



## **Welcome to Little Raptor Daycare**

519 E. Maple  
PO Box 320  
Holstein, Iowa 51025

Toddler Room: 712-368-4353 ext. 311  
Infant Room: 712-368-4353 ext. 316

Director – Nicki Jacobson

License Number: 50355

Handbook for Parents

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## **MISSION STATEMENT:**

The Little Raptor Daycare Center strives to provide a safe, reliable, and nurturing environment for infants to school aged children. Our focus is to have an educationally structured environment to promote each child's social/emotional, physical, and cognitive development. It is our goal to support each child along their way to become lifelong learners!

## **PHILOSOPHY:**

Based on the local families in the area, we take pride in providing care for children who are 6 weeks to 9 years of age. Our main focus is on the development of the child as a whole, the child within his or her family, and within the community.

## **HOURS OF OPERATION:**

The daycare opens at 5:40 a.m. until 6:00 p.m., Monday thru Friday. We expect your child to be picked up promptly at 6:00 pm.

## **HOLIDAYS:**

Little Raptor Daycare is closed on the following holidays: New Year's Eve, New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Break (Thursday and Friday), Christmas Eve and Christmas Day.

## **STAFFING:**

The Little Raptor Daycare follows the following Child to Staff ratio set by the Department of Human Services.

- 6 weeks – 24 months (4:1)
- 2 years (6:1)
- 3 years (8:1)
- 4 years (12:1)
- School Age (15:1)

Classroom activity plans are under the direction of the lead teacher in the classroom, in collaboration with their assistants.

Little Raptor Daycare is currently licensed for two classrooms during the school year. We then have the activity room licensed for during the summer. Our first classroom is the infant room, ages 6 weeks to 2 years of age, and can hold up to 20 children. Our second classroom is the toddler room, ages 2 years – 4 years of age, and can hold up to 18 children. The activity room, ages 4 years – 9 years of age, and can hold up to 42 children.

## **ADMISSION:**

Our year will run from August 1st to July 31st. We will provide care to children from 6 weeks old to the end of 3rd grade without regard to race, culture, gender, religion, or disability. We will provide care to children with special needs as long as a safe and supportive environment can be provided for that child.

Each family will be asked to fill out a Weekly Childcare Contract stating the days and times their child/children will be in attendance. These will need to be turned in on the Monday of the prior week in order for us to appropriately staff the center. Example: Schedules for the week of July 27th need to be turned in by July 20th. If for any reason, your child doesn't attend daycare for the hours contracted, you may use vacation time or you will be charged for the hours contracted. You are charged for your scheduled time even if you come late or pick up early. If the contract isn't turned in by Monday, there may not be room for your child for the next week. If you would like to have a standing contract in place, you may do so. It will be the parent/guardians responsibility to let Little Raptor Daycare know of any changes prior to the week.

## **FEES AND PAYMENTS:**

- Infant (6 weeks – 2 years) - \$3.40/hour
- 2 years and older - \$3.25/hour
- 2nd Child - \$2.95/hour
- Kindergarten – 3<sup>rd</sup> Grade on a **SCHOOL DAY** – \$2.20/hour
- Offering Drop-In care if and when available

We offer a 10% discount to VT employees and Galva-Holstein staff. Invoices will be sent out every Friday for the week prior. After the invoice has been mailed or handed to the parent you will need to pay your bill in full that following Monday for your child to return on Tuesday. All invoices must have a \$0.00 balance on Monday in order for child(ren) to continue daycare on Tuesday.

## **VACATION DAYS:**

Full-time families (32+ hours) will be given 6 vacation days a year. If you start in the middle of the year, you will be given 1 vacation day for every 2 months for the remainder of the year. Part-time families (16-32 hours a week) will be given 3 vacation days a year. If you start in the middle of the year, you will be given ½ vacation day for every 2 months for the remainder of the year. If you are enrolled in daycare less than 16 hours a week, you will not receive any vacation days. Vacation days do not carry over. The supervisor will give you a note stating your family's vacation days. You will be asked to sign a copy. After all your vacation days are used, you will be responsible for paying for the days your child is on the schedule even if they are absent.

## **ARRIVAL AND DEPARTURE:**

\* \*A friendly reminder that all children, according to Iowa Law, must wear a seatbelt while the car is in motion. Please do not leave your car running while picking up or dropping off your child.

The west doors or the main entrance for the Elementary Wing, will be unlocked from 5:40 a.m. – 8:30 a.m. If entering after 8:30 a.m. you will need push the doorbell to allow the office to let you in. During no school days and in the summer the daycare doors will remain unlocked all day. If you arrive for pick up after 6:00 p.m. the doors will automatically lock and you will need to call the daycare to open the door.

We require parents/guardians to bring their children into the building and drop them off in their classroom each day. We have a computer sign-in located outside room 304 and parents/guardians are REQUIRED to sign their child in and out daily with a code of their choosing. We expect your child to be picked up promptly at 6:00 p.m. A child remaining a minute past this time will be charged an additional \$5.00 fee and \$1.00 for every minute after that. Documentation will be issued when an incident of this nature occurs. Please call the center if you are running late or if an emergency arises if possible. If your child is still here at 6:15 p.m., we will begin to contact parents and then emergency contacts.

- Parents that are sending someone to pick up their child must have that person authorized to do so on the pick-up permission form located in the application for enrollment. In this case, the adult picking up will be asked for a valid photo ID and will be cross-referenced with the child's pick-up permission sheet. If the adult picking up the child is not authorized then they will not be able to leave with the child until they are authorized by the parent.
- Please remind any person picking up your child to bring a valid photo ID with them. We understand that this can be an inconvenience, but your child's safety and others are extremely important to us. We appreciate your cooperation in this matter.

We will not release your child to anyone that we feel is incapacitated due to alcohol or drugs at any time. In that situation, we would contact you for alternative arrangements.

## **ENROLLMENT:**

There is an enrollment fee, \$25.00 for a single child or \$40.00 for family enrollment. This will be due prior to your child's first day of attendance. All forms will need to be completed and returned prior to your child's first day of attendance. We do require you to have a signed and dated immunization certificate from your local doctor's office or public health. Please bring in your child's updated immunization form as your children receive their shots. The daycare supervisor will monitor immunization records at each age, as these are required to be current. In August of every year, parents will be required to update and sign their emergency contact information. If this would change throughout the year, at any time, please let us know so we can make the changes. We are also required to have a current health assessment which also needs to be updated annually. Little Raptor Daycare staff will send home a note one month in advance to remind you of this, along with the physical form. It is also recommended to have annual blood lead screens done at age one and two unless they're high risk or have had a high level previously. We are

required by law to keep updated records on file for all of the children in our care. Please return all requested forms in a timely manner. You will have 30 days, from the first day of enrollment to obtain the required health forms before the child is dismissed from the program. It is important to keep everything up to date and turned in to help protect all the children, staff and parents in our program.

**DISCHARGE POLICIES:**

A child may no longer attend our daycare if a parent is found in default of payment for childcare services or frequent late payments. Payments delinquent over two weeks late will result in your child not being enrolled in the center; until the bill is brought current. Checks returned for "insufficient funds" for daycare payments will be charged a \$25.00 SURCHARGE AND WILL BE ADDED TO THE PARENTS DAYCARE BILL. THIS WILL BE REQUIRED TO BE PAID IN CASH OR MONEY ORDER WITHIN 2 DAYS OF NOTIFICATION. If there are circumstances preventing full and immediate payment, the parent may make an appointment to meet with the director or supervisor and request an exception. However, if an exception is granted, a payment plan shall be arranged and signed. Failure to provide payments according to the repayment plan will result in immediate discharge from the program.

**DAILY SCHEDULE:**

A typical day at our center will consist of quality educational activities that stimulate your child's development. A daily schedule, which will be followed each day, will be posted in each room for parents to review. If you have any questions or concerns in regards to your child's daily schedule please ask your child's caregiver.

**FOOD:**

Nutritional meals and snacks will be provided and prepared on site for all children. Breakfast, A.M. snack, lunch, and P.M snack will be provided at no additional charge. We participate in the CACFP (Child and Adult Care Food Program) food program. Children will not be forced to eat certain amounts of food. We will encourage children to try new foods.

Staff and administration need to be informed immediately of ANY and all food allergies and should be written on the enrollment application. A monthly menu will be posted in the center classrooms. If you have any concerns about the nutrition and or special diets please speak with the Director. Because we provide meals and there are children with allergies we ask that parents and caregivers please do not send outside food into the center with your child upon drop-off at any time.

**Meal Schedule**

Breakfast 7:30 a.m. – 8:30 a.m.

A.M. Snack 9:30 a.m. – 9:45 a.m.

Lunch 11:15 a.m. – 11:30 a.m.

P.M. Snack 2:30 p.m. – 3:00 p.m.

- Children who are 6 weeks old to 12 months will eat on demand.

“Cold lunch” will not be allowed at daycare. We ask that food is not brought inside the center. If your child has already begun to eat their prepared meal they are welcome to take it with them if picked up during. If they have not begun eating during pick up they will be asked to leave it.

### **SPECIAL OCCASION TREATS:**

A birthday is a special day for your child, so if you would like to bring a birthday treat for your child to share with his/her friends, please feel free to do so. Treats must be store bought in the original container unopened. Homemade treats are not allowed!

### **INFANT ROOM:**

Primary care will be practiced in the infant room. One caregiver will take primary responsibility for the same children every day. This will help ensure the best care for your child.

To avoid choking hazards NO shoes will be worn in the infant room. You may take your shoes off right inside the door. This will help not to track in dirt, gravel, etc.

Families will have the option to use our center formula, which will be Hy-Vee brand, Tippy toes. The formula will be mixed with infant water. We will also offer Tippy Toes rice cereal. We will not feed solids until an infant is developmentally ready and the parent indicates the infant is ready. We will start solids around 6 months of age as developmentally appropriate. Whole milk will not be given until the child's first birthday. Toddlers will be transitioned off the bottle by 13 months of age when at the center and encouraged at home as well.

For best practice, the Iowa Department of Public Health is recommending the MMR shot be given at 12 months of age. It has to be given at 15 months in order for your child to continue at daycare.

Toddlers at the age of two will transition into the multi-age room as numbers in the daycare allow. This will be left up to the Director.

### **BREASTFEEDING:**

We support and encourage all mothers who wish to breastfeed their children to do so. Mothers can choose to come to the center to breastfeed their child in a private room. Expressed breast milk can be brought from home if frozen or kept cold during the transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles will be labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and labeled with your child's name. It may be kept in the freezer located in the infant room for up to 3 months (a freezer that maintains a temperature of 0 degrees F). Frozen breast milk will be thawed under running cold water or in the refrigerator. Precautions to the handling of a bodily fluid will be followed. This includes good hand washing.

Gloves are not required while feeding expressed breast milk. Staff who have open cuts or sores on their hands will practice universal precautions. Anytime breast milk would need to be cleaned up, gloves are required to be worn.

### **DIAPERING:**

All diapers will be checked every 2-3 hours, and if dry, will be checked again in 1 hour. Each room will have a separate, hands-free container for all soiled diapers. All other waste will go into a different container. Gloves will be worn at all times when changing diapers. Changing tables will be sanitized using the correct soap, rinse, and Purell (disinfecting spray). This procedure will be followed each time. This is located by each changing table.

### **TOILET TRAINING:**

We will gladly work with parents on having their child trained to use the toilet. However, we have a few requirements that need to be in place before children are brought to daycare in underwear. We will not begin potty training a child before they are 24 months old. All children will be required to remain in pull-ups or diapers until they have had a good start at home (meaning they have used the toilet many times). Parents need to realize that the atmosphere at daycare can be chaotic and children may have a more difficult time recognizing their bodily functions and that is why a good start at home is so important to your child's success. If you feel that your child is ready to begin using the toilet, please communicate with us on the strategy you are using at home and we will try to duplicate it at daycare. However, we cannot use candy or food as a reward. If your child has more than 2 accidents in a day, we may have to put them back in a pull-up/diaper.

### **TOOTH BRUSHING:**

The Little Raptor Daycare staff will assist all children in daily tooth brushing. This will be done once a day; after lunch. All the necessary supplies will be provided by the daycare. We will only be using water to brush their teeth.

### **REST TIME:**

Rest time will be presented to each child from 12:00-2:30 p.m. If your child has a blanket that is comforting to them during this time please feel free to bring it to the center with them. If you feel rest time could be a difficult transition for your child please talk to your child's caregiver about your concerns. After an amount of time, kids still awake may play quietly at tables. A child's nap may not exceed three hours. All children will rest on cots provided by the center. The cots, sheets, and blankets are all washed weekly. If you wish to wash your child's blankets yourself, you may do so by taking them home on Fridays.

The infant room is on their own sleep schedules, we will follow their normal routines.

## **CHANGE OF CLOTHES:**

Little Raptor Daycare firmly believes that children learn through play. We learn, play, and explore with lots of things that can become “messy” (dirt, paint, etc.). We ask that you have a minimum of ONE spare change of clothes for your child that will be kept in their locker at all times. Please write your child’s name on the tag or another place where it can be clearly seen. We will change any dirty clothes as soon as possible. A pair of tennis shoes and socks may be kept in your child’s locker that they can change into before starting one of the activities. We also ask that girls who wear dresses or skirts, to please wear shorts underneath them!

## **OUTDOOR ACTIVITIES:**

We try to take the children outside as much as the weather permits to get fresh air and exercise. Weather permitting we will be outside thirty minutes in the morning and thirty minutes in the afternoon. We will follow the weather chart established by the Iowa Department of Public Health - Healthy Child Care Iowa. Please send your child in closed-toed shoes that are appropriate for going on walks and playing in sand/dirt. If your child does not have closed-toed shoes, they would not be allowed on the playground structures. Outdoor time can also be messy, so please send your child in play clothes. The daycare is not responsible for any dirty/stained clothes. If your child has any special needs regarding the outdoors (such as allergies, sunscreen, etc.) please let us know. Due to our prime location, we will utilize two playground areas that are age appropriate. We will not keep children inside due to illness. If they are well enough to be in daycare, they will go outside, as long as weather permits.

Playground time is a part of learning time. Some activities are planned. Participation will not be mandatory and the activity will be dropped when the interest level drops. The younger the children, the more guidance they will need in playing safely.

## **HEALTH SCREENINGS:**

The Little Raptor Daycare Staff will work with the school nurse to try and incorporate various health screenings. Hearing screens will be done at the school through AEA in the fall. This may also be done at the AEA Building in Storm Lake (the old Pamida building) free of charge. The number to call is 712-732-2257. Please remember to return your signed form to daycare staff so we have it on file. The daycare Director will conduct developmental screenings annually in the fall on the children enrolled in daycare. Dental screenings are also recommended through your family’s dentist.

## **ILLNESS AND SICK CHILDREN:**

The health and safety of those involved in our program are very important to us. To help maintain a healthy environment there are certain guidelines we must follow. Upon arrival at our center in the morning, we will complete a health check. This includes discussing with the parent/guardian how the child’s night was. For example, if the child had taken any medication in the past 24 hours or if they were up all night. If you tell staff your child was given Tylenol or any fever medication you will be asked to take your child home if it is due to a fever. It is important the children understand how important they are in our day and

for staff to observe any unusual condition or behavior that might affect the child or others. Please let daycare staff know of any health problems that may have occurred during the night.

The Little Raptor Daycare is not licensed as a Get-Well Center. Therefore for the health and safety of all the children, it is mandatory that sick children not be brought to daycare. If your child had any of the following symptoms during the night, he or she should remain home. This is to insure the health and safety of your child and all other children.

- Fever greater than 101.0 degrees F in the ear without over-the-counter medicine
- Vomiting
- Diarrhea
- Pink eye with drainage
- Head Lice
- Open wounds that are not covered by a band aide.

If your child becomes ill at our center, we will immediately notify the parent/guardian if the child requires temporary exclusion from our program. A child is considered ill if:

- Fever greater than 101.0 degrees F
- Vomited
- Diarrhea (2 or more watery stools or increased frequency of stool that cannot be contained by a diaper or the child's ability to use the toilet)
- Suspected pink eye
- Unexplained rash
- Or an illness that prevents the child from their needs being met or participating comfortably in our ratios set by DHS.

We have a designated sick area within the classroom that your child will remain in until parent/guardian pick up. If your child is not picked up within one hour of contacting you of their illness, you will be expected to pay a \$5.00 per hour sick child fee and Emergency contacts will be contacted. The established policy for ill child's return:

- Fever free for 24 hours without over-the-counter medication
- Chickenpox – one week after onset (or when lesions are crusted)
- Strep – 24 hours after initial medication
- Vomiting/Diarrhea – 24 hours after the last episode
- Conjunctivitis – 24 hours after initial medication or when without drainage

If the condition of your child is or becomes unstable, we will make sure they are taken care of by the doctor/dentist on your emergency contact list. If it is necessary, they will be transported by ambulance to the hospital of your choice. If it is a critical emergency, the child will be transported to the nearest hospital. A caregiver will remain with your child until a parent/guardian is able to get there.

### **INJURIES INCLUDING DENTAL INJURIES:**

Serious injury – injury will be assessed by staff. In case of serious non-life threatening injury, parents will be notified first. Parents will be given the option to transport or have EMS called. In the case of a serious and/or possible life-threatening injury, EMS will be called first. Parents will be notified immediately thereafter. Every effort will be made to use your hospital of choice. However, if the injury is life-threatening, your child will be taken to the closest medical facility/dental facility. Someone from our staff will accompany the child or will follow with a vehicle to be with the child until the parent is able to be with child.

Minor injury – Injury will be assessed by staff. A staff member will treat the injury as needed according to basic first aid. Parent will be notified of minor injury at pick-up and a copy of the incident will be given to the parent.

First aid for a knocked out tooth will be to put the tooth in a glass of milk and fill the hole in the mouth with gauze. Parents will be notified to take the child to the dentist immediately.

If your child is injured at our center, daycare staff will fill out a child injury incident report with the details of the incident. There will be two copies – one signed by the parent and kept at daycare and one for parents to take home.

### **COMMUNICABLE DISEASES:**

Children with a communicable disease will be allowed to attend child care provided their presence does not create a substantial risk of illness or transmission to other children or employees. The health risk to immunosuppressed children is determined by their personal physician. The health risk to others in the center environment from the presence of a child with a communicable disease is determined on a case-by-case basis by the child's personal physician, a physician chosen by the center, or a public health official.

Little Raptor Daycare requires that a child has written permission to return to child care after any exclusion. This permission must be given by a physician, or a physician's assistant, or nurse practitioner. This is not necessary for mere absence from child care.

### **PARENT PROVIDED SUPPLIES:**

We want every child to feel at home while attending our daycare. It is your responsibility to not only provide us with up-to-date records and parent information, but we also require you to provide: extra clothing, diapers/pull-ups, baby wipes, bottles, pacifiers, diaper rash cream, sunscreen, over the counter medicines. If you choose to not use the formula and baby food provided by daycare, you will need to

provide your own. It is very important in the winter to make sure your child has shoes to wear in the building or they will have to wear their boots. This is required for any emergencies. Please send winter gear (boots, snow pants, hats, gloves, etc.) Please initial all of your child's belongings, including coats, hats, mittens, sweatshirts, etc.

### **PARENT – STAFF COMMUNICATION:**

Communication between staff and parents is highly important. Monthly newsletters will be sent home at the beginning of every month. Parents are encouraged to discuss any interests and/or concerns with staff. Parents are welcome to visit our center at any time during our hours of operation. The Little Raptor Daycare will hold conferences in the fall and spring based on the school conference schedule. Any parent is welcome to come visit with our Director about how their child is doing in the daycare during those times or any other times as well. If you are in need of an oral or written translator, let us know and we will provide one for you. A Facebook page has been created. We will post pictures and fun things from throughout our day. We will also post any announcements that parents need to be aware of. An annual survey of the daycare center will be done in the fall each year.

### **PARENT RESPONSIBILITIES:**

If your child will not be attending Little Raptor Daycare or will be coming in late on a scheduled day, please call us as soon as possible so we can make the appropriate adjustments. Vacation days may be used in ½ day and full day increments only. If it is necessary to take your child out for a brief time due to a doctor appointment, you may choose to take vacation time or to pay for those hours your child was absent.

### **EMPLOYEE EXPECTATIONS:**

As quality childcare providers, we are required by law to have current CPR and First Aid certification, background checks, fingerprints, mandatory reporting of child abuse training, Universal Precautions training, as well as updating our early childhood training. A physical is also required and needs to be updated every 3 years, including a TB test.

We provide an orientation to all employees, which includes staff expectations, center policies, and daily schedules/routines of both our children and staff, our daily schedule, expected behavior, and review all center policies. Staff is required to complete a 12 hour DHS Essential training class.

All staff and volunteers are required to sign a statement of health that they are free of communicable diseases. They must state if they have any other health concerns that could pose a threat to the health, safety, or well-being of the children.

### **CURRICULUM:**

Weekly lesson plans will be posted and will include large motor, small motor, art, music, drama, language development, sensory, math, science. Lesson plans will demonstrate knowledge of social, emotional, physical, and intellectual areas of learning and will reflect individual needs, levels, and abilities of all children. Learning centers will reflect an atmosphere of learning through play and experience as

demonstrated in the room, environment, and activities. Children will be allowed to use their creativity and imagination in all projects and should be encouraged to explore and work independently. Throughout the day, there will be periods of free play for the children. While children are free playing, staff will be engaged with the children playing and help guide the activities. There will be prepared activities in the afternoons. These will require little direct teacher involvement so that attention can be directed to the children as they leave for the day.

Children learn a great deal from our daily play activities. We play with play dough, colors/markers, paint, and play many dramatic pretend games, etc. We believe that children learn by doing and try to provide activities that are both educational as well as entertaining. As these activities can be messy, we strongly encourage you to dress your child in washable play clothes every day. We will not be responsible for clothing that is stained due to play activities.

Little Raptor Daycare will work to the best of their ability to accommodate the needs of a child with special needs. We work closely with AEA to provide the best care/education for all children.

### **TRANSPORTATION POLICY:**

If the situation arises for transportation, we would always take extreme care to make sure that your child is driven in safe conditions. We would naturally use the type of car seat suitable to their age with proper restraint. Our child to staff ratio will always remain in effect. If going on a field trip, we will have extra staff along.

### **FIELD TRIPS:**

Children and staff will walk around the town using city sidewalks. Any field trips to any business, parks, pools, etc. will include an extra staff member. Before leaving, all children will be counted and names recorded on an attendance sheet. Staff will take a first aid bag along with all emergency phone numbers for each child. Any vehicles used, will be school vehicles with either daycare or school personnel driving. Seat belts and car seats will be used at all times. Trips to local places of interest are fun and an educational part of our program. For any special trips, a permission slip explaining destinations, date, and time must be signed and returned.

### **HANDWASHING/SANITATION POLICY:**

In an environment that has many touchy-feely humans of any age, there will be the spread of germs. By working together we will help the children develop important healthy habits for a lifetime. All children will be required to wash their hands upon arrival at the center. Staff and visitors are required to do the same. All staff, infants, and children will also wash hands before/after any meal, after every bathroom visit, conducting food activities, sand/water table activities, coming in contact with any bodily fluids, handling any animal, and after returning from any activity outside.

We try to do our best to keep the transfer of contagious disease to a minimum by sanitizing our toys, furniture, and sleeping areas. All furniture will be washed with soapy water and disinfected weekly. We

follow a weekly toy cleaning chart in order to be sure all toys are washed and disinfected weekly. Toys, furniture, changing table, surfaces, etc. are cleaned using the following process: soap/water, rinse, dry, and then spray with bleach or Purell Disinfection solution (disinfection spray that sits for one minute) and let air dry.

### **GUIDANCE/DISCIPLINE POLICY:**

Our daycare rooms are a small community where teamwork and good relationships are expected. Caregivers will use positive guidance, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent clear rules, and involving children to problem solve to further the child's own ability to become self-disciplined. We try to provide an environment for a child that is both supportive and respectful of their needs. Our goal is to help each child develop a strong sense of self-discipline and self-esteem. We use different methods of discipline depending on the situation. If a child can work out the situation for him/herself, we may choose to ignore the misbehavior. If a child is playing in a way that is not appropriate, we will redirect them to another more suitable activity. A quiet area will be used if other management techniques are ineffective. We will not in any way physically punish a child. Caregivers may make observations of your child.

If we have an incidence of a child hurting other children physically or emotionally, we will first make verbal notification to the parent. If it happens again we will give written notification with our expectations and a meeting with the Director, supervisor, and parent may be held. If we can't work out the problem, we may have an educational consultant come and observe your child in the daycare setting. If we cannot work together to improve the situation and the child continues the harmful behavior, they may be asked to leave our program to protect the other children in our care.

For acts of aggression and fighting, caregivers will set expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may:

1. Separate the children involved
2. Immediately comfort the individual who was injured
3. Care for any injury suffered by the victim involved in the incident
4. Notify parents/guardians of children involved in the incident
5. Review the adequacy of caregiver supervision, appropriateness of facility activities, and administrative corrective action if there is a recurrence.
6. If none of the above procedures work to resolve behavior, a conference will take place to further assess the options.

Physical restraint will not be used except as necessary to ensure a child's safety or that of others, and then in the form of holding by another person as gently as possible only for as long as is necessary for control of the situation.

Biting – Two and older: First bite: A quiet area will be used for the child who bit and an incident report is sent home with the parents of both children. No names will be used on the reports to keep all incidents confidential. Second bite: Timeout procedure and note sent home. Third bite: A meeting will be held with the Director and parent. Younger than two: Will use redirection, distraction, and praise. There will be a cooldown time with the caregiver if needed. The child will read a book or play quietly with a caregiver. A caregiver will talk about the child's feelings and teach behaviors to replace unacceptable ones. When the child has cooled down, they will go back to play. The area will be cleaned using soap and water, an ice pack will be given for comfort, and a band-aid will be applied if necessary. A notebook will be kept to monitor each incident of what took place before the incident, the children involved, and method of discipline. The staff will work to figure out why the child is biting and what the meaning behind it is. Staff will work with nurse consultant and AEA if necessary to help with other methods to work with the child.

### **MEDICATION POLICY:**

The reason this policy is important: Inevitably, some children will require medication while in the childcare setting. The process for handling and administering medications must be well structured and carefully followed in order to ensure that the interests of the children and the staff are best served. When possible, a child's parents and physician should try to minimize the need for medications while in childcare.

Medicines ordered twice a day should normally be given before and after, rather than during, childcare hours. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for childcare, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during childcare hours is unavoidable.

Medication will only be given with authorization from the doctor or parent. All prescribed medicines will be given according to doctor or pharmacist directions. Parents must completely fill out the monthly medicine record in order for any medicine to be given. Every effort will be made to have staff who have taken the Medication Administration Course to administer medicine.

All medications that we administer must be in their original container with the following provided:

- Child's name and DOB
- Name of Medication
- Reason medication is needed during child care
- The date(s) and time the medication should be administered
- The dose or amount of medication to be given

- How the medication is to be administered
- Special Instructions
- Possible side effects
- Parent and Healthcare provider's signature and phone number
- The extent of time the permission form is valid
- May not exceed the length of time the medication is prescribed for, the expiration date or one year, whichever is less

It may be necessary to obtain two bottles or containers of the medicine from the pharmacy in order to ensure a bottle isn't left at home or at daycare. A physician's written consent must be obtained to add medicine to food or drinks. Medications will be kept at the temperature recommended for that type of medication. All medications will be kept inaccessible to children. Medications will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or any other person legally permitted to prescribe medication. Instructions which state, "The medication may be used whenever needed" will need to be renewed by the physician at least annually. A medication log will be kept showing dates and times that medicine has been administered to your child. This will also include consent obtained from the parent and the person who administered the medication. Spills, reactions, and refusal to take medication will be noted on the log.

A physician may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition. The same instructions from above will need to be followed. Examples include children who wheeze with vigorous exercise may take one dose of an asthma medicine before vigorous active play.

You will be required to have a physician's note, with the physician's signature, in order for pain medicine to be given to the child. The note needs to state the child's name, date, the name of medicine, concentration of medicine, dosage, how often, and reason to give any over-the-counter. Any OTC medication (pain reliever, anti-inflammatory, Pedialyte, etc.) will need a signed note with the above information from your physician. We will need a signed note from your physician for each occurrence with amounts to be given. Nonprescription sunscreens, diaper creams, and insect repellents will require written parent/legal guardian consent but do not require a written order from a healthcare professional. We will not apply sunscreen to an infant under 6 months of age due to the bottles instructions. We encourage parents to bring a sun hat and light blanket to be used outside to help protect infants. We will not administer folk or herbal remedies.

### **ADVERSE WEATHER:**

In case of poor weather conditions, (such as a blizzard, etc. and employees are unable to attend work) please listen to KAYL 990 AM, KAYL 101.7 FM and watch the local news to see if we will be open. You can also sign up for the school's closing information through the Remind app and named School

Closings/Delays-Ridge View. Any changes in the daycare schedule will also be posted on our Facebook page "Little Raptor Daycare."

### **EMERGENCY/SECURITY POLICY:**

As part of the public school system, we share the same requirements that the Department of Education requires of the school system. We have all emergency information posted where it is easily accessible to the staff. We have cooperated with the school staff that in the event of a fire or tornado during school hours of operation, they will help in providing extra hands to care for the children. We also have monthly tornado, fire and lockdown drills to practice good techniques that promote confidence in the children as well as the staff. In addition, all of our staff are required to have current Child/Adult CPR and First Aid Certificates, as well as other additional training.

One very important safety precaution is to strictly follow the required child to staff ratio. Therefore, it is very important that if your child is not attending Little Raptor Daycare on a full time or regular schedule that you contact us before you bring your child to our facility. Please know that we may not be able to accommodate your need for childcare if the proper notification has not been given or we do not have the amount of staff/students available to make a safe environment for all children in our care. The daycare extension at the school is 311 and 316.

### **EMERGENCY PLANS:**

\* In the case of an emergency your child will be taken to offsite locations depending on where and what the incident is.

**Fires:** When a fire emergency is detected, we will evacuate according to fire drill instructions posted in the rooms. Daily attendance will be taken to account for all children. Infants will be placed in the evacuation crib. Emergency contact information will be taken if possible. Once outside to our designated area, all kids will be accounted for again. If the weather is inclement, children and staff will be taken to the St. Paul's Lutheran Church. Parents/Guardians will be contacted as soon as possible to pick up their children. Fire drills are practiced every month and a monthly record log is kept.

**Tornado:** When the tornado alarm is sounded or other determination of danger is verified, children will move to our designated area posted in each room. Infants will be placed in evacuation cribs. Children will be instructed to cover their heads in a crouching position as practiced. If structural damage occurs, law enforcement will be notified and children will be taken to the St. Paul's Lutheran Church. Daily attendance sheets will be taken in order to account for all children. All emergency forms will be taken when leaving the classroom. Tornado drills are practiced every month and a monthly record log is kept.

**Power Failure:** During a power failure, all children will remain in their classrooms. They will continue with their daily activities, if possible. Blankets and flashlight will be available. The power company will be notified. The staff will contact the parents/guardians to pick up their children if an early closing is necessary.

**Blizzard/Ice Storms:** The center will close due to weather if the following conditions exist: public transportation shuts down, if the Highway Patrol and Sheriff's department asked people to stay off roads, or if several inches of snow have fallen and they are predicting several more inches and threatening conditions during the day. Any late starts, early dismissals, or closings can be heard on 101.7 KAYL, seen on KTIV and KCAU TV, and sent out through the Remind App. If the school is late, dismissing early, or cancelled, daycare will still remain open on normal weather days.

**Bombs:** Any staff informed of a bomb threat will contact the Director or the person in charge. All other staff members will be contacted by personal contact. The Director will contact law enforcement and further evacuation procedures will be followed under their directions. The emergency forms will be taken when leaving the building. Parents/Guardians will be contacted as soon as possible to pick up their children.

**Chemical Spills:** Staff and children will leave the area immediately. A staff member will contact the Holstein Fire Department and follow their directions. Staff and children will evacuate the building according to fire department instructions. Children and staff will go to the St. Paul's Lutheran Church. If leaving the building is necessary, the staff will take the emergency forms. Parent/Guardians will be notified as soon as possible.

**Intoxicated Parents/Guardians:** Staff members will attempt to detain the parent. Another staff member will contact a person from the emergency list and request pick up. The intoxicated parent will be informed of the pickup plan. If unable to contact another pickup person, the child must be allowed to leave with the parent. The intoxicated parent will be informed that the Law Enforcement will be called. Staff will notify the Law Enforcement right away of the situation. Caregivers are never to give the parent or child a ride home.

**Intruder:** If it is determined that an intruder may be harmful, the staff members will be instructed to take the children out the secondary exit (The door in the toddler classroom that goes right outside). The Director will attempt to assist the intruder out of the building. Another staff member will contact the Law Enforcement depending on the situation. The staff will proceed as instructed by the Law Enforcement. Parents/Guardians will be contacted as soon as possible. If necessary, children will be taken to an offsite location.

**Lost or Abducted Children:** One staff person will remain with the children. A second staff member will alert others in the building to assist in the search. Law Enforcement will be contacted immediately as well as the parents/guardians. The staff will proceed as directed by the Law Enforcement.

**Earthquakes:** Staff will move children to safe areas under tables or into doorway structures. Staff will contact the parent/guardian to pick up children if structural damage has occurred.

**Non-Discrimination:**

The USDA is an equal opportunity provider and employer.

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by the CNP provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website <http://www.state.ia.us/government/crc/index.html>.

Students, parents, employees, and others doing business with or performing services for the Galva-Holstein Community School District are hereby notified that this school district does not discriminate on the basis of Race, Color, National Origin, Sex, Disability, Age (for employment), Religion, Creed, Sexual Orientation, Gender Identity, Socioeconomic Status (for programs), and Marital Status (for programs) in admission or access to, or treatment in, its programs and activities. Any person that has inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the American with Disabilities Act (ADA), 504 or Iowa Code 280.3 is direct to contact :

Mike Richard

519 E Maple St., Holstein, IA 51025

(712)368-4353 ext. 306

Who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504. and Iowa Code 280.3.

Thank you for choosing Little Raptor Daycare for your childcare needs. Our policies are constructed using National Health and Safety Performance Standards to provide best daycare practices.

I have read and understood the parent handbook. I agree to the policies stated within the handbook.

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Signature

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Date