

Carebare Daycare LLC

Operational Policies and Procedure

Parent Handbook

Kimberly Judkins
Policy Effective Date: 09/01/2021

During school hours please call 651-210-0666

Carebare Daycare in case of Emergency / After Hours

Director/ Owner – Kimberly Judkins Contact 651-210-0666
Email: Carebaredaycare@yahoo.com

Carebare Daycare Philosophy

All students, regardless of gender, age, race, and/or physical limitations can and will learn up to their potential and will use the skills and knowledge learned to become well-rounded, well-educated, independent members of society.

Mission Statement

Carebare Daycare will provide and maintain a safe, clean and nurturing environment that is conducive to learning and teaching.

Goal

It is our goal to provide children with the best educational opportunities and childcare.

Hours of Operation

Carebare Daycare is a year-round program. We will provide services between the hours of 5:30am and 5:30pm Monday through Friday.

*No services will be provided on but not limited to, New Year's Day/ Memorial Day/ July 4th/ Labor Day/ Thanksgiving and Christmas Day.

All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

Carebare Daycare is licensed by the State of Wisconsin, Department of Children's and Families to provide care for no more than 50 children at one time. We are inspected regularly to ensure

that we meet licensing standards. A copy of the License Certificate and other important information on the inside the front door. A copy of the Licensing Rules is available upon asking from front office.

General Information

We are required to maintain a current, accurate record of daily attendance for all the children. Please assist us in meeting this by punching your child(ren) in/out on the computer located in the office next to front door. In addition, each classroom teacher will keep a record of attendance as the children come to class to reassure safety of the children at all times.

Carebare Daycare will provide care for children between the ages of 6 weeks and 11 years.

Administrative structure and delegation of administrative authority is as follows: Director, Assistant Director, Teacher, Assistant Teacher, Cook

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

You will be provided with a summary of licensing rules: "Your Guide to Licensed Child Care." (Upon Request)

In case of emergency closing children will be kept calm and together and parents/ guardians will be notified as soon as possible.

We will post the following items for your review near the front door on a message board:

- * License Certificate
- * Any stipulation, condition, exemption that affects the license.
- * Results of the latest monitoring visit (Department forms Noncompliance Statement and Correction Plan or Compliance Statement).
- * Any warning letter or enforcement action- order, forfeiture, temporary suspension- issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed.
- * Center policies and procedures
- * Parental Notices, observations and other parental information

Parents are welcome to visit the childcare program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, a copy of the order must be kept on file. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

Parent conferences will be offered twice a year unless parent/teacher has interest in additional conferences/meetings.

If parents wish to allow a school-age child to leave the center unescorted, they must provide

written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child. Including offering to call a cab or to call another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with director/ teacher to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. We would like to find a time that works with both parents and director to schedule a meeting/ conference every 6 month to review needs and/or possible concerns. To foster communication, on a regular basis Carebare Daycare provides a parent message board and communication through HiMama childcare app.

To protect each family's confidentiality, Carebare Daycare will not disclose personal information/ facts regarding a child or a child's family to anyone who is not authorized to receive this information.

Carebare Daycare LLC is covered by liability insurance for my premises and my operations.

Carebare Daycare is to never be sued for more than the liability insurance limit.

Changes in Policies

If there are any changes in policy, parents will be notified, and a copy can be given upon request.

Wisconsin Department of Children and Families

Carebare Daycare operates under the Minimum Standard for Child Care Center. A copy of these Minimum Standards can be found at def.wisconsin.gov or in the directors' office. The DCF website can also provide you with a childcare centers Licensing Rules and Regulations.

Child Abuse

Carebare Daycare will continuously participate in training to make us premiere child caregiver. This includes **required** training about child abuse and neglect. We also have information for parents if requested, how to reduce the risk of abuse and neglect, prevention of child abuse, and signs of abuse and neglect.

All childcare providers are mandated reports of suspected child abuse or neglect. If a childcare provider suspects a child has been abused or neglected, that employee is required to report the abuse or neglect to child protective services or the police.

Enrollment/ Discharged/ Withdrawn of Enrolled Children

Carebare Daycare requires documentation to be provided for each child prior to the first day of care:

- Health History/ Emergency Care Plan
- Intake for Under 2 Years
- Parent/ Provider Agreement/ Photo Release
- Alternate Arrival (Bus)
- Registration Fee & First Week of Tuition

- The Child Health Report & Immunization Record following items must be completed and returned within one week.

It is the responsibility of the parents to notify the director in writing of any changes in phone #, address, person authorized to pick-up, insurance, and family physician. This information is required to ensure the safety of your child and to ensure that the center files current.

All children will be enrolled for a trial period of 90 days. During the trial period, either the provider or the parent may terminate childcare without advance notice.

Parents must meet with the director to discuss their child's specific needs and to review programs policies prior to enrollment. We will make a reasonable accommodation for a child with disabilities as specifies under the American with Disabilities Act.

Children may be enrolled on a full-time basis (30 hours per week or more), or a part-time basis (less than 30 hours a week) for over 2 yrs old. No child may be regularly enrolled for less than 3 days per week. We do not accept children for drop -in care if prior enrollment arrangements have not been made or if space is unavailable.

A child may be discharged from the center for reasons such as, but not limited to:

Behavioral related and inability to meet the child's needs, the following procedure will have been exhausted prior to termination.

- document when behavior happens
- attempt to find out what triggers the act and redirect
- consult with the director and/or other team members for thoughts and suggestions
- meet with parents and possibly an outside agency for resources
- after all attempts have been made then a decision will be made

Repeated failure to pick up child at the scheduled time.

Failure to complete and return forms.

We will give a 2-week time period written notice of my intent to terminate a child and try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed. Should the parent remove the child during the notice period we initiate, fees will not be charged for the remaining unused days.

Parents must give a 2-week written notice of their intent to withdraw the child (ren) they will be required to pay for those 2 weeks whether children continue to attend. All outstanding fees must be paid.

Night Care will not be provided

Tuition Payment

Tuition is to be paid in advance on the Monday for the week's services. A \$10 fee will be added Tuesday morning, plus a \$5 a day each additional day. Your child's tuition must be paid by Tuesday, (including late fees), or your child will **NOT** be allowed to stay in care. **NO EXCEPTIONS!**

Payment will be accepted in the form of cash, check, and credit card (paid on the check in computer or by director). A penalty of \$35 will be assessed for each returned/ NSF check. If returned checks are not paid within five working days, childcare will be temporarily interrupted until -payment is received. If two checks are returned your account will be handled on a cash basis only! **NO** refunds will be given for days when children do not attend due to illness or other reasons.

If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts. We will establish a regular rate based on your child's age and hours of enrollment. Additional fees will be assessed for additional hours that exceed 45 hours a week.

A full-time rate is offered for children who will be in care for 3+ days/ 30 hours or more week.

Late Pick Up

If parents did not make prior arrangements the rate **\$1 PER MINUTE** after the first 5 minutes. This amount should be paid in **CASH** to the staff member on duty that evening or the following morning. Please be responsible and take care of your obligation. This will be strictly enforced.

If your child has not been picked up within one hour of the center's closing time, we will call Children's Protective Services.

Dress Code

Your child will be active both indoors and outdoors. Please dress them in comfortable, washable clothes that will adapt to food spills, paint, sand and water. Please label sweaters, jackets, caps,

ect. All children must always wear shoes. **Each child is required to keep a change of clothes, including underwear and socks, at the center in case of an accident.**

Attendance

If your child will not attend on a regularly scheduled day please let the center know within an hour before your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within 30 minutes after the specified time on the written agreement signed by the parent, and we have not been notified in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts.

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

After a child is enrolled for 1 year the center will allow one week off a year (prorated for part-time enrollments) with no fee required. These days may be used for sick or vacation time. After these days are used, we will require full payment for any absences, for the rest of that year.

Arrivals/ Departures

All children brought into the center must be left in the care of a designated center employee and must be signed in upon arrival. All children leaving from the center for the day must be signed out by the parent and the teacher must be notified. **PLEASE BE PREPARED TO SHOW ID.**

If an emergency arises and you will not be able to pick up your child by closing time, you **MUST** call and notify the center director as soon as you are aware of it. You must also make arrangements for someone on your **Authorization List** to pick up your child. The center must be notified in writing to add a person to the Authorized List.

Parent Involvement

Your involvement in your child's education is very important in his/her educational success. We encourage parents to become involved by keeping line of communication open and by participating in events and other school functions. Some other ways of becoming involved may include, but not limited to:

- Meeting with teachers for formal or informal conferences
- Share a special talent or activity with child's class
- Be a guest reader

The Education Program

Carebare Daycare will use a blended curriculum and best practices in the classroom.

Carebare does not include religious instruction or practices in our daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education or curriculum.

During early morning and later afternoons when attendance is down classes will be blended.

We celebrate the following occasions but not limited to: * Christmas * Valentines * Easter * Independence Day * Halloween * Thanksgiving and * Children's Birthday.

If families prefer their children not attend, please inform the teacher/director.

Teachers will plan classroom curriculum weekly with taking into considerations of age appropriate of children and their interest.

Carebare Daycare's daily schedule will include time to stretch and exercise in the mornings, plenty of outside time and blocks of free time. Materials and space will be provided for children to actively explore the world around them. Children will have the opportunity to use a variety of art materials, manipulative and housekeeping equipment.

Including / but not limited to some of the following:

- *Culture Diversity: variety of books, dolls, toys and discussing other holidays
- *Language Development: books, music, story time, finger plays and flannel board stories.
- *Large Muscle Skills: balls, hula hoop, bean bags, swinging and outdoor play.
- *Small Muscle Skills: arts/crafts, stringing beads, pegboards and blocks.
- *Creative Expression: dramatic play, puppets, music/ instruments and flannel boards.
- *Self- Help Skills: assist with mealtime preparation and dress self for outdoors.
- *Literary Skills: books, story boards, alphabet and writing games.

PLAY is the major component of our program at Carebare Daycare. A daily routine will be followed therefore the children will know what to look forward to next and a gentle reminder a few minutes prior to making a change of activity transitions smoother. Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as:

- *Heavy Rain
- *Temperature above 90 degrees F.
- *Wild chills of 20 degrees F. Or below, for children under age 2.

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

Infant and Toddlers (Children under two years of age) will have flexible schedule which reflects the child's individual needs. Carebare will do our best to coordinate with specific family schedules. They will be given individual attention including a lot of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. Carebare will provide safe, open spaces for children who are creeping and crawling. Infants and

toddlers will be encouraged to play with a wide variety of safe toys and objects.

Preschool-Aged Children will experience the importance of PLAY, learning so much yet while Age-appropriate materials and equipment will be available and daily access to outside.

School-Aged Children will have a quiet place to study and relax, access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

Special Needs

We will attempt to meet the needs of special need students within our ability.

1. Care Evaluation must be completed
2. Tuition will be based on additional staffing needs
3. All equipment, supplies, special food, medical supplies, speech supplement, physical therapy will be the responsibility of the parent.
4. Periodic care evaluation will be done to ensure proper care of the child.

Evaluations

Parent conferences may be requested by either the parent or the teacher at any time during the school year. Academic report cards will be sent out every three months, except during our summer camp. Parents can expect routine and consistent progress reports from the student's teacher outside of these routine evaluations.

These evaluations are helpful to both the teachers and the parents in assessing each child's level of development.

Rest Time

Rest or Nap Time will be provided for all children younger than 5 years of age who are in care for more than 4 hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up. We will help awaken children to find quiet activities. The families will be asked to launder the children's belongings at the end of each week or sooner if necessary.

A playpen is provided for each child one year of age and younger. Children over the age of one will sleep in a cot. The center will provide a playpen or place to rest. We **do** ask for security items brought from home to be personalized with a name.

Personal Items

We ask that you discourage your child from bringing his/her personal treasures such as toys, watches, rings, earrings, etc. To the center. We will not be responsible for replacement of lost, misplaced, or broken personal items. Personal items may be requested by individual teachers for

SHOW AND TELL. It will be up to the parent and child to decide whether to bring items at this time.

School Portraits

Carebare Daycare provides, for your convenience, a quality photograph program throughout the year. Photo opportunities may include individual portraits, holiday portraits, and class portraits at the cost of the parents.

Transportation

We do not provide transportation.

Child Guidance

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. Personnel will state positively what children can do by using specific terms (ex. "you need to walk" instead of "don't run"). Undesirable behavior will be redirected by another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

It is understood that there will be times when a child will become distraught, fussy or won't stop crying. Our first action in these situations will be an attempt to determine the cause of distress. It may be to basic need such as hunger or comfort, or it may be that child may just need some extra time and attention. We understand that crying is normal, and that all babies will have times when that cannot stop crying. At these times we will stay calm and do whatever we can do to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance and won't hesitate to call you if we feel that's necessary.

We will use "time-outs" to deal with unacceptable behavior. A "time-out" or "take-a-break" may be used when other techniques have not been successful. A time-out will be used to remove a child from situation that has gotten out of control before a child can hurt him/herself or others. Time-outs will never exceed 5 minutes and will not be used with children under 3 years of age. When used, the time-out will immediately follow the behavior. We will stay with the child and talk about what behavior is acceptable, and what else she/he might have done or said instead. Rather than use a specific chair or corner. The staff will have the child "take-a-break" near others. So, the emphasis is a relaxed or cool down rather than isolation and punishment. The child will be praised after completing the time-out and will be helped to rejoin the group.

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

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotional or physical painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment in the child; verbal abuse, threats or derogatory remarks and out the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; re punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Zero Tolerance Policy

Tobacco, drugs, alcohol and weapons will not be allowed on the center's premises. Students found with same will be automatically dropped from the program. Obscene language, fights, and/or assaults will not be tolerated. Any student that violates this policy may be subject to a full one-day suspension from the center. Staff and parents under the influence of drugs and/or alcohol will not be allowed on the premises and, if necessary, the local law enforcement will be called.

Nutrition

Carebare Daycare will follow USDA guidelines when planning our menus. Therefore, we ask you **NOT** to allow your child to bring outside food or drinks into the center unless requested by the center. There are children with some severe allergies that possible contamination needs to be prevented. No child will go without nourishment for longer than 3 hours. Staff will be aware of portions and portion sizes per age of children.

- * Breakfast 7:00 AM
- * AM Snack 9:00 AM
- * Lunch 11:30 PM
- * PM Snack 2:00 PM

Monthly menus will be sent home with parents monthly. Nutritious and balanced meals will be provided daily. Carebare suggests that mealtime is a great time for some social visits with others.

If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing. This confidential information will be posted in the kitchen for staff to be aware.

School-aged children will be offered an afternoon snack upon arrival from school.

Detailed kitchen requirements regarding daily clean-up will be posted in the kitchen and staff will be shown expectations. Kitchen will be kept clean and sanitary at the time of food delivery it will be properly put away and food storage requirements will be followed.

Infant Feedings

Children younger than 12 months will be served formula or breast milk unless written direction is on file from the child's health care professional. We will provide "Parents Choice with Iron" formula. If you prefer alternate type of formula, you'll be asked to provide.

Parents have the right to send breast milk and/or breast feed while your child is in care. A comfortable place within the class will be provided to enable a mother to breastfeed while the child in in care.

We will also supply all infant cereal and food. All bottles must be labeled with your child's name.

Health

All staff and substitutes have been trained in Shaking Baby Syndrome, SID's prevention and required education.

Child Illness/ Injuries

Prevention of spreading germs

Hand washing is required by staff and children before/ after eating and after toileting.

- While diapering staff will wear plastic gloves and discard of them with soiled diaper in plastic lined trash. In event of soiled laundry, it will be placed in plastic bag and tied then placed in a separate container.
- Dirty toys/ toys placed in mouth will be placed in mesh bag for daily cleaning and all toys will be sanitized weekly.
- All toys will be sanitized weekly

Children who are ill are not to return to center until they have been symptom free for 24 hours without any medications. The following are examples of children who are ill:

* A temperature of 100.4 F or higher

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

- * A contagious disease such as chicken pox, strep throat
- * Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness.

If a child should become ill while in daycare the parents will be notified. Sick children will be kept isolated within our sight or hearing and made as comfortable as possible until parents arrive. Children will need to be picked up as soon as possible. If they are not picked up within 2 hours, the emergency backup person stated on the child's enrollment sheet will be called.

Children can return to daycare when they are symptom free and have been appropriately treated or have been given medical approval to return to childcare. We will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from childcare as adapted from the Division of Public Health.

The director of Carebare Daycare will report all communicable diseases, when required, to the local health department, the state licenser and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

Staff/ Children Injury Procedure

Procedures of injuries that occur on/off premises will be handled the same.

- Evaluate injury (severe/ minor)
- Safety first for staff and children
- Make director aware
- Make calls if severe (911 the parent/ guardian)
- Address cleaning if minor and notify parents at pick up

Superficial injuries will be handled with the use of universal / standard precautions, wearing plastic gloves when blood or bodily secretions are present. Wounds will be washed out with soap and water and covered with a bandage. Parents will be told about the minor injury when the child is picked up at the center or message delivered to the parent or other authorized person.

Child biting will be addressed immediately, the child will be spoke to and told that this is not acceptable, and it hurts others. Different techniques will be implemented we will communicate with parents for possible suggestions. In event a child gets bit, parents with be notified when child is picked up from center.

The director has received training in first aid, certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED) and risk reduction for SIDS (sudden infant death syndrome). The center will also host these classes to all staff. A head injury will be treated as a serious injury.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Osceola Medical Center. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, we will ask that your child be taken to the emergency medical facility that you designated in the child enrollment form. There will always be a vehicle available at the center always in case of needed for use.

All medication administered, accidents or injuries occurring during the time the child is in the centers care, changes in behavior or appearance and any observation of injuries to a child's body received outside my care will be entered the center's medical logbook. As a licensed childcare center, I am required to report suspected child abuse or neglect to the local authorities.

A logbook will be kept for any medical accidents and medication given, for the children's records. The employee that witnesses an injury will record incident in the medical logbook and the center director will review logbook monthly.

Medications

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

The center director or Teacher will administer and record medication.

All medications will be stored in a sealed container in the director's office unless requires refrigeration.

Prior to applying sunscreen or insect repellent to a child, we will obtain a written authorization from the child's parents. The authorization shall include the brand and the ingredient strength. Any missed or other errors having to do with medication distribution will be recorded and parents will be notified in timely matter, if needed emergency personal.

Allergies

A doctor's note is required for all allergies. Allergies will be communicated to staff, teachers, and the kitchen staff.

If your child has been prescribed an Epi-pen, it is your responsibility to provide it to the school in case of an emergency.

Pets

Carebare Daycare doesn't have any center pets. Prior to adding pets to the center, we will notify parents in writing.

If your child has pet allergies, please inform the director verbally and be sure to write them down

on the Health and Emergency Care Plan under the non-food allergies section.

Allergic Reaction Action Plan

If a child has an allergic reaction while at the center:

1. Emergency medical support will be requested as needed.
2. The Epi-pen will be administered if child has one prescribed o file.
3. Parents will be notified.

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS we will do the following.

Children under one year of age:

- Child will be placed to sleep on his or her back in the crib unless the child's physician authorizes another position in writing.
- Child will not sleep in crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.

Children under two years of age:

- Cots shall contain a tight-fitting sheet
- Sheets or blankets will be kept away from the child's mouth and nose.
- If a child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib/ playpen.

Emergency Preparedness Plan

Emergency phone numbers and contact information will be posted by every telephone. Fire drills shall be practiced with the children every month, and completion of the practices will be documented. In addition, tornado drills shall be practiced during the tornado season which is April through October.

Special evacuation considerations for children/ staff with physical/ mental disabilities will previously be planned and dedicated staff members will be responsible for their safety.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit, the attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled to the North side of the building into the backside front of the building.

If moved we will follow the following steps:

1. Ensure we have all children in care accounted for
2. Notify the appropriate emergency authority
3. Notify parents

In the event of a tornado, the children will be taken to the nearest bathroom and/or room away from windows if a bathroom is unavailable. Blankets and a portable radio and flashlight, with extra batteries for both are kept in the tornado shelter area always. The attendance form and emergency contact information will be brought along.

In the event of a lost child, the director/ staff will check all areas of the center. If the child cannot be found, the child's parents and/ or emergency contact and other police will be notified immediately. The director will notify the Department within 24 hours after the occurrence.

If the center should lose the use of heat, water or electricity before children arrives or during attendance we will notify the parents as soon as possible.

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, ect.) law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, Evacuation, and/ or closure may be required.

Security

As a security measure we ask that you please bring your child all the way into the building, sign him/her in, and see that he/she is under the supervision of an adult before you leave. If you are coming to visit the center, please stop in the office. No one will be allowed to be on the premises without permission.

Damages

Parents are responsible to pay for any damages to the center's property caused by their child or themselves. This will include broken windows, door, holes in the walls, damage to other automobiles or anything else that will cost more than \$20 to repair or replace. This does not apply to breaking small toys that the children play with daily.

Items To Be Provided By The Parent

- *Disposable diapers
- *Baby wipes
- *Lotions
- *Full change of clothing including underwear and socks (in a ziplock)
- *Sunscreen (If a specific kind preferred)
- *Suitable outdoor clothing for each season

Weapons Policy

Carebare Daycare provides a safe and nonviolent environment for our students, parents, and staff. To ensure safety fire arms, darts, knives, cap pistols will not be permitted at any time.

Orientation Of New Staff And Volunteers

Carebare Daycare will hold an orientation to all employees, volunteers, substitutes or emergency backups to review job requirements and expectations prior to them being left with children. All staff will be shown the location of all policies, procedures and emergency information. At this location several procedures will be addressed such as contingency plans including fire and tornado evacuation.

In the event of missing child the following procedures are as follow:

- Center lock down
- Reach out to director to help locate
- If child found not to be on premises contact local police and then the parent.

Carebare Daycare will ask that the chapter DCF 250 (Licensing Rules for Licensed Group Child Care Centers), Policy 250.04 (2) (e) and DHS 12.07 (1) along with the center's policy all be reviewed. Staff will receive a demonstration of how to operate a fire extinguisher.

Any authorized persons' that will be in contact with children will be made aware location of all children's files and made aware of confidentiality. The files will contain information, children's names and ages, arrival and departure times, and health care needs, authorized persons for pick up, and emergency information.

The schedule of activities, meal times and nap schedule will also be reviewed.

Carebare Daycare's procedures for Emergency plans will be gone over and explained. All staff working with infants, are required to attend class to reduce the risk sudden infant death syndrome.

Every staff member of Carebare Daycare will have responsibilities and they will be clearly explained. It will be required that everyone is aware of first aid procedures and training in the recognition of childhood illnesses and infectious disease control including handwashing procedures and universal precautions for handling bodily fluids. Anyone that works with children are mandated to report any suspected abuse or neglect. A background check will be done on everybody that will be in contact with children.

All child care workers will be introduced to the children before they are left with alone without a recognized personal.



Acknowledgement of Receipt of Handbook

I hereby certify I had read and fully understood the contents of the Carebare Daycare Parent Handbook.

I also acknowledge that I have been given the opportunity to discuss any policy contained in the handbook with the director. I agree to abide by the policies set forth in this handbook and understand that compliance to the rules and regulation is necessary for continued enrollment and employment.

My signature below certifies my knowledge, acceptance, and adherence to the company's policies, rules, and regulations.

I acknowledge that Carebare Daycare has the right to modify or amend its policies at anytime without prior notice.

Student(s) Name _____

Student(s) Name _____

Student(s) Name _____

Parent/ Employee Name _____

Parent/ Employee Signature _____

Date _____