulations require a copy of your physician's written order or prescription before we can administer any prescribed medications to your child. In addition, state law requires that prescription medication be delivered to us in the original container and bear the pharmacy label with your child’s name, prescription number, the date it was filled in, and instructions for use. Parents must fill out and sign a medicine permission form, daily or weekly, so the staff can administer the medication. After the drug is no longer required, please take it home. Unused and expired medicines will be disposed of if not brought home within 30 days of their last day of attendance.

 The children may be given over-the-counter medication such as pain reliever if given written instructions by parents and stored in the original container in the cabinet.

**TOILET TRAINED**

A child is potty trained when they know when to use the restroom and take the responsibility to *go* on their own. A toilet-trained child can ask to use the restroom and stay dry during the day. Regular bathroom breaks and hand-washing opportunities are structured throughout Little Duckling’s daily schedule.

**NUTRITION**

Each day, we serve a catered, nutritious lunch and morning and afternoon snacks per the Child and Adult Care Food Program (CACFP) guidelines.

Children are offered a simple breakfast at 8:30 to 9. All children are served a snack at 3 PM (or upon waking from nap). Lunch is served at 11:30 to 12. All schools will provide breakfast and pm snacks during school time and all meals during the summertime. Preschool children will be provided with a snack. All children will have water access throughout the time in the childcare place.

Variations to a child’s diet due to allergies or medical reasons will be made with written instructions from the child’s physician. Variations to a child’s diet due to religious or personal beliefs shall be made with the written statement from the child’s parent. For special diets, the Center may request the family to supplement the food served by the Center. On occasion, families ask to bring food from home for their children. Campus Children’s Center will work collaboratively with families regarding home food with the following guidelines:

* Foods meet the CACFP guidelines.
* Foods & beverages are labeled with the child’s name and date.
* Foods are transported at a safe temperature and stored at the center.
* A *Safe Transportation* form is signed and in the child’s file.
* A note from the child’s doctor is provided.

For foods brought from home, we agree to:

* Ensure that food requiring refrigeration stays cold until serving.
* Provide supplemental food if necessary.
* While food is not allowed for birthday celebrations, please first talk with the teachers if you want to share food with the classroom. All food from home for children's sharing must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

Children are encouraged to taste all the foods on their plates when eating snacks and meals at Little Duckling. If they do not prefer a particular food, they are not required to eat it. Our desserts are usually fresh fruit or yogurt and are always offered regardless of the food eaten. Because some enrolled children have severe allergies, foods from home should not be shared with other children. If a family plans to do a cooking activity in a classroom, the classroom teachers will purchase the necessary ingredients. If your child’s eating habits seem unusual or abnormal, one of your child’s teachers will notify you. If you have a specific nutrition concern regarding your child, please consult with the teacher or Director.

**QUIET/REST TIME**

At Little Ducklings Daycare, we believe that after a busy morning of high-energy interactions in a classroom full of other children, rest is essential for every child, whether one year old or 5. Daycare has a Rest Time that lasts approximately 2 hours. Children lie on cots and are encouraged to rest for the first half hour to 45 minutes. During this time, some children fall asleep, but others do not. Teachers and rest-time aides are available to rub backs if requested by the child. Gentle music or stories are often played to help encourage a restful environment. After 30 minutes, those children who have not fallen asleep are offered opportunities such as books, puzzles, journals, and other quiet activities. Please talk with Miss Sam regarding your child’s sleeping needs, habits, and the daycare’s procedures.

**Cleanliness**

Universal precautions are trained yearly to keep the teacher’s alert.

Sanitation and hygiene requirements, including the policy on handwashing, are posted in the bathrooms along with the children’s procedures.

Diaper changing and toilet policies are posted in the diaper-changing areas.

**PARTIES AND CELEBRATIONS**

We recognize that birthdays are exceptional occasions, especially for children, and we will work with you to help identify your child’s birthday meaningfully. For birthday celebrations, if you wish to bring a treat to share with classmates, please give small items such as cookies or miniature cupcakes. CACFP requires us to provide nutritious snacks and meals so that any addition would be extra for the mealtimes.

**YOUR CHILD’S DAY**

As stated in our Philosophy of Education, we structure the day at Little Ducklings Childcare to allow the children to initiate activities related to their interests. A large part of your child’s day is spent in free choice time, offering them opportunities to learn through play. A daily schedule and curriculum plans are posted, and the teachers design them according to their observations of the children and their interests.

**Annual Conference**

Is it each August unless parents want more on an annual review? We will use the curriculum Gather ‘Round Homeschool and the Early Learning Foundations.

**WHAT TO BRING**

Your child should attend each day dressed to play. A wide variety of activities take place at our daycare every day. We recommend clothes that allow freedom of movement and participation in messy activities. All your child’s belongings should be labeled when brought to the daycare. Please provide the following for your child while at the daycare:

* One seasonal change of clothes
* We always recommend safe footwear for children.
* Disposable diapers or cloth diapers with a bag for dirty to be sent home each day, along with wipes. Miss Sam will inform you when your child’s supply is low.
* In the early stages of toilet learning, plenty of extra underwear and clothes!
* Comfort for resting and making the transition to school easier.
* Boots, mittens, hats, warm coats, and snow pants or snowsuits during cold weather. Scarves present a choking hazard and are not recommended for young children.
* Swimwear, hat, and water shoes for outdoor water play during warm weather.

**WHAT TO LEAVE AT HOME**

Please leave candy, money, food, gum, and electronic games at home or in the car. Show-and-tell on Fridays is the one opportunity for our preschoolers to share these items.

**Children with Special Needs**

WORKING COLLABORATIVELY WITH FAMILIES OF CHILDREN WITH INDIVIDUAL FAMILY SERVICE PLANS (IFSPs) AND INDIVIDUAL EDUCATION PLANS (IEPs)

ECES welcomes all children to our center communities. Children who have pre-determined disabilities or special learning needs may enroll. Additionally, a child may be determined to have disabilities or special learning needs while in our care. Our goal is to be collaborative team members with children’s families and other service providers, such as therapists and teachers of record.

* When children enroll with IFSPs or IEPs, one of the child’s teachers will be determined to be the primary teacher for communication and follow-through on the child’s goals and objectives. The other full-time teacher will still be involved in the child’s care and education.
* Upon enrollment, the teachers meet with family members and therapists to discuss the goals and objectives for the child and design plans within our philosophy and practice of how the classroom environment can best support the child. The ECES prefers therapy to occur within the classroom so that it happens within the child’s natural context and so the teachers develop skills to support the child best. However, we understand that there are times and instances when a child and therapist should pull out of the classroom (direct one-on-one skill development or assessment).
* Because much of a child's support occurs within the classroom from the teachers, it is essential for the teachers to be an integral part of the child's planning. Both teachers will plan to attend all move-in conferences, case conference meetings, and team meetings (for IEPs and IFSPs when applicable). The teachers are available for meetings and conferences between 12:30 and 2:30. Each center can offer a space for these meetings.
* To ensure solid communication, a notebook with an IFSP and IEP for all team members is kept so that each child can write observations about progress on goals. This notebook is always available for family members to view.
* The child's service team, including family members, teachers, and therapists, will review progress on goals regularly so that, if necessary, adjustments can be made.
* Occasionally, methods recommended by therapists or families come into conflict with the Center's philosophy and practices. If this occurs, the service team will meet to discuss potential alternatives.
* When an enrolled child is experiencing challenges that indicate a potential disability or particular learning need that has not been identified, the teachers will regularly communicate with the family regarding their observations and, if necessary, recommendations for evaluation.

# CHILD ABUSE AND NEGLECT

By Indiana State Law, the Center is required to report to Child Protective Services any suspicion of child abuse or neglect.

To examine the roles and responsibilities that all childcare providers have in supporting families and in preventing and responding to allegations of child abuse and neglect, whether in a small family operation or a large childcare center. Topics addressed include • Recognizing physical abuse, sexual abuse, psychological maltreatment, and neglect; • Reporting child abuse and neglect; • Minimizing the risk of maltreatment in childcare programs; • Preventing and responding to child abuse and neglect; • Responding to allegations of child abuse or neglect perpetrated by childcare providers; • Caring for maltreated children and children at risk for maltreatment; • Supporting parents.

 **DISCIPLINE POLICY**

Our highest priorities are the children's health, safety, and emotional well-being. We view discipline as any other skill that must be developed, and we strive to help children learn to play, settle disputes, and interact with others peacefully and non-aggressively.

Inappropriate behaviors in young children usually occur because their needs are unmet. Children have not yet gained the necessary verbal skills to express themselves in a socially acceptable way. Often, teachers can address the behavior by determining the function of the child’s actions. Appropriate behavior is encouraged through a planned environment that provides a variety of activities from which children may choose and a routine that meets children’s basic needs. Conferences with Miss Sam on behavior and performance are held each spring and fall of the calendar year. We regularly review classroom rules with the children, encourage appropriate behaviors, model conflict resolution skills, and stay alert to situations in the room.

When inappropriate behavior occurs, Miss Sam will explain and positively redirect the child that the behavior is unacceptable and help the child understand why the behavior is unacceptable. Miss Sam will then state an alternative way for the child to deal with the situation. For example, “The rule in our room is that blocks are used for building. When a block is thrown, it could hit someone and hurt them. You can build with the blocks.” If the inappropriate behavior continues, the child will face the consequences of the behavior. For example, “If you throw blocks, you must leave the block center and choose another area to play.” Consequences should follow as a natural consequence of the behavior or at least a logical consequence. Miss Sam carefully emphasizes that the behavior is unacceptable, not the child. Physical punishment such as shaking, hitting, biting, spanking, excessive force, or otherwise hurting a child is prohibited, as well as psychological abuse, coercion, intimidation, or humiliation. Staff will never use threats or derogatory remarks and neither withhold nor threaten to withhold food or outdoor time as a form of discipline. These acts are grounds for immediate termination of staff. All incidents of suspected child abuse will be reported to Child Protective Services as required by law.

 When a child is destructive to materials or harmful to another person, that child is removed from the situation and redirected to another activity. In extreme situations, a child may need to be separated from the group and moved to an individual activity to help them gain control. This should not be viewed as “time out.” Miss Sam has provided a calming area to help in these situations.

 Miss Sam will observe and record challenging behaviors to identify events, activities, interactions, and other contextual factors that predict problematic behaviors in individual children or groups. For children with persistent, severe, and challenging behavior, teachers, family members, and other professionals work as a team to develop and implement strategies to support the child’s inclusion and success and those of the others in the Daycare. Inappropriate behavior that hurts another person will be documented; a copy will be given to the parent/legal guardian, and a copy will be kept in the child’s file. When a child continually exhibits a problem behavior that is not resolved through appropriate behavior management strategies, Miss Sam will begin *Steps for Addressing Problem Behaviors*, including meeting with the family, increased communication with the family, and written documentation of incidents. Further assistance and evaluation through an outside party may be requested with parental consent.

**BEHAVIOR MANAGEMENT**

Positive behavior is encouraged through a planned environment that provides various activities for the children. Management methods include reinforcement such as verbal praise, smiles, pleasant attention for appropriate behavior, and positively stated alternatives when a conflict occurs. When inappropriate behavior occurs, it is dealt with immediately, as described in our discipline policy. Suppose the child displays repeated inappropriate behavior and shows little progress toward changing the behavior. In that case, we may request a parent conference to develop strategies to meet your child’s needs.

**BITING**

Biting is a behavior that is prevalent in one- or two-year-old children. Because children of this age have minimal language ability, biting can become a way of expressing their feelings. If you have concerns about biting, please talk with Miss Sam. We have methods of dealing with this behavior and will confer with parents should this type manifest itself.

**PARENTAL RESPONSIBILITIES**

The following are the responsibility of the parents upon enrolling their child and while the child attends the center:

* Completing all forms for enrollment and registration.
* Signing your child in and out each day
* Picking your child up before or at closes 5:30 is the latest pick-up time and $1 for every minute late will be charged after that. At 5:45 p.m. If we have not been called, we will call Child Protective Services so they can visit. Per State policies.
* Pay fees promptly using little duckling payment policies.
* Inform the daycare of illnesses, vacations, other absences, and late arrivals.
* Informing of any changes at home that may affect your child.
* Being considerate of the health of others. Keep your child home or make alternative care arrangements when your child is not entirely well according to health policies.
* Picking children up immediately if contacted by Miss Sam due to illness or injury.
* Keeping emergency telephone numbers and other information up to date.
* Updating immunization records at the Daycare as necessary.
* Cleaning out child’s cubby every day so sanitizing can be done.
* Provide the daycare with a change of clothing, diapers, and wipes as needed.
* Notify the daycare if someone other than you will pick up your child.
* Weekly and Daily conversations about your child’s progress are made. Still, if more time is needed to address any issues, we will hold a conference along with conferences in the spring and the fall to adequately meet our students' needs.
* Keeping your child’s fingernails trimmed.
* If a parent has a complaint or needs to express concern, they may take it up with Miss Sam or the State Licensing Consultant for the Area.

**DROPPING OFF AND PICKING UP CHILDREN**

Children must be dropped off at the back Blue Door in the mornings by a Parent no later than 9 am. Pick up will be at the gate or back blue door depending on the weather By a Parent.

**HEALTH POLICIES**

**Exclusion Policy for Sick Children** - When a child is known to have a contagious illness as outlined below, the child will be excluded from attendance for such time as the consulting physician prescribes—any child who becomes ill while at the Daycare will be sent home as soon as possible.

**Exclusion Policy for Under-immunized Children Because of a Medical Condition or Religious Beliefs** – Because children who may be under-immunized are those at the highest risk for illness to which they are not immunized, will exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program. The child may return after all risk of exposure is eliminated as per consultation with the CCC consulting physician, health care consultant, and, if necessary, the child’s physician.

**Symptoms That Indicate the Need for Exclusion**—The following symptoms and illnesses indicate that a child needs to be temporarily excluded from the program.

1. The presence of a fever of 100 degrees or above is taken under the arm. (The lack of fever does not necessarily mean the child is well enough to attend).
2. Vomiting within the last 24 hours.
3. Diarrhea within the last 24 hours.
4. Persistent cough and sore, reddened throat.
5. Red, weeping eye(s) indicating potential conjunctivitis.
6. Unexplained skin eruptions or rash that result in discomfort.
7. Extreme fatigue and malaise.
8. The presence of head lice and nits.

For a child to be readmitted to the program, any symptoms listed above must be gone for at least 24 hours without over-the-counter medication. Medication for bacterial illnesses should be administered for at least 24 hours before re-admittance.

**Control Measures** – The Center will make every effort to control the spread of infectious illness among the children and has established health policies and precautions directed to this end. Whenever exposure to illness occurs in the Center, prompt notice is given to all parents and staff members. The Center’s physician will be consulted, and the ensuing instructions will be followed to control measures. Such measures will include the disinfection of toilet facilities, furnishings, toys, or other articles used by a child diagnosed with a contagious illness and the effective disinfection and disposal of bodily discharges containing infectious materials. No other person will be allowed to use the facilities or articles mentioned above until they have been disinfected or established that the child has no communicable illness.

**Back-up Plan In case of an Emergency, Sickness, or Death**

Please have a go-to backup plan if Miss Sam has an Emergency. Suppose Miss Sam is sick with a 100.4 fever or higher or has some flu. If there is a Death, Miss Sam will notify everyone as soon as possible and let parents know when Childcare will be closed due to a death.

**Alternate/ Sub person**

It will be Andrew, my Husband. This is just in case of an emergency or sickness. Any other time, we would be here working together.

**Emergency Evacuation Plan**

It is posted at the main entrance door of the house.

**Tornado Watch/ Bad Weather**

If we are under a watch, tornado or weather is getting bad. Miss Sam will call, and all the children must be picked up ASAP. The children not picked up will go into the bathroom until the storm passes and they are safe, or parents will pick them up.

 **Outdoor Play**

It will be daily unless it is under 40 degrees and over 95 degrees. Lunchtime will be outside when possible so that we can have a morning schedule of outside time from 11 to 1. I also like being outside after a nap to pick up when the weather permits. In the summer months of June to August, we will have water activities available daily, weather permitting.

**Toxic Material**

All material is up high and removed from availability in each classroom or locked behind cabinet or closet doors.

**TERMINATION POLICY**

The daycare may terminate your child’s enrollment under the following circumstances:

1. Non-payment for childcare services and lack of adherence to tuition payment policies.
2. Parents falsify information on enrollment forms or otherwise knowingly misrepresent information.
3. Parents do not agree or do not follow and comply with the policies outlined in this Handbook.
4. Lack of parental cooperation with the daycare’s efforts to resolve differences and to meet the child’s needs through parent/staff meetings or conferences.
5. Inappropriate or abusive behavior and verbal abuse or threats by parents, relatives, guardians, or other parties toward the Daycare staff, other parents, or children.
6. Parents cannot deal professionally with daycare personnel or other parents and children at the center.
7. If a child is a safety concern and a danger to other children, you will be called to come pick up the child immediately the first time. The second time, the child will be terminated. If no one comes to pick up the said child within 15 minutes, 911 will be called along with DCS.