



Little D's IN-HOME DAYCARE

Little D's In-Home Daycare LLC.

Parent Handbook

400 Lemay Ferry Rd Suites 100

Saint Louis, Mo 63125

314-261-4372

WELCOME,

We are glad that you have selected Little D's In-Home Daycare to provide early childhood education learning for children. My staff and I are committed to providing quality learning in a safe and nurturing environment. We look forward to developing a positive relationship with you and your child(ren).

This parent handbook is designed to inform you of information and ideas to promote understanding of our programs and foster a spirit of cooperation between parents and staff. We hope you will find it useful as an additional orientation tool for both our policies and our services. Please read through your parent handbook; the table of contents will provide you with a way to quickly find areas of interest. You will find answers to some of your questions and at the same time become more familiar with Little D's Daycare. Please keep this book in a safe place for easy referral.

If the handbook does not answer all of your questions, please call **Little D's at 314- 261-4372** and someone will be happy to address your concerns. The entire staff Little D's staff looks forward to working closely with you and your child/children. Child care services are provided from 7:30 am to 5:15 pm Monday through Friday.

PROGRAM MISSION

The mission of Little D's In-Home Daycare is to provide a safe, developmentally appropriate at-home environment for every child. As a provider, it is my mission to instill confidence, self-worth, and morals in every child. I strive to help every child reach their magnificent potential and offer a "bright beginning for a successful future."

VISION

It is at the heart of my **vision** to offer a program that promotes a safe, loving, and encouraging environment that not only meets children's developmental and social/emotional needs but also their physical and cognitive development.

OUR CORE VALUES (Goals &OBJECTIVES)

GOALS

The most important goal is to help children become enthusiastic learners by encouraging each child to be active and creative explorers who aren't afraid to implement their own ideas and thoughts. Our goal is to assist children in becoming independent, self-confident, inquisitive learners. We will allow the children to learn at

their own developmental stage and in ways that are best for them. Our number one primary goal is to make sure that all children are safe and accountable at all times.

Resilience and Empowerment

We believe that resilience is a critical element of personal character that can be built in all of us, despite socioeconomic conditions. Individuals should always be viewed as optimal agents of their own personal growth, but in no way does this mean that the road toward resilience should be traveled alone.

Quality Programs and Caring Staff

By providing effective educational childcare services, and caring, dedicated staff, Little D's is supporting the growth of children into productive, resilient citizens, and we are helping parents become confident advocates for their own families. Yet, in humble recognition of our own limitations, we are constantly building and cultivating partnerships to enhance our skills and expand our perspectives.

Learning Experience and Philosophy

The goals of our Daycare include providing a quality early childhood learning experience that promotes physical, social/emotional, and cognitive development in a safe and healthy environment. Little D's In-Home daycare bases its program on the commodity of developmentally appropriate growth.

At Little D's In-Home Daycare, we believe that each child's growth is captured through developmentally appropriate experiences. Thus, our philosophy strives to nurture each child's physical, social/emotional, and intellectual growth of the young mind by:

Providing children the opportunity to choose from appropriate activities in the areas of literacy, art, dramatic play, block, manipulative and sensory.

Providing group time that includes music and movement (hand play with infants) stories, sharing, discussion, and age-appropriate games.

Selecting materials, activities, and games that challenge each child to continue exploring, growing, and learning at their developmental pace.

Encouraging creativity through self-expression that focuses on the process rather than the product.

Encouraging children to think, reason, and experiment by asking open-ended questions.

Encouraging the development of social and self-skills to establish and create a healthy self-concept, develop independence, and promote a positive attitude towards their growth and development.

STATEMENT OF NON-DISCRIMINATION

Admission to, employment y, and all services provided by Little D’s are the same for everyone regardless of race, disability of race, disability, color, religion, sex, age, national origin, ancestry, citizenship, or veteran status.

LICENSING REGULATIONS

Little D’s Daycare is licensed by the Missouri Department Of Elementary and Secondary Education. Parents have the right to review Missouri Licensing Regulations at any time. Copies of the Licensing Rules for Child Care Centers are located in the Director’s office or at <http://s1.sos.mo.gov/cmsimages/csr/current/19c30-62.pdf>. Please feel free to consult them whenever necessary. Compliance and non-compliance reports are available at <https://webapp01.dhss.mo.gov/childcaresearch/searchengine.aspx>.

CLASSROOM STAFF

Teachers in the classroom are responsible for implementing the curriculum and observing and evaluating children’s progress. They are selected for their commitment to the welfare of children and the community. The teachers have a wide range of experience and education and at least a minimum of (9(hours of Early Childhood Education (ECE) courses and (18) training cock hours required per year. All teachers participate in ongoing professional training. Staff/child ratios in our classrooms conform to or are superior to Missouri Licensing standards.

We maintain the following standards for child-to-ratios:

Age	Child to Staff	Maximum Group size

2	8 to 1	16
3-5	10 to 1	10

We **strongly discourage** families from entering into employment arrangements with staff (i.e babysitting). Any arrangements between families and our caregivers outside the programs and services we offer are a private matter, not connected to or sanctioned by Little D’s Daycare.

ADMISSION POLICY/ENROLLMENT ELIGIBILITY

Little D’s Daycare Is Licensed to serve 20 children ages 2 years through 6 years of age. We have strived to reflect the diverse community in which we are located, believing that most learning happens as children encounter different cultures and customs. Although many of our families live and work in South Louis, we accept children from all areas of the City, County, and Illinois. To ensure that your child’s particular needs are met we encourage parents to carefully choose the early childhood program that best meets their child’s needs. If Little D’s Daycare is unable to keep a child safe. or unable to meet their educational, social, or emotional needs, we reserve the right to exclude the child. If your child has any special medical/dietary needs, we will require statements from your child’s physician (i.e. Asthma action plans, immunization exemptions, lactose intolerance, allergies, etc.)to ensure the health and safety of ALL children and staff we must have ALL medical information pertaining to your child: otherwise they will not be admitted and do not allow us to make appropriate accommodations.

An enrollment packet is available at the office for all interested families. After completion of this information, you will be scheduled a time to meet with the Owner/Director Of Little D’s to discuss your decision to enroll your child (ren) in Little D’s In-Hime Daycare LLC. All necessary forms will be reviewed and discussed. A current physical (no more than 12 months old) and current immunization records must be provided for the child/children. After all the necessary paperwork is completed you and your child will be scheduled for an observation of the classroom environment.

OBSERVATION/ORIENTATION

Observation allows your child to get acquainted with the new group environment. The family will spend time in your child’s new classroom. Typically, the morning observation is from 9:00 am to 11:00 am. and The afternoon observation is from 3:00 pm to 5:00 pm. Parents will have the opportunity to get acquainted with

the classroom teachers and observe their child's activities. Parents' involvement in the center is invited and urged.

They May:

- Observe from the classroom without their child
- Make a date to visit the classroom with their child
- Come for Lunch, with prior notice
- Read/share a sill with the classroom

Parents are asked to remember, however, that a teacher on duty is not free for a long discussion because she/he must give full attention to the children.

CHANGES IN ENROLLMENT

Our first priority is your child's safety and protection. please assist us by ensuring that the staff is notified of any important changes in your family. We can best serve you when we are aware of the following changes:

- Changes in family structure (i.e., births, deaths, divorce, or new people living in the household, .custodial matters that will affect the child care center);
- Change in address or home telephone/cell number
- change in medical information
- Change in employment and telephone number
- Change in emergency contacts

Often, changes in the environment affect your child's behavior at school. if the staff observes changes in your child's normal activity, we will notify you. Through open communication with one another, we can provide the best possible care for your child.

Please inform us if you are authorizing different people to pick up your child/children and new designees must provide this information. In the event of familial/custodial disputes, Little D's will need written documentation of adults authorized to pick up children.

ATTENDANCE/ARRIVAL

Children are expected to attend every day no later than 9:00 am. We asked that parents/guardians arrive on time so that we can begin their child/children's day with consistency. If you are not here before 9:00 am you must have made prior arrangements with the Owner/Director.

If you cannot reach anyone from administration, please send a message in Brightwheel or leave a detailed message and someone will contact you as soon as possible. If you are running late, we ask that you can please

call a minimum of 15 minutes before the cut-off time of 9:00 am. We do understand life's hurdles, however, it is extremely important to think about the teachers and students that are already in class starting their day.

Meals will not be held for late arrivals, however, all children will be fed. Breakfast is served between 8:00 am - 9:00 am. Unapproved food must be consumed outside the childcare area, (to avoid disruption of the other children). For late arrivals, Little D's Daycare will provide a light snack, (ex: Granola Bar, Graham Crackers, & Milk, Wate, etc.) to minimize hunger until lunch, which is served at 11:30 am.

ABSENTEEISM

It benefits the Center to know if your child will not attend, please call the Center and inform us of absences due to illness, family vacation, or other life circumstances. Generally, If the class teacher has not received a message from you regarding your child's absence, you will be called during the day to verify his/her absence. If your child is absent for more than 5 days without notification, we cannot guarantee that their place will be held.

DROP-OFF AND PICK-UP

Little D's Home Daycare is open 10 hours a day from 7:30 am - 5:30 pm. The staff arrives on a staggered schedule. Therefore, children may begin the day in a classroom other than their own. Please stay with your child until you have located the appropriate group, you have informed the teacher of your child's arrival, and you **have signed your child in on the appropriate board/Bright wheel app.**

We believe that children benefit from a regular routine. Children sometimes seem unsettled when they miss the beginning of these experiences. we realize that sometimes a morning at home is a wonderful bonding experience or your child may have an appointment or other planned activity that will not allow them to arrive prior to breakfast; please call the Center and inform us of his/her arrival time. A hot meal is prepared at the center and a meal count for lunch is usually given for each class by 9:15 am.

SIGNING IN AND OUT

The daily sign-in sheets serve many vital functions for our Center:

- Most importantly, they are our method of safeguarding your child.
- Validate our attendance for each day
- Assist with Emergency Evacuation Procedures

These forms/apps are official documents of your child's attendance at the center. When your child attends but is not signed in, we do not receive payment and this loss of revenue can make it difficult to continue providing

a high-quality program. We need your cooperation to make this system work. If your child is being brought to school or picked up by someone who is unfamiliar with the form, please stress the importance of signing your child in and out. Please make sure that your child is signed in and out each day. Failure to sign your child in or out for the day may require you to return and pick up your child but only after subsequent conversations on this matter have occurred.

DEPARTURE

Adults arriving in the afternoon to pick up children must come into the building to sign the child out. Adults must go to the classroom to pick up children. Teachers must be informed that the child is leaving. If children are outside, adults must come into the fenced area to pick up children. Your child will only be released to you or those persons you have listed as Emergency and Release contacts. If you want a person who is not identified as an emergency and Release Contact to pick - up your child, you must notify us in advance, in writing, Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick - up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

CENTER CLOSING TIME

PLEASE BEWARE THAT THE CENTER CLOSING TIME IS 5:15 PM. Staff members forced to stay late must be paid overtime. Therefore, a late fee of \$1.00 per minute will be charged to your account. Our clock in our lobby will be the official time. This \$1.00 per minute late pick fee will be assessed for all children picked up after closing. This late fee must be paid in full at the time of pick-up or before the child's next regularly scheduled day. This will be strictly enforced, and habitual tardiness may result in the termination of services.

Parents who are listed on the birth certificate can both pick up and drop off unless we have legal documents stating otherwise. If a parent picks up outside of the hours or days stated in the legal document, the other parent will be notified for them. In cases where adult matters are jeopardizing the welfare of the child, the police and another parent will be called to resolve the matter.

CURRICULUM

Developmentally appropriate practice (DAP), is an approach to teaching grounded in research on how young children develop and learn and in what is now about effective early education. Its framework is designed to promote your children's optimal learning and development. DAP involves teachers meeting young children where they are (by stage of development). both as individuals and as part of a group; and helping each child meet challenging learning goals.

Little D bases its teaching on the child development model which incorporates the theories of Piaget, Montessori, Erikson, and others. Learning through play is viewed as the cornerstone of the curriculum. Adults provide protection, security, stimulation, support, limits, and affection. Children are respected as, individuals within a child-oriented rather than a teacher-directed. program.

At Little D's, Children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open-classroom setting. Children are free to choose from age-appropriate activities including art, music, language development, pre-math skills, science and nature, and dramatic play. Children develop self-esteem, independence, and problem-solving skills as they make choices and assist in planning the environment and the activities.

LEARNING ENVIRONMENT

Little D's In-Home Daycare bases its program on the commodity of developmentally appropriate growth. Learning and playing are not limited to the classroom. Children participate in the outdoor environment each day. There are opportunities for water play, woodworking, and motor development. The center provides age-appropriate equipment. Infants are also taken outside for walks in a stroller or in the arms of a teacher.

ASSESSMENTS

Ages & Stages Questionnaires is a developmental screening tool designed for use by **early educators and health care professionals**. It relies on parents as experts, is easy to use, family-friendly, and creates the snapshots needed to catch delays and celebrate milestones. ASQ is available in English or Spanish and takes just 10 - 15 minutes for parents to complete and 2-3 minutes for professionals to score. It captures parents' in-depth knowledge, highlights a child's strengths as well as concerns, and teaches parents about child development and their own child's skills.

Based on Screening results, parents' assessments, and observations by the parent and teacher. The child will be referred to the First Step. For more assessments, if needed. The Owner/Director and the teacher will work with the families to schedule all appointments, follow up and bring in outside agencies (ex United 4 Children) to assist the team (child, family, school) until services by First Step are rendered. Families that refuse additional support will be noted in the child's folder and weekly conversations will occur un, to the family /to change

their mind and/or internal interventions are no longer effective. Families will be referred to their pediatrician for appropriate follow-up and will be provided with information on educational neglect if deemed appropriate.

GUIDANCE

All of our programming and services are founded to be a strong belief that children learn best to be responsible child-age citizens through social interactions with caring adults and peers in a safe and positive environment that promotes thought, fun, and creativity. In accordance with this statement, Little D's In-Home Daycare and the law of the state of Missouri; no physical or verbal abuse is allowed. Both discipline and guidance can be used as tools for learning.

Praise and positive reinforcement of good behaviors are consistently used by teachers with all children as a method to build the child's self-esteem and encourage self-control. Experience teachers can recognize the ability of potential behavior problems before they occur, and therefore redirect the child's behavior before it becomes unacceptable.

Little D' In-Home Daycare encourages self-control by setting clear, consistent limits and having realistic expectations. Each child has a different level of ability to control their own behavior. Therefore, positive techniques are implemented to help children develop self-control such as modeling expected behavior, redirecting children to acceptable activities, and intervening to reinforce consequences for unacceptable language or harmful behavior.

Children are guided to treat each other and adults with self-control and kindness.

CELEBRATIONS

Parents are allowed to bring in-store brought items to celebrate their child's birthday and Holidays. We asked that you are mindful of any food allergies. Please ask your child's teacher for a list of food allergies (if any) that are present in your child's class.

REST TIME (12:30 pm - 3:00 pm)

Infants sleep according to their own schedule and are put to sleep on their backs. After lunch, all children less than six years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. Children are asked to participate in a two-hour quiet time. Children are allowed time to settle down

at their own pace while quiet music is played, and a staff person is present in the room during quiet time. There are quiet activities (i.e reading books, coloring, etc.) planned for the children who wake up early and for the children who do not sleep. An infant SAfe Sleep policy was officially adopted on 06/10/2020 and is located in the Infant/Toddler space.

TOILET TRAINING

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with your child’s physical and emotional abilities and your family’s concerns. Have in your mind that setbacks are common in the process, and it is not considered a failure. These relapses need to not be seen as failures (on the part of either party), but as a natural step toward success.

PAYMENT FEE’S

Parents should be aware of the expenses of operating an early childhood center and providing their children with quality education. Families need to accept the financial responsibilities that education involves. In situations where there are unforeseen difficulties in the family, it is the parent’s obligation to notify the Owner/Director at (314) 261-4372.

Little D’s In-Home Daycare offers Full-time and Part-time care. Payments are made through the Bright Wheel app or by placing the payment (cash, check, money order) in an envelope with the child’s name and date; and placing the payment in the hands of Miss. Dana during drop-off. When payment has been recorded, a receipt will be placed in your child’s cubby. Full fees are charged regardless of holidays, snow days, days the child stays home, power outages, Emergency closure, or other situations beyond our control (e.g COVID-19, staff and children having to Quarantine, building damage, repairs, etc..). Consistent weekly payments are expected in full. Fess will be reviewed annually. All fees are paid to Little D’s In-Home daycare. If there is a change in your ability to pay your full weekly fee, **notify the owner (Ms. Luster) immediately**. We understand that families experience challenges with finances that alter their ability to pay fees in a timely manner. *Note, there is a \$5.00 late fee each day tuition is late.

NO Child Can attend more than 9 hours per day or after 5:30 pm. Part-time children No more than 8 hours per day.
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TOTAL COST OF CARE

The full-Time rate for 2 – 4 years: is \$300 per week

The Full - Time rate for 4 - 6 years: is \$180

LATE FEE POLICY:

Little D's In-Home Daycare closes at 5:15 p.m. Children are to be picked up by this time. If a child has not been picked up, there will be a **\$1.00 per minute** late fee assessed. **The late fee must be paid in full before the child can be admitted into care the following day.**

ILLNESS CREDITS:

If your child has been absent for five consecutive days due to illness, it is necessary to bring a physician's statement indicating that your child may return to group care to receive credit.

VACATION FEE POLICY-CREDIT

To retain your child's spot during vacation, 50% of your regular tuition is due after a year of enrollment. Vacation is used if written notice is given in advance for the days the child will not attend. tuition must be paid prior to going on vacation. two-week vacation can be granted at half fee during one calendar year with a written notice two weeks in advance. A week consists of five consecutive days of care. You will be charged your full amount for any vacation exceeding two weeks during the same calendar year.

RETURNED CHECKS/REJECTED TRANSACTIONS CHARGES

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$35.00. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status. Failure to pay the fees can result in your child's termination from the program.

DISCHARGE POLICY:

WITHDRAWALS- If a child is suddenly withdrawn from the program without a 2-week notice of a withdrawal, a 2-week tuition fee may be applied. Parents are asked to give the center two weeks ' notice in writing when their child/children will no longer return. This notice will allow the staff to prepare your child for the change and allow the center to fill vacancies.

****Unexcused absences, nonpayment of fees, children who pose a threat to themselves or others, and failure to follow Little D'S In-Home Daycare LLC Early Childhood policies are reasons to discharge children. This is not an exhaustive list of discharge reasons.**

PERSONAL BELONGINGS

Children should be dressed in comfortable, durable, and easy clothing that is suitable for indoor and outdoor activities. Several of the activities that children participate in can be messy and children should not worry about getting their clothes dirty. Please do not send your child to childcare with expensive articles of clothing and/or expensive jewelry.

Little D's is not responsible for loss, damage, or stolen property. Children must wear closed-toe, rubber-soled shoes at all times.

ADDITIONAL ITEMS NEEDED FOR CARE

- Diaper or Pull-ups, 1 full package. They will be stored in your child's cubby and teachers will notify you when the supply is low.
- Wipes
- one (1) pacifier
- Two (2) changes of clothing (T-shirt, sleeper, outfit, underpants, pants, and, socks). Careful attention must be paid to maintain the current sizes left here.
- Cream, powder, etc.

IMMUNIZATIONS

It is a Missouri state requirement that each child has a current immunization record on file. These records must be current and are due upon enrollment. Failure to submit a current immunization record or keep the shots current can result in suspension from the program until current.

PHYSICAL EXAMS

It is a Missouri State requirement that each child has a physical examination completed by a physician not more than twelve (12) months prior to admission and submitted to Little D's no more than 30 days after your child enrolls.

ADMINISTRATION OF MEDICINE

Medicine will only be administered to children under the following conditions:

- **Medication must be required to be administered to the child 3 times a day**
- Medication must be given to Ms. Dana before the classroom teacher
- When failure to take such medication would jeopardize the health of the child or the child would not 'be able to attend if the medication was not available during school hours. **THE FIRST DOSE OF MEDICATION WILL NOT BE ADMINISTERED BY THE SCHOOL. PARENTS ARE NOT ALLOWED TO BRING THE MEDICATION TO THE CENTER TO GIVE THE CHILD THE MISSED DOSE. THEY MUST SIGN THE CHILD OUT, TAKE THEM HOME, AND ADMINISTER THE MEDICATION. THE CHILD CAN THEN RETURN TO CHILDCARE. PARENTS MUST SIGN THE CHILD BACK IN FOR THE DAY.**
- A prescription in the child's name is issued by a physician and dated in the past 10 days.
- No over-the-counter medication will be provided without a physician's statement.
- Medication will be administered only as prescribed.
- All medicine must be in the original container and labeled with the child's name and instructions for administration including the times and amounts for dosage.
- There must be a completed authorization form signed by the parent and the doctor for all medication prescriptions in your child's file to receive any medicine at the center.

- **NO medicine will be administered without a completed authorization form.** If you need additional forms, please see Ms. Dana.

ASTHMA (ACTION PLANS)

Each child with asthma shall have a special care plan prepared for the facility by the child's source of health care, including

- Written instructions regarding how to avoid the conditions that are known to trigger asthma symptoms for the child.
- Indications for treatment of the child's asthma in the child care facility
- Names, doses, and methods of administration of any medication (e.g. inhalers), the child should receive for an acute episode and for ongoing prevention.

HEALTH CHECK

Each child has a health check conducted every morning. Our agency provides group care and any of the children exhibiting any of the following symptoms will not be admitted to the center and/or you will be called to them up

- **Diarrhea** - more than one (1) abnormally loose stool. If a child has one (1) loose stool, s/he shall be observed for additional loose stools or other symptoms.
- **severe coughing** - if the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing:
- **Difficult or rapid breathing** - (especially important in infants under six (6) months);
- **Yellow skin or eyes**
- **Pinkeye** - tears, redness, of eyelids lining, irritation, followed by swelling or discharge of pus:
- Unusual spots or rashes;
- **Sore throat** or trouble swallowing;
- **An infected skin patch(es)** - crusty, bright yellow, dry or gummy areas of the skin;
- **Unusually dark, tea-colored urine;**
- **Grey or white stool**
- **Fever** - Over one hundred degrees Fahrenheit (100F)
- **Headache and stiff neck;**
- **Vomiting** more than once; and
- **Severe itching** of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.

ILLNESS

If your child is sent home with any of the above symptoms he or she may not return until they are symptom-free and have not required any fever/pain medication for a minimum of 24 hours unless they have a note from their physician stating otherwise. If your child is placed on any antibiotic, they need to be on this medication for at least 24 hours before returning to the center. if your child is diagnosed with a contagious disease, please notify us so we can notify the parents of the Center. All parents will be notified when there is a contagious disease diagnosed by a physician on one of the children attending the Center.

COMMUNICABLE DISEASES

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Department of Public Health and our licensing representative. We will take care to notify the families about exposure so children can receive preventive treatments. Parents/guardians can also help to stop the spread of communicable diseases by telling the childcare provider whenever their child/ren is diagnosed with a communicable disease.

The childcare provider and staff then can watch other children for symptoms, notify all the parents/guardians, and check with the health department to see if anything else needs to be done. The sooner everyone is notified, the faster control measures can be started and the spread of disease can be reduced or stopped.

In these situations, our goal is to have a plan in place that will minimize the spread of the disease by ensuring the health and safety of all staff and children. Little D's will educate, consult our medical professional, employ additional staff and or require mandatory overtime to assist with the cleaning of the facility.

Children with the following conditions may not return to the childcare facility for 72 hours after written diagnosis by a health care provider to allow parents time to watch these situations, provide medication if appropriate, and the center to follow recommendations from our licensing representatives, Health Department, and our in-house medical experts.

Viral infections

Ringworm

Pink eye

Strep throat

Hand, Foot, and Mouth Disease

***other conditions requiring more information after reviewing by medical experts.

NUTRITION

Little D's Home Daycare LLC participates in the Child and Adult Care Food Program (CACFP) which assures that nutritious meals and snacks are served to children and eligible adults enrolled in childcare centers by proving reimbursement for meals that meet minimum nutritional standards. the CACFP is administered by the Missouri Department of Health and Senior Services (MDHSS) and funded by the **U. S Department of Agriculture**. Meals are prepared and catered by Two Mikes Catering. No pork is served at Little D's.

Various styles of family dining are observed during mealtime. The teachers eat with the children and discuss current events, the food they are eating (nutrition), and other stimulating conversations. children are involved in the setting p, serving, and cleaning up after snacks ad meals. Parents we ask that you allow you not allowed your child to bring food into the Center.

FOOD ALLERGIES

If your child has allergies or is not allowed to eat certain foods, please notify the staff. Any allergies or medical needs require documentation from your child's physician. Copies of menus are posted in each classroom and in the kitchen for the parents to review. Menus are prepared and posted weekly. Once the menu is printed, every effort is made to adhere to it. If a substitute is necessary, the food substituted is from the same food group. Please have a physician complete a medical substitution form if necessary.

Safety

REPORTING OF CHILD ABUSE

WE are mandated reporters of child abuse and neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines. We realize that parenting can at times be a difficult job. The stress of working, life situations, and other challenges can be taxing on a parent. If you need assistance with any parenting or personal need please see the Center Director. Little D's Home Daycare LLC is committed to assisting all parents when they are experiencing challenging situations.

***Child Abuse:** is the non-accidental commission of an act by a caretaker, which causes or creates a substantial risk of harm to a child's physical and emotional well-being, including sexual abuse.

***Child Neglect:** is the failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.

INJURIES

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). All staff is trained in CPR and FIRST AID. You will receive an incident report outlining the incident and the course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting state regulations. A photo will be taken of each injury.

In the event of a serious medical emergency, the parent will be contacted immediately, and the child will be taken to the hospital by ambulance.

BITING

Biting is a normal stage of development that is common amongst infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reasons for biting. Notes will be written to both families. We will work together with the families of each to keep them informed and to develop strategies for change.

EXTREME WEATHER AND OUTDOOR PLAY

This center follows the recommended temperatures related to playtime as follows:

<u>Temperature Outdoors</u>	<u>Amount of Time</u>
100 degrees and above	No Outside Paly Period
95-100 degrees	5-10 Minute Play Period
90-95 degrees	10- 15 Minute Play period
32-90 degrees	Normal Play period
20-32 degrees	10-15 Minute Play Period
10-20 degrees	5-10 Minute Play period
10 degrees below	No Outside Play period

If the wind-chill factor (regardless of temperature) is 10 degrees or below, there will be no outside play period. Children need fresh air every day. Make sure your child is properly dressed for the type of weather present each day. Other factors that impact outside play is overcast versus sunny skies, and windy versus calm airflow.

Other ways of dealing with temperature are to din plenty of fluid and rest in a shady spot.

EMERGENCY PROCEDURES

Little D’s Home Dayce LLC has emergency drill procedures for FIRE, TORNADO, EARTHQUAKE, and OTHER EMERGENCIES posted by all entrance and exit doors. Children are taught and practice the appropriate procedures for each type of emergency. Fire drills, tornado drills, and emergency evacutaion procedures are practiced regularly. Since the drills are conducted throughout the year the children are trained in the procedure, react in a well-organized, safe manner, and are prepared in the case of an emergency. In the event that we have to evacuate Little D’s Home Daycare LLC, our emergency within the walking destination is Walgreens located at 651 Lemay Ferry RD, St. Louis, MO 63125.

COMMUNICATION:

A daily record will be logged in the bright wheel app for your child listing foods eaten, diaper or toileting details, nap times, activities, needed supplies, and any discipline issues that may arise. Staff parents will communicate through bright wheel messaging, and emails for important updates. The newsletter will be sent out monthly through the bright wheel app, and any further information will be posted on the parent board.

CALENDAR, CLOSINGS & HOLIDAYS

The below holidays are dates that Little D's In-Home Daycare will not be operational Unless said dates fall on a Saturday or Sunday.

- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Juneteenth
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- PD/Professional staff training (April and August)

Please detach, sign and submit the form below to the **Care provider** once you have read this handbook. If you have any questions at all, please do not hesitate to call or email.

For your records: This form was signed and submitted to _____

LITTLE D'S In-Home Daycare

I, _____ who agree to abide by the policies and procedures described in Little D's In-Home Daycare Parent-Provider Contract. I have thoroughly read the contract and understand it. I also understand that failure to comply with this contract may result in the discontinuation of care of my child.

Signed: _____ Date: _____

At Little D's we thrive on Making you and your family feel safe, secure, and comforted. At any time while your child is in our care, please feel free to contact the center owner or pop in and observe how your child's day is going.

Little D's In-Home Daycare LLC

400 Lemay Ferry Rd

Saint Louis, Mo 63125

Suites 100 & 101

314-261-4372

Email address: littledshomedaycare@gmail.com.

Owner/Provider: Ms. Dana Marie Luster