Child Care Policies and Handbook

For

Dawn’s Daycare

360 NW Walnut Ave

Earlham, Iowa 50072

*Operated by*

Dawn Stonehocker 515-491-6405

Jim Stonehocker 515-321-2700

**Vision Statement**

Our Vision for Dawn’s Daycare is that the children we serve will learn and grow to be curious, independent and productive citizens of their community.

**Mission Statement**

Dawn’s Daycare is committed to provide a positive, child-centered environment that promotes curiosity, creativity, self-control, and independence where children can learn and practice problem solving while interacting with peers and caregiver. As family child care professionals, we are committed to providing quality care in a home-like environment. We believe family child care offers children the opportunity to learn and grow with siblings and children of differing ages in a supportive family-like atmosphere. Dawn’s Daycare offers a child led curriculum where children learn foundational life skills through play. Our environment is designed to incorporate language, culture, music, self-regulation, nutrition, safety, small and large motor skills, and cognitive skills. These elements explored by the children as their interests guide them, will develop competence and confidence. As educated family child care professionals, we support and nurture the families we serve. Dawn’s Daycare welcomes the opportunity to serve you and your most precious gift, “Our Children”.

**Anti-Discrimination Statement**

Dawn’s Daycare welcomes the opportunity for children and their families to be active participants in our program regardless of race, color, national origin, gender, religion, age, disability, or any other need, so long as our childcare home can physically accommodate. Children with a diagnosed behavioral need must have an IEP plan in their daycare file and we will do our best to serve them as their needs require. All plans will be reviewed annually and updated upon the anniversary of enrollment. We are willing to learn and take training to learn how to best serve any child needs we are unfamiliar with. We can accommodate children receiving services from AEA during childcare hours.

**Orientation Policy**

At the heart of any healthy relationship is communication.

Before enrollment into our program, it is imperative parents know the difference between a child-led, play based program vs adult-led. For this reason, I ask all perspective clients to read our Policy Handbook found on my website: [www.dawnsdaycare-ia.com](http://www.dawnsdaycare-ia.com) Here you will find a compilation of State of Iowa DHS required items as well as policies designed for the operation of our program. These policies are designed for the physical, mental, and emotional health and safety of those enrolled into our care. We welcome the opportunity to provide further clarification and answer any questions you may have after reading our policies.

If, after reading our policies, Dawn’s Daycare sounds like a good fit for your family we can schedule an interview/tour of our program. This is a time for families to become acquainted with Jim and myself and a great time to ask questions about our program and your child’s care.

Together, we will review the necessary forms to be completed for your child’s daycare file before their first day of care. We will also set up and look at the BrightWheel app used for communicating activities during your child’s day in care and discuss payment methods.

Please bring your child along for the interview/tour so we can meet and observe them interacting with the environment. We will want to know their play preferences and dislikes to have an idea of how to make them feel at home while in care. Before their first day, we welcome you to join your child for an hour of play with the other children in care. This can help to make the first full day not as overwhelming for parent or child.

**Provider Background**

Dawn**-**

I am a 1986 graduate of Adel-DeSoto High School in Adel. After graduation I was employed at The Principal Financial Group in downtown Des Moines. In August 1996, I decided the office environment was not for me and set out to find other work. My heart’s desire was to be home for my own children, so I decided to give family child care a try. After all this time I am still in the family child care field and continue to improve my skills in a career I am passionate about!

Jim-

I am a 1985 graduate of Dexfield High School in Redfield. My working career has experience in sales and customer service with Ashworth Standard, Coca-Cola, and Stew Hansen’s Dodge as well as 20+ years as owner of several FedEx Ground routes under J.D.&Son’s, Inc. In 2020 I sold my FedEx business and joined Dawn as co-provider at Dawn’s Daycare. I look forward learning about this new field with on-the-job training as well as taking classes to improve my skills and broaden my knowledge of early childhood!

In 2020, my husband Jim joined me as co-provider and my child care registration to become a Child Development Home Level C-2! This level of registration allows us to have twelve full-time children with a maximum of 4 aged 24 months or younger. Of these, no more than 3 can be 18 months of age or younger. 2 school-age children for no more than 2 hours at a time and 2 part-time children for up to 180 hours/month for a total potential of 16 children. As co-provider, Jim keeps a current CPR/FA certification and is current in his Mandatory Reporter training and is responsible to have no less than 16 hours professional development each year.

**Trainings and Certifications**

As a child care professionals, we are committed to providing quality care in a home-like environment. We believe that family child care offers children the opportunity to learn and grow with siblings and children of differing ages in a supportive, family-like atmosphere. One of the steps we have taken is to become registered with the Iowa Department of Human Resources as a C-2 Child Development Home! This level of registration allows us to have twelve full-time children with a maximum of 4 aged 24 months or younger. Of these, no more than 3 can be 18 months of age or younger. 2 school-age children for no more than 2 hours at a time and 2 part-time children for up to 180 hours/month for a total potential of 16 children. Because of our position as child care providers, we are Mandatory Child Abuse Reporters, meaning that if we have suspicions of child abuse, we are required by law to report it to the proper authorities.

**Formal Education:**

Dawn earned her Child Development Credential through DMACC in 2007 and continuing on with evening classes graduated with a Diploma in Early Childhood Education in May 2010.

**ChildNet 3.0:**

Dawn and Jim have completed the ChildNet 3.0 training program, consisting of approximately 25 hours of classroom instruction covering best practices, business policies and goal setting with action plans. After completing the classroom instruction, a Child Care Specialist from our region’s Child Care Resource and Referral agency visits our program to observe and verify best practices are being used. After the observation a ChildNet certificate is issued. As ChildNet certified providers, we are required to attend 16 hours of annual training. Upon renewal of our state registration every two years, ChildNet certification is reviewed and renewed as well.

**Iowa’s Quality Rating Scale:**

Our child development home participates in Iowa’s Quality Rating Scale (QRS). While this is a voluntary rating system for child development homes, licensed child care centers and preschools, we feel that it is a reflection of the hard work and dedication to my program. The QRS was developed with the goals of raising the quality of child care in Iowa and to offer parents another tool with which to choose a quality child care program. Indicators used to base the star rating include state registration, exceeding required training hours, ChildNet certification, having a working relationship with the Child Care Nurse Consultant, participating in the Child and Adult Food Program, training in the use of the Family Child Care Environmental Rating System-Revised system.

**FCCERS-R:**

Family Child Care Environment Rating Scale-Revised (FCCERS-R) is a training series to help child care providers to evaluate their settings using 38 criteria to create an improvement plan. Using this tool, we can make improvements as the needs of the children change by rearranging, enhancing, adding and even taking away items from the environment to benefit the children’s experiences while in our care. As a self-check as well as one assessment tool for the QRS, we perform a FCCERS-R review on our program every two years, upon our registration and ChildNet renewals.

**PBIS for Infants and Toddlers:**

Positive Behavior Intervention Supports for Infants and Toddlers is a 32-hour class with an onsite consultation piece to help the provider implement what is learned in class and set goals for their program. Through this class series I learned the importance of a strong attachment between child and provider to create a foundation of trust and security for each child. When the child feels secure with their caregiver, they can explore their environment freely and learn through play and interactions with peers. Research has shown increased brain growth in infants and toddlers with healthy attachments with their caregivers than infants and toddlers who have not developed a healthy attachment to their caregivers. Furthermore, when caregivers are involved in the children’s play, social skills can be modeled and practiced, leading to a more successful transition to their formal education in kindergarten and beyond.

**PBIS for Preschoolers:**

Positive Behavior Intervention Supports for Preschoolers is a 32-hour class in which I have learned how to effectively model and teach behavior skills to children. I have successfully integrated it into my program and happy to share any of my resources with you. I work with each child to see that they learn how to use their words effectively and make the best choices for solving problems.

**EC-PBIS for FCC**

Early Childhood Positive Behavior Intervention Supports for Family Child Care is a class series developed in the fall of 2013 to support the needs of providers in family child care with behavior management in a mixed aged setting. This training consists of 20 classroom hours where I was able to network with other family child care providers, gaining knowledge from their experiences and sharing my own. Because family child care providers can have children from newborn through school age in care all at the same time, it is valuable to have this type of training available to gain strategies in managing the stress of the job and strategies to help children learn acceptable behaviors to model to younger children and have successful social experiences when they leave my program. \****Jim completed this series in April 2021!***

**Every child Reads**

This series consists of 20 classroom hours spent learning strategies to expand vocabulary, develop phonemic awareness and how to recognize the proper time to introduce new developmentally appropriate material to children.

**CACFP**

An important part to providing quality child care is to participate in the Child and Adult Food Program. This means that we plan nutritionally balanced wholesome foods for meals and snacks. Children are encouraged, but never forced to eat a variety of foods. We supply infant food including formula, cereals, and vegetables. There is no charge to parents for any meals or snacks provided. As a CACFP participant, we are required to have a 2-hour training specifically addressing nutrition for children birth through school age each year.

**No Smoking Policy**

The Iowa Smoke-free Air Act prohibits smoking in almost all public places and enclosed areas within places of employment, as well as some outdoor areas. Under the Smoke-free Air Act, it is prohibited to smoke in or on the property of a Child Development Home. Our policy extends to all types of tobacco, nicotine and electronic smoking device products (i.e. not only cigarettes, all tobacco, ESD’s and nicotine products not approved by the FDA for smoking cessation). This policy extends to entire child care property at all times, including daycare sponsored and non-sponsored events for all employees and visitors.

For more information go to: <http://smokefreeair.iowa.gov>

[www.tobaccofreekids.org/facts\_issues/tobacco\_101](http://www.tobaccofreekids.org/facts_issues/tobacco_101)

[www.fda.gov/ForConsumers/ConsumerUpdates/ucm173401.htm](http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm173401.htm)

[www.bmj.com/egi/content/full/321/7257/362](http://www.bmj.com/egi/content/full/321/7257/362)

**Open Door Policy**

You are welcome to visit your child at any time during their day at child care. For families with breastfed infants, space is available for mothers to nurse their infant during the day if they desire. Upon arrival, children’s shoes, coats, and personal belongings are stored in their labeled locker. Child is checked in by provider on BrightWheel app, child’s temperature is taken and recorded, hands are washed and then off to play they go! After all children have arrived each day, we do keep the doors locked for everyone’s safety. You will have to knock or ring the doorbell for us to let you in. Please keep in mind that nap/rest time typically happens between 12:00 p.m. and 2:00 p.m. each day, so a gentle knock on the door is appreciated during these hours.

**Communication**

We believe open communication between parents and providers prepares the way for a healthy experience for the child and our business relationship. We will conference with you as you bring your child in the morning, asking about the child’s evening and overnight experience. This information will help me support your child’s during our day. We will take and post a video to our private Facebook page each day of the children engaged in play and add pictures to this throughout the day. At the end of the day, we will share some highlights in addition to posting daily events on your child’s personal BrightWheel page. Our monthly newsletter will communicate upcoming activities and program needs that pertain to your child’s daycare experience.

**If at any time you have a concern, do not hesitate to contact me. I am always available to talk with parents. Phone calls, e-mail, or texting are all means of communication which can be utilized if drop off or pick up times are not appropriate. I am available to talk on the phone most days during nap time (*typically between 12:30-2:00*).**

**Daycare phone: 515-758-2272 Text: 515-491-6405**

**Email:** [**daycare.dawn@gmail.com**](mailto:daycare.dawn@gmail.com)

**\*Please keep in mind that excessive texting and messaging during active times of our day decreases the quality of care we can provide the children. Texts and messages will be responded to when time allows – typically nap time.**

**Drop-off and Pick-up Procedures**

* **Child must be accompanied by their parent/guardian during drop-off and pick-up.**
* **No cell phone use is permitted during drop-off or pick-up.** This is an important time to exchange information regarding your child’s previous evening or their experience during daycare hours.
* Parent & child will place child’s shoes/coat/backpack into their assigned locker .
* Parent will stay with child until provider checks them into BrightWheel and records their morning temperature into BrightWheel.
* Provider will help child wash their hands before entering the play area. After handwashing, provider will help the child transition to play.

**Please do not linger in the locker are once provider has taken them to wash hands as it often causes a difficult transition experience for the child. Please leave once your child has entered daycare with the provider.**

* Pick-up time may happen in the backyard or inside daycare depending on the weather. When your child is picked up from the backyard, please take a minute to check their locker for any personal items that need to go home.
* Always ask about your child’s day! There may be additional highlights to share☺
* Saying ‘goodbye’ or ‘see you tomorrow’ helps children learn manners and social skills
* Provider is responsible for checking children out of BrightWheel each day.

**Will you be joining us today?**

Life with children is often busy and unpredictable! Communication is key is a healthy parent/provider relationship. Please send a message via BrightWheel messaging or a text message when attendance plans change due to illness, schedule change or life event. Dawn’s cell is 515-491-6405 and Jim’s is 515-321-2700.

To reduce the risk of children being inadvertently forgotten in the vehicle during the workday, a text message will be sent to the parent of any child not checked into daycare by 8:45 a.m. asking if the child will be joining us at daycare today. Please do not be upset if you have already told us about a planned absence, this policy is in place in the best interest of the child.

**Supervision**

Monitoring devices will not be used in child care.

As your child’s care providers, we will directly supervise infants, toddlers and preschool children by sight and hearing at all times, even when the children are sleeping. We move about the environment often to check on play in all child accessible areas.

This is the best way to ensure children’s safety whether at child care and at home. ‘Monitoring devices such as video or sensor devices attached to the child can cause unnecessary worry and give little to no protection from SIDs’ (HealthyChildren.orgTheTruthAboutHomeApneaMonitorsForSIDs). *(****C1****)*

**Guidance and Discipline Policy**

We offer an environment and routine that is supportive and respectful of the children’s needs. Exploration is encouraged and creative learning happens with child-friendly play areas and by following regular routines for eating, playing, and resting. There are but two rules to guide the children.

People are not for hurting, and We do not hurt property. Simple manners are also modeled and taught throughout the day. When conflicts do happen and require adult intervention, children are guided through problem solving by getting down on their level, hearing both sides of the story and asking both for and offering suggestions. It is important that the children feel that we are here to assist when needed and not to judge them. Our goal for the children in assisting them in this way is that they will develop self-regulation and learn to negotiate, compromise and problem solve with their peers.

We will not physically punish your child by spanking, slapping, or hitting. Instead, we use redirection, time away or simply choose to ignore the behavior. Our goal is to develop a strong sense of self-discipline and self-esteem. We will share any problems that occur during the day with parents as soon as possible.

During our day it is easiest to communicate by BrightWheel messaging, text message, phone call during naptime or by email. Be assured that we will handle any problem that arises to the best of our ability and in the most positive way possible in order not to harm your child’s self-esteem. Please do not punish your child for difficulties they have during their day at childcare but rather continue to teach respectful basics at home. With continuity between childcare and home, children will be less likely to experience suspension, expulsion, or punitive disciplines.

**Preventing Expulsion Policy**

Not all of child development is cute and pleasant. Just knowing this helps adults and caregivers to understand there will be times of stress and struggle during every child’s development from infancy to school-age and even beyond into becoming an adult. Dawn’s Daycare aims to work with children and families during your enrollment with us – through the difficult times and the pleasant. Education opportunities such as **E**arly **C**hildhood **P**ositive **B**ehavior **I**ntervention **S**upports for Family Child Care is where we learned how to work with children and help them learn positive interactions with peers. Because family childcare providers can have children from newborn through school age in care all at the same time, it is valuable to have this type of training available to gain strategies in managing the stress of the job and strategies to help children learn acceptable behaviors to model to younger children and have successful social experiences when they leave our program.

Should out of the ordinary developmental concerns or behaviors arise, we will work with the parents to see what strategies you may have tried to maintain consistency for your child between home and childcare. With parental permission, outside agencies may be called upon to assess the child for external support services if deemed necessary.

Support services can often be delivered at childcare during their time in care as to not upset routine. Even with best intentions and efforts, we realize that Dawn’s Daycare is not be the best option for everyone. For the safety of all enrolled, if harmful behaviors persist and cannot be resolved, we will terminate enrollment.

**Confidentiality Policy**

As child care professionals, we will have information in records or personal knowledge concerning your child’s skills and abilities as well as family situations. We respect the position we are in and the importance of keeping your private information confidential. Children’s files are kept in a locked, fireproof safe and only DHS compliance workers and childcare nurse consultants are allowed to view these files when conducting childcare record reviews. Please remember that we will handle all situations that may arise during the day to the best of our ability and problems will be addressed in the proper manner. Always remember to put yourself in the other person’s shoes when situations arise and there may be a desire to know more. No one wants to be labeled as the problem or the person with the problem.

If/When an incident calls for widespread communication to all daycare families, we will post a BrightWheel message to all families advising of health concerns and symptoms to watch for without naming specific child or family names.

**\*\*Children’s Files**

Iowa DHS requires registered Child Development Homes to keep a file for each child enrolled in their program. All forms must be completed and turned in to me **before** your child’s first day of care.

**Each child is required to have on file:**

* Enrollment Information form
* Child Health Exam Record (*updated per well-child visit for children under 24 months and annually for older children*)
* Blood lead level test results at 12 and 24 months (*test at least once if older than 24 months)*
* Emergency Medical Treatment Authorization
* Authorized Persons form
* Excursion and Activity Permission
* Dental Statement of Oral Health for children 2 years and older (*updated at least annually)*

These forms are required for your child’s well-being and protection as well as my own. Children under 24 months are required to bring an updated physical and immunizations update after **each** well-check visit.

**\*\*\*Additional forms that I require at the time of enrollment are**:

* Parent/Provider Contract
* Policy Handbook signature page
* Permission to photograph
* Permission for water play
* Permission for sunscreen
* Emergency lanyard form
* Age appropriate ASQ

As your childcare provider we are required to maintain a file for each of us, containing a physical every three years. Our immunizations are up to date and we are sure to get the recommended flu and booster shots as they become necessary. In March 2021, we received both doses of the Moderna COVID19 vaccine. We will get any recommended booster shots as well.

**Assessments**

As your child develops and grows, you want to be certain they are meeting milestones in addition to gaining the skills and knowledge they will need to become successful in kindergarten and beyond.  We believe in a child led and inquiry-based curriculum that is unique for each child and where they are in their developmental journey.  To assess their progress, we offer the ASQ Assessment which is designed to screen child development between the ages of 1 month and 66 months.  The ASQ tool is used to identify children’s milestone achievements and help identify if any additional evaluation and/or intervention strategies are needed. Parents will fill out the age appropriate ASQ at your child’s enrollment and continue every 6 months until they leave for kindergarten. Although there are many developmental assessment tools available, we chose the ASQ due to its having met received the Measurement Tools Rating of "A - Psychometrics Well-Demonstrated" based on the published, peer-reviewed research available.

**Immunization Policy**

If recommended immunizations cannot be administered because of a medical condition, a statement from the child’s healthcare provider documenting the reason why the child is exempt from the immunization requirement MUST BE in the child’s file PRIOR to the first day of care. If immunizations are not given due to parent’s religious beliefs, a signed waiver must be in the child’s file PRIOR to the first day of care. Dawn’s Daycare is advised to consult an attorney when an unimmunized child is considered for enrollment due to the additional risks involved. If a child who is not immunized is in care, a message will be sent to all families enrolled, alerting to the risk of preventable diseases.

**Nurse Consultant**

As a Family Child Development Home, we utilize the services of Kelsey Marmon as my Child Care Nurse Consultant. Kelsey’s role is to provide education and advice on health and safety issues on site, over the phone and via email. She can provide referrals to community services for children and families. For our childcare business, Kelsey conducts health and safety reviews and recommends changes for improvement; she conducts child record reviews and facilitated the process for making children’s files complete; she conducts injury prevention reviews and recommends changes for improvement.

**Kelsey Marmon, RN, CCNC, CLS**

**Child Care Nurse Consultant**

**Maternal Child Health Nurse**

Warren County Health Services

301 N. Buxton, Ste. 203

Indianola, IA 50125

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[kelseym@warrencountyia.org](mailto:kelseym@warrencountyia.org)

**Daily Health Check**

We conduct a visual health check of each child each day. This health check is conducted as part of the drop-off routine. We observe each child’s appearance and demeanor as well as ask questions about the prior evening or weekend experiences while conferencing with the parent and by conversations with the child. The health check will address:

* Changes in behavior or appearance from observations of previous day’s attendance.
* Skin rashes, itchy skin or scalp
* Elevated temperature or flushed appearance
* Complaints of pain or not feeling well
* Other signs or symptoms of illness such as drainage from the eyes, vomiting or diarrhea, etc. If it appears that the child may not be healthy enough to be in attendance, you will be asked to have the child seen by a physician before they may be left for care that day. *\*In this case, a note from physician stating the child’s symptoms are not contagious and the* *child is well enough to attend child care the same day is necessary.* We realize this may be an inconvenience or cause a missed day from work, but please keep in mind that We do this check for ALL children in my care in order to provide the healthiest environment and to reduce the spread of illness for everyone. Please DO NOT medicate a child to mask symptoms of illness before bringing them to child care as this exposes everyone to illness and prolongs the recovery of all involved. Children in care can range from newborn to 5 years. A virus for a newborn can be much more detrimental than to a 5-year-old. Please be considerate in your decisions.

**Sick Policy**

Sick policies are in place to protect your child, other children and providers. Sickness can spread quickly among children and may be very hard to rid once it starts. If one of us become ill, we will call you as soon as possible. This may mean the night before or before 6:00 a.m.

Should your child develop a fever of 101 degrees or higher while at child care, you will be notified by phone call and expected to make arrangements to have your child picked up within 1 hour by yourself or someone listed on the Authorized Persons form in your child’s daycare file. If we do not reach you directly, a voice message will be left and a text message that your child needs to be picked up from child care within the hour will be sent. No fever reducing medication will be administered to your child. The child will be kept separate from the rest of the children while they are waiting to be picked up.

**Children cannot attend if one or more of the following conditions exist:** a) the child has an illness that prevents the child from participating comfortably in activities as determined by the child care provider; b)the illness results in greater need for care than the child care provider can provide without compromising the health and safety of the other children as determined by the child care provider; c) if a child has any of the following symptoms:

**Fever** – accompanied by behavior changes such as lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing or other signs unusual for the child.

**Vomiting** – two or more episodes in the previous 24 hours

**Diarrhea** – defined as watery stools that cannot be contained in the diaper (3 or more in 8 hours)

**Skin rash** – other than diaper rash or prickly heat, must be seen by a physician and cannot return without documentation stating rash is not a communicable disease.

**Hand Foot and Mouth –**  incidents of hand foot and mouth will result in affected child being excluded from childcare until **ALL sores** are scabbed. If any new, unscabbed sores are discovered by provider after child has returned, parent will be called to immediately pick up their child. This illness is **highly contagious** and spreads quickly if mismanaged.

**Any other communicable disease – *See attached Guide to Childhood Illness (B)* for more common childhood illnesses and guidelines.**

**Lice** – child may return after first treatment and lice nits have been removed.

* Should a child be diagnosed with a communicable disease such as COVID19, Measles, Mumps, RSV, Chicken Pox, Hepatitis, Meningitis, Rubella, Salmonella, or Tuberculosis, I will notify the local health department as well as all parents and guardians in my care. Children’s confidentiality will always be maintained.

*We are Mandatory Reporters of child abuse – sexual, physical, emotional, and neglect. By law, any suspicions we have that abuse may have occurred is to be reported to the proper agency for them to investigate.*

**Pandemic Policy**

Although rare, the COVID-19 pandemic of 2020 shows that it is prudent to have policies in place for such events. We are learning through this unprecedented event that child care is considered an essential service and should remain open for essential workforce as long as it is safe to do so. My policy is to remain open for families who are not able to keep their child home during the event. Child care will follow all recommended guidelines as issued by IDPH and DHS for program health and safety. Should it be recommended that daycare close, I will comply for the length of recommended time. When it is deemed safe to re-open, I will do so and resume business as usual following guidelines by IDPH and DHS for program health and safety.

\*Current IDPH, DHS and CDC Childcare Guidance is available to parents in the entryway and also upon request

**Health and Safety Procedures**

In order to provide a healthy environment for your child and family, we take very seriously the responsibility to provide a clean and sanitary environment.

* We follow proper hand washing technique as outlined by IDPH. 1) Turn on water and wet hands. 2) Apply liquid soap to hands (we typically use foaming soap). 3) Rub hands together vigorously (*palms, backs of hands, and in between fingers)* while singing a nursery rhyme/ABC’s or counting to 20. 4) Rinse until free of soap. 5) Dry hands with disposable paper towel. 6) Turn off water using paper towel. 7) Dispose of paper towel in lined, foot pedal operated trash container.
* We wash our hands before and after all meals/snacks are prepared; after diaper changes; after assisting in or using the restroom; after wiping noses; coming in from outdoors; after cleaning; handling the garbage; and before and after eating. Before children have learned the proper hand washing technique, they are assisted with the washing of their hands.
* Children wash their hands, with our assistance when needed, upon arrival at daycare, after handling pets and other animals, and before and after receiving medication in addition to the previously named situations.
* Cleaning and sanitizing of food preparation surfaces are done by washing with hot soapy water, rinsing, and then spraying with SolUGuard Botanical spray 50/50, letting it stand for 1 minute and then wiping with a paper towel.
* The bulk of our toys are cleaned by running them through a cycle in the dishwasher or washing machine and dryer. Other toys and shelving are washed and sanitized by hand using the same method as food preparation surfaces. Mouthed toys are removed throughout the day after the child has finished playing and run through the dishwasher before being returned to play areas. Machine washable toys are laundered each week or more often if needed.
* Diaper changes only take place at the diaper changing station. All diapering supplies are kept here. Diaper changing procedures are followed as on the posted ‘Diaper Changing Procedures’ poster. Disposable changing paper is used under each child to aid in germ and contamination control. Disposable gloves are worn during the process of all diaper changes. Soiled diapers, gloves and changing paper are disposed in a tied plastic bag and placed in a lined, step operated trash container (BM diapers are taken to the outside garbage receptacle immediately after changing). The changing table is then sprayed with SolUGuard Botanical 50/50, after 1 minute of dwell time I wipe down with a paper towel.
* Soiled clothing and underwear will be changed in the same location and manner as diaper changing. Soiled clothing and underwear are bagged and sent home without rinsing to prevent contamination at daycare. (*See attached Guidance for Changing Soiled underwear for Toddlers)* **(E)**
* Schedule for Cleaning and Disinfecting surfaces and toys (*see attached)* **(F)**
* SolUGuard Botanical 50/50 Disinfectant is mixed and stored in spray bottles for the kitchen, bathroom, and diaper changing areas. This solution is throughout the day as needed on kitchen surfaces and bathroom surfaces.
* All cleaning supplies are stored out of the reach of children.
* We maintain current certification in infant, child and adult CPR and First Aid. Certification cards are kept in my training binder. In the interest of best practice, every three years we take training in the areas of communicable diseases; how they are spread, prevention of communicable diseases; common childhood illness and their management; infection control and injury prevention; and ways to reduce the risks for illness and injury in child care.
* We use a weather radio for to keep us informed of severe weather conditions in the area to aid in safety decisions.
* Fire extinguishers are certified annually.
* First aid kits are stocked as recommended by the National Health and Safety Performance Standards. Contents are reviewed and restocked after each use.
* Annual Child Information Updates and Emergency Medical Authorization Forms are collected each January.
* Regular safety checks are performed on all play items used at daycare. Indoor toys and equipment receive a daily visual inspection and weekly inspections while deep cleaning. Outdoor equipment is visually inspected daily as we play. Weekend maintenance allows for more thorough checks of outdoor toys and equipment. Equipment checks, both indoor and outdoor are recorded in my Calendar Keeper. Items removed from play are recorded here as well.
* Toothbrushing is not offered during daycare hours due to the inability to safely do so with confidence of no germ spread. Oral health is vital to proper growth and development! Please be sure to use proper toothbrushing morning, evening at a minimum while at home!

**Meals and Snacks**

**Please do not send food from home.**

Dawn’s Daycare participates in the Child and Adult Food Program (CACFP). This is a federally funded program where meals sites and childcare settings are reimbursed a portion for serving healthy meals and snacks. All families enrolled are required to fill out a CACFP enrollment upon enrollment and then again, each year upon the CACFP new year each October. Requirement of CACFP is to serve whole grains each day, foods containing vitamins A and C throughout the week, milk is offered at each meal/snack, water is always available and juice and other high sugar cereals, and snacks are not offered. All meals and snacks are prepared on site. We aim for variety by offering a non-meat meal once per week and fish once each week. Fun, child loved foods such as pasta, pizza, hot dogs, and the like are sprinkled in throughout the month. Meals are served with developmental appropriateness in mind by cutting foods into smaller pieces for young children and always keeping an eye on older children as well to be sure they aren’t eating too fast or filling their mouths too full. Children are never forced to eat but we do encourage a ‘try taste’. If children choose not to eat what is offered, we do not offer an alternate meal or snack. Our policy is to create nutritional monthly menus and distribute with the monthly newsletter so you know what your child will be offered on any given day. Although we do publish a menu, there will be times when we adjust what is served based on who or how many are in care any given day. Regardless of adjustments, parents do see what children are served each day via BrightWheel postings. Breakfast begins at 8:00 a.m. (school-age eat upon a.m. arrival, lunch begins at 11:00 a.m. and afternoon snack typically is served at 2:30 p.m. (school-age eat when they arrive after school).

\*\*Regarding birthday treats, please always check to see about any food allergies before sending a special treat. If you desire to bring treats, consider sending healthy treats such as fruit or non-food treats to share at daycare. Cake, cupcakes, and cookies aren’t easy for all ages to enjoy and oftentimes aren’t eaten at all but rather crumbled and played with.

**Strangulation Prevention Policy**

Unintentional strangulation is something we actively work to prevent. We chose window coverings that are free of cords, our loose parts and dramatic play items do not include loops or strings that can fit over a child’s head, pacifiers are used free of any type of string/ribbon attached. Please consider pacifier safety for use at home. Our outdoor play areas do not include any type of railing, our outdoor dress-up items all have hook and loop fasteners for easy release should they be pulled on. Manipulatives, such as beads and laces, are only used in a provider-led small group and then stored out of reach. Clothing with drawstrings should have the strings removed before wearing to daycare.

**Medication Policy**

If your child needs prescription medicine for a health condition or illness, it is preferred the dosage be administered outside of child care hours. If medication must be administered during child care hours, ask the pharmacist to provide a separate labeled bottle to be kept at child care. Prescription medications must be labeled with child’s first and last name; date prescription was filled; prescribing doctor’s name; the name and strength of the medication; dosage and time to be administered; medication expiration date; and date of last dose. Medication bottles are required to have child resistant caps. **\*\*A copy of the Medication Fact Sheet for any medication your child is taking, whether prescription or non-prescription needs to accompany the medication so that I am aware of possible side effects while in my care.** Parent will need to fill out a Monthly Medicine Record form **at drop off time** before any medication (prescription or over the counter) can be administered to the child. We will note on the form the time of day medication was given. Prescription medications will be given **only** with a doctor’s written consent. Refrigerated medications are stored in the refrigerator in a sealed container. Non-refrigerated medications are stored on a high shelf, just inside daycare, in a locked container.

\*\*Children’s illnesses are recorded on the Calendar Keeper attendance pages. This information is only used by us to track the type of illnesses in childcare throughout the year.

**Allergies**

The health and safety of your child is extremely important. In order to provide a safe environment for a child with a food allergy, we will seek out training for your child’s specific allergy and develop a plan to support their need as soon as we are made aware. Training shall include:

1. Preventing exposure to the specific food(s) to which child is allergic
2. Recognizing symptoms of an allergic reaction
3. Treating allergic reactions

If your child has a food allergy, an action plan developed by the child’s health care provider must be kept on file at daycare. Action plans shall be reviewed and updated, at a minimum, annually. Action plan shall include:

1. Written instructions regarding the food(s) to which the child is allergic and steps to be taken to avoid that food.
2. A detailed treatment plan to be implemented in the event of an allergic reaction, including names, doses, and methods of administration for any medication that the child should receive in the event of a reaction. The plan shall include specific symptoms that would indicate the need to administer one or more medications.
3. An epinephrine pen, inhaler or other medication supply will be kept at daycare for use in case of an emergency. **This medication supply will not be allowed to leave the daycare facility.** Parents are responsible to have medication that travels with the child should an authorized person need to pick up child from daycare. This medication is required to be labeled with child’s name, medication name, dose amount, prescribing physician and expiration date. Prior to the expiration date, the parent will replace emergency medication. Medications will be checked for expiration every six months.

***Parents will be notified upon any suspected or real exposure to food allergen. If epinephrine treatment is administered at daycare****,* ***I will call 911 for emergency medical services and then call the parents and lastly the child’s physician to inform of the treatment for allergic reaction.*** In order to maintain confidentiality, we will post in my monthly newsletter the food allergy we have at daycare but will not include a name. This is done so that other families know what allergen we are avoiding and can take extra caution not to expose their child to the allergen prior to coming to daycare. *For example, if there were a peanut allergy at daycare, do not offer your child a food item containing peanuts before bringing them to daycare.*

In addition, allergy information will be visibly posted in the food prep area. Please keep in mind that the children may share information with parents at home without our knowledge. We take very seriously my position as your childcare provider and will maintain confidentiality to the best of our ability.

**Potty Learning**

Learning to use the potty is an important life skill that will come naturally for every child when they are developmentally ready and have decided they want to add the potty to their daily routine. Although many people freely offer their opinion on the matter, forcing this responsibility on a child when it is not their desire will end up delaying the process altogether.

The use of Pull-ups during the potty ‘training’ period is supported, but only after the child shows interest in the potty and is ready to make the potty part of his/her routine. The child must be able to pull up and down their pull-up and will be assisted on and off the potty. Wiping bottoms is my responsibility at daycare until I determine they are able to do so independently. This is to control the risk of fecal matter contamination type illness in my program. When your child is able to wipe at your house is completely up to you and your comfort level.

Upon your child’s readiness, we will support the process of learning this skill. Signs of readiness include:

* Dry for long periods of time
* Child has the verbal skills to express the need to toilet, meaning the child tells the adult when they need to use the potty
* Child has the ability to pull up and down their pants independently
* Potty chairs are not allowed at daycare due to the risk of contamination and no floor space to accommodate one. A toilet insert may be used so long as the parent provides one for daycare use. No sharing of potty inserts will be allowed. Child’s name will be written on the insert. Provider will sanitize the insert after each use with SolUGuard water solution. Inserts will be stored in the bathroom areas at daycare.

1. Parents must be willing and agree to support the skills and practice of potty ‘training’ at home once the process begins.
2. **Parent agrees to dress the child in clothing that promotes independence during potty ‘training’ and continue to do so until potty skills are mastered. This specifically means a) no bib overalls. b) no pants with buttons, snaps or other fasteners. c)no onesie type shirts with snaps at the crotch.**
3. Best bottoms for the potty ‘training’ period are elastic waist pants such as sweatpants or leggings.
4. Parent will need to supply several pair of **underwear, pants and socks** to have on hand at daycare for necessary clothing changes.

**\*\***Items 2 and 3 are required until potty skills are mastered

Remember, we are in this together! With consistency and support your child will adjust to using the potty on *their* timeline.

**Transporting children**

We do not transport children by vehicle; however, we do take walks when possible. Non walkers and very young ride in a stroller and pushed by provider. I pair an older child with a younger child and will often have children hold the side of the stroller to maintain order along the way. Provider will be to the rear of the group to ensure everyone is following safety rules. We perform a headcount before leaving daycare and another before leaving our destination to return to daycare. Children are closely always supervised during our excursions to ensure everyone’s safety.

**Emergency Procedures**

In the event of an emergency, we will take immediate steps to ensure your child’s safety and will contact you as quickly as possible. At the beginning of each year, families are asked to fill out a fresh Child Information and Emergency Medical Authorization to update our Emergency folder in our traveling backpack. During evacuation drills children are counted as we leave for our drill, once we have reached our evacuation destination and upon returning to our safe place for ongoing care. Our emergency plan information is routinely reviewed and updated as needed.

**Injury:** in the event of a child injury while at daycare, first aid is administered as necessary first and then recorded on the BrightWheel App as well as text the parent to advise of the situation. An injury report is filled out, signed by the parent and provider, then a copy is filed in the child’s daycare file.

**Dental:** in the event of a dental emergency, first aid is administered as necessary first, record of injury is noted on BrghtWheel App and then parent is called to advise of the injury. The parent will make the decision whether a dental visit is necessary. An injury report will be filled out, signed by parent and provider and a copy filed in child’s daycare file. *See attached (****G****)Dental Emergencies*

**Medical:** in the event of a medical emergency, first aid is administered as necessary and if needed, call 911. In the event the child would require transporting to the hospital, the child’s Emergency Medical Authorization form will be sent with them and the ambulance personnel. Parents would then be called and notified to meet the ambulance and child at the hospital noted on the child’s form. Provider will not accompany the child in the ambulance to the hospital.

**Fire:** in the event of fire, our meeting place is behind the garage. From here we will walk to Chuck and Marilyn Gonseth’s home at 335 NW Elm Ave. Fire drills are practiced each month at random times and recorded on the log in the daycare entrance. Batteries are replaced in smoke detectors twice per year at daylight savings time adjustments.

**Tornado:** in the event of a tornado, we go to the main house basement where we have a tornado shelter under the stairs. Tornado drills are practiced each month at random times and recorded on the log in the daycare entrance.

**Uncommon natural disaster:** such as blizzard, flood, or power outage will be handled using a plan that fits at the time. A blizzard that strikes suddenly, making driving impossible would mean that any child at child care would be kept overnight for a fee equal to the current daily rate at the time of the event. Depending on how widespread and devastating a flood would be, child care may or may not be available at the current location. Power outages would make caring for children unsafe and impossible, however a back-up generator was installed in 2017 making closing due to power failure much less likely to happen.

**Water main break:** in the event of a water main break causing water service at our child care home to be affected, daycare services cannot be offered in a sanitary manner and therefore daycare will be closed until water service is restored.

**Lost child:** As your child care provider, we take very seriously the responsibility you have placed in us in caring for your child. We take precautions for the safety of each child in our program such as providing a fence with secured gates surrounding our outdoor play areas. Transition times include counting children to be certain no one has been inadvertently left behind. If a child would become missing while in our care: 1) We would look for the child around the immediate area to be certain the child is not hiding. 2) 911 would be called and given information necessary to identify the lost child. 3). Parent would be called and notified of the situation and an incident report will be filled out, signed, and filed in child’s daycare file.

**Lock down and lock out –** Our doors are locked as soon as all have arrived each day as a standard practice. If there would be a safety situation where we would need to lock-down or lock-out, we would stay indoors, draw the curtains, stay away from windows and doors as wells as shut off all the lights. After taking these initial precautions we will call law enforcement and/or wait for further direction. As with any emergency parents will get notice of this happening via BrightWheel messaging.

**Daily Routine**

Our days are extremely flexible and rarely look the same day to day. Aside from meal/snack and rest time, the children decide the direction of our day. Meal/snack and rest times are generally ‘scheduled’ as follows:

6:30-8:30 Arrival/Breakfast/potty/free play

11:00 Lunch prep/children transition for lunch

11:30-12:30 Lunch/potty/lay down for rest time

2:00-2:30 up from nap/potty/put away nap supplies

2:30-3:30 Snack time

5:30 daycare closes

***Naptime -*** Every child in our care participates in afternoon rest time to renew for the second half of the day. Children 1 yr. and older are provided a nap mat with fitted sheet to rest on. Infants sleep in their crib with fitted sheet and have their own unique schedules for feeding and sleeping. All sheets are laundered each Friday, unless otherwise necessary and blankets are laundered daily with other washable play items at daycare. Soft, calming music is played during naptime. Nap mats are spaced 3’ apart unless there is a solid barrier between mats. Naptime is supervised by one provider in the room while the children nap. Provider visually checks on children frequently during naptime. We use the dishwasher cycle as a guide for ‘length’ of nap. When the cycle is over, those awake may get up and play quietly until others wake – unless it is snack time in which case, they may eat their p.m. snack. We support their resting needs as each child expresses.

Bathroom breaks and diaper changes are not limited to times listed. We do provide breakfast and lunch each day as well as afternoon snack. Please let us know if your child has any food allergies! In order to maintain fairness to all children we ask that your child does not bring food of their own to child care. In case of birthdays, please consider a non-food treat for sharing with child care kiddos if desired.

**Media Policy**

Our daily routine does not have time set aside for media use or screen time. On occasion, we will allow IPTV during a transition such as before lunch or after nap. Children are never required to participate. As part of family communication, Jim and I will post to BrightWheel throughout the day in addition to taking and posting pictures to our Dawn’s Daycare Facebook page. This is done as efficiently and quickly as possible so that supervising the children is not compromised. Personal media use for staff is limited to naptime.

**Infant Care Policy**

In keeping with best practice guidelines, we take the following steps in providing a quality experience and environment for infants placed in our care.

* Monitoring devices will not be used in child care.
* All children are physically monitored by sight and sound while at play and while resting. This is the best way to ensure their safety whether at child care and at home. ‘Monitoring devices such as video or sensor devices attached to the child can cause unnecessary worry and give little to no protection from SIDs’ (HealthyChildren.org TheTruthAboutHomeApneaMonitorsForSIDs). *(****C1****)*
* All infants under 12 months of age will be placed on their backs on a firm in a labeled portable crib with a tight-fitting mattress for sleeping. *See handout ‘Sudden Infant Death Syndrome and the Child Care Provider: Setting Policy on Infant Sleep Position (****C****)*
* Should an infant arrive to daycare sleeping in a car seat or fall asleep outside of a safe sleeping environment, they will be immediately moved to their labeled crib until they wake.
* Pacifiers will be permitted during rest time while in the crib. Pacifiers are sanitized by running through a cycle in the dishwasher at the end of each day. Absolutely no pacifiers will be used with string or ribbon clips attached.
* Infants are fed on demand and not a strict feeding schedule.
* Infants will always be held during their bottle feedings. Mobile infants are not permitted to carry their bottle with them during the day.
* Breastmilk is nature’s perfect source of nutrition for young infants. If desired and able to do so, space is offered for breastfeeding mothers may privately nurse their baby during daycare hours. A printed brochure called Benefits of Breastfeeding is included in my resources for parents.
* We follow guidelines from the American Academy of Pediatrics for safe storage and use of breastmilk. Individual supplies of breast milk will be stored in the freezer at daycare in bags labeled with the infant’s name, date the milk was expressed, and number of ounces contained in each. Breast milk is thawed under running water. Any remaining milk is disposed of after child has eaten or within 2 hours of feeding. All bottles are prepared just before each feeding. Any remaining milk/formula is disposed of after child has eaten.
* Bottles and nipples are washed and sanitized by running through the dishwasher.
* Older infants are offered a variety of solid foods that are appropriate texture for their developmental readiness.
* Diaper changes only take place at the diaper changing station. All diapering supplies are kept here. Diaper changing procedures are outlined and followed as on the posted ‘Diaper Changing Procedures’ poster. Disposable changing paper is used under each child to aid in germ and contamination control. Disposable gloves during the process of all diaper changes. Soiled diapers, gloves and changing paper are disposed of in a plastic bag, tied and placed in a lined, step-operated trash container. After handwashing for both the child and I, mist the changing table with Sol U Guard Botanical 50/50, let stand for 1-minute dwell time before wiping with a paper towel.
* We maintain current certification in infant, child and adult CPR (biennial renewal) and First Aid (every three years). Current certification cards are posted in the daycare entry area. In the interest of best practice, every 3 years I take training in the areas of communicable disease and how they are spread, prevention of communicable diseases common childhood illness and their management, infection control and injury prevention and well as ways to reduce risk for illness and injury in childcare.
* Both Dawn and Jim have completed basic Safe Sleep training. (Essentials Preservice Series, Module 8)
* Infants are allowed to enjoy as much floor time as they desire. We will supervise their play to ensure their safety but only enter their play when indicated by the infant. Unless sleeping, infants go outdoors with the rest of the group for fresh air and interactions with nature. Infants are typically placed on a blanket in a shady area for outdoor play. If infants are sleeping when we go outdoors, we will not wake them but rather keep the door open to observe from the door both the outdoor play and the sleeping infant. Once the infant is awake, they will join the group outdoors. During windy conditions, infants are outdoors in their car seat with a light blanket to protect them from the wind as it makes it hard to breathe for the infant.
* Tummy time is an important exercise for strengthening shoulder and back muscles. We will position infants on their tummy as they tolerate it. Immobile infants should never be allowed to sleep on their tummy – *tummy for play & backs for sleep*!
* Infants are included during ‘story time’. As a play-based program, we do not interrupt the children for a teacher led activity. We do read to the children throughout the day upon request. Non-mobile and mobile infants are held on the lap to read daily, offering books with engaging pictures, simple words and made with appropriate material (cloth, board and books with durable pages). When reading to older children, infants and older infants are held while reading when they indicate interest.
* While television is rarely used in the program and tablet time is not offered as entertainment, infants are never positioned to watch the television when it may be on.
* All bedding is laundered on Friday, or more often as needed. Plastic toys and pacifiers are run through a dishwasher cycle at the end of each day.

**\*\*Items to be supplied by Parents/Guardians:**

* Extra set of seasonally appropriate clothing
* Diapers
* Pacifiers
* Breast milk
* Bottles and nipples
* Items of comfort (blanket/doll)
* Diaper ointment
* Sunscreen (if not using the brand supplied)
* Items specifically needed to support potty training

Your child is welcome to bring toys to show other children, but these must remain in their lockers for the day. Please do not allow toys guns and such to be brought into daycare.

Sword and gun play is not restricted – however, they will have to create such props from the loose parts available.

We will not be responsible for lost or broken items.

**Play Policy**

The American Academy of Pediatrics recommends play with parents and peers, stating that play is critical in building thriving brains, bodies and social bonds(AAPPublications.org>news>play082018).

We provide a quality, age appropriate, environment equipped to support all learning domains at all times in all areas. Play dough, coloring, drawing with crayons, colored pencils, block play, building with boxes, reading books, painting, digging in the rocks, experimenting with water, running & climbing, singing silly songs, nursery rhymes and playing dress-up are typical choices. Play water is available in clean, self-dispensing, recycled laundry detergent containers for children to incorporate into play as they desire. As some activities can be quite messy, you are encouraged to dress your children in comfortable, washable play clothes every day – we will not interrupt a child’s play choice to keep them or their clothes clean. Fresh air and exercise are an important part of every child’s development. We have made the decision to not include large climbing structures in our outdoor play space. These come with a multitude of safety regulations and maintaining ‘proper’ surfacing can be expensive, time consuming and dangerous for young children. We supervise by sight, sound, and proximal distance for our most curious young ones. Outdoor play is weather permitting and according to safety using our backyard thermometer reading in combination with the heat index and wind chill guide posted near the daycare entrance. It is important for your child’s healthy development to play outside as often as possible. \*\*Seasonal outdoor clothing such as snow pants, mittens, hat and boots will need to be at child care each day your child attends during the winter months. If your child does not have one of these items at child care, they will still participate in outdoor play for supervision reasons. (The decision to keep infants indoors with one provider while the second provider supervises older children outdoors may occur at provider’s discretion.) For their safety and comfort, please be certain they are equipped with outside gear appropriate for the season. During warmer months, we may take walks around town, to the city park or school playground. For safety reasons, it is required that children wear tennis shoes or summer shoes that securely strap around the foot. We will opt not to go for walks if any child does not have this type of shoe as it is a safety hazard when a shoe (such as flip-flops) comes off when crossing a street, in addition to a safety hazard for running and other playground activity. **Please do not make wearing flip-flops or similar summer shoes a choice for wearing to childcare!** Children do have the option to play bare-footed in our background play area during the warmer weather. Barefoot experiences in nature offer tremendous sensory integration experiences for their development. Play can be emotionally messy at times. Children are allowed to express and work through their emotions to resolve them rather than having them shut down or ‘made better’ by an adult. We are available to ‘help’ children work through emotional up rises and learn coping skills with breathing techniques, and talking with them about their feelings, however but our goal as their teacher is to help them learn/realize that all emotions are part of them and how powerful they are in working through very strong emotions with self-control. This is not easy to watch or listen to but is part of accepting each child as a whole person. Learning to manage one’s whole self is an essential skill for future success! <http://pediatrics.aappublications.org/content/119/1/182>

**Curriculum**

As a child care program of children 6 weeks through 5 years, we provide a playful learning environment with the child as the curriculum. Children are free to explore and play their interests throughout the day in a safe environment. As early childhood educators, it is our responsibility to support the four learning domains each day for all ages enrolled in our program.

Physical Development: Perception, sensory, large and fine motor skills are supported by offering a variety of open-ended materials for children to explore as they desire. Boxes, totes, manipulatives, tunnels, blocks as well as pushing and pulling materials and experiences are available daily.

Language and Literacy Development: Reading books (recalling and retelling stories), creating signage, letter searches, dramatic play and conversations throughout the day with peers and provider all deepen language and build a desire for learning!

Social/Emotional Development: Life is social and emotional! Our goal is to give children a safe place to play out real life or imaginary experiences, after all play is *in* the child! Opportunities to practice how to get your toy back and assigning roles for play in a safe environment builds negotiation and self-regulation skills that will be vital to a successful school experience.

Cognitive Development: Cognitive development for early childhood does not come through crafts, worksheets, or adult-directed activities! Instead, children ages birth through 5 years are developing and mastering life’s foundational skills through child initiated investigation (curiosity leads to examining and exploring), building upon prior knowledge (repeating what they already know and then building upon it), taking risks leads to problem solving, practicing persistence (growth mindset), observing, communicating and interacting with peers to learn about social cueing.

Developmentally appropriate learning embraces all developmental domains equally. Any time one of the domains is ignored, the activity becomes developmentally inappropriate. For this reason, we will not interrupt any child to participate in an adult planned craft or table time with worksheets. Learning and play are not incompatible, but rather playful learning engages children’s minds in ways that support academic and social outcomes as well as strategies for lifelong learning. Our role is to ensure children have the supplies they need to carry out their play as well as to ensure the safety of all in my care by intervening only when absolutely necessary. In the words of Mr. Rogers, *“What is essential in life is invisible.”*

**Have a Plan! Back-up Care**

It is your responsibility to secure a back-up provider in the event of an emergency in addition to provider vacation, personal days, or sick days. We do not provide any sort of back-up care.

**Under the Influence**

If a parent (or authorized person) arrives to pick up your child and show obvious signs of intoxication/drug use or other medical condition that puts the child leaving at risk, we will ask to phone someone from your authorized persons list to pick up your child. Be advised that refusal to allow an alternate person to pick up your child will result in a 911 call to the Madison County Sheriff’s Department at 515-462-3575 when your child leaves our property. Legally, we cannot keep your child from you, but we have a responsibility to you, your child, and as mandatory reporter to keep your child safe.

**Child Care Fees**

Fees are based on individual contracts and may differ from child to child depending on when your child entered my program. We have one contract per child, not family. The fee stated in each child’s contract is guaranteed until that child leaves my care for kindergarten. There are no discounts for additional children.

**Child Care Payment**

Payment for childcare services is due each Monday for the current week of service. We are happy to accommodate auto deposit payments and prefer them! If bi-weekly payments are best for your situation, payment is due on the first Monday of the two-week period. Monthly payments are due the first Monday of each month.

**Returned Checks**

If a check is returned due to insufficient funds, a $50 fee applies, and all future payments will be made in cash.

**Paid Bereavement Policy**

Should we lose a family member (other than parent, spouse or child) to death, we will receive 2 days paid grief time per occurrence. In the event we lose an immediate family member (parent, spouse, or child) to death, we will receive 1-week paid grief time and 1-week unpaid grief time (if needed) per occurrence.

**Paid Vacation and Personal Days**

We will receive 2 weeks paid vacation and 4 days paid personal time to use each year. Parents are notified of each year’s vacation schedule on or before January 30th. Personal days will be taken with as much notice as possible.

**Paid Professional Development**

As a professional child care provider, we are aligned with quality improvement programs which require more than the minimum number of training hours each year. Much of the newest and relevant trainings are found at conference training which often require travel and extended weekend stays.

**Paid Holidays**

Paid holidays with no child care provided include: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve and Christmas Day.

**Hours of Operation**

Child care is offered from 6:30 a.m. to 5:30 p.m., Monday through Friday.

We enjoy the time we have with your children during each day, however, time spent with family after hours is very valuable to us. We often will have plans, appointments made, or a class to attend in the evenings which require us to leave immediately after closing at 5:30 p.m.

Please keep closing time in mind when the weather will affect your evening commute and allow the extra time needed to arrive for your children by 5:30 p.m. If you are late in picking up your child(ren) it will in turn affect our plans. Please be respectful of our operating hours.

**Late Fees**

Late fees apply any time your child(ren) are still at child care beyond 5:30 p.m.

While a phone call is appreciated if you know you are going to be late in picking up your child(ren), a late fee of $10 per 10 minutes **per child** after 5:30 p.m. or any portion thereof will be assessed. If the fee is not paid when you arrive late, payment is expected at drop-off for the next day of child care.

**Philosophy**

*“The care of children…is infinitely better left to the best-trained practitioners of both sexes who have chosen it as a vocation, rather than the harried and all too-frequently unhappy persons with little time or taste for the work of educating young minds.”* ***Kate Millet***

Training and education are essential parts of being a quality care giver and child educator. Child care providers must be dependable and consistent for the children in their care. When a child is in a stable environment, they are able to explore and learn. A quality child care provider must be able to take cues from the children, be flexible, and educated to know what to offer children as their interest change from day to day. These qualities: dependability, consistency, patience, and flexibility are all important aspects of an educated, quality child care provider.

**Parent/Provider Agreement**

**I/We have read and agree to abide by the guidelines set forth in these policies for**

**Dawn’s Daycare.**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate: \_\_\_\_\_\_\_\_\_\_ per week regardless of attendance, payable each Monday. This rate is guaranteed until your child leaves Dawn’s Daycare for kindergarten.

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent copy Revised 10/2021

**Parent/Provider Agreement**

**I/We have read and agree to abide by the guidelines set forth in these policies for**

**Dawn’s Daycare.**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate: \_\_\_\_\_\_\_\_\_\_ per week regardless of attendance, payable each Monday. This rate is guaranteed until your child leaves Dawn’s Daycare for kindergarten.

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This signature page to be returned and filed in child’s child care file*** Revised 10/2021