**POLICIES AND PROCEDURES AGREEMENT/PARENT HANDBOOK**

Facility name: Animal Cracker Kids Administrator: Wintr Graham

Address: 333 Baranof Street Phone number: 907-388-9869

Number and ages of children served: **12 children between the ages of 4 weeks and 12 years**

Drop in children are admitted on a case by case basis (ie if there is space etc.)

**Admission:** My family childcare will provide care for children between the ages of 4 weeks through 12 years. My operating hours are between 7:30 AM and 5:30 PM Monday through Friday. After hours care from 5:30 PM-8:30 PM available by appointment only. Weekend care from 7:30 AM to 8:30 PM available by appointment only.

Please be aware that although I specify my hours of operation, we will contract for specific hours for your child and you may be charged additional fees if you pick up or drop off your child beyond our contracted hours (see contract).

I will never refuse to enroll a child on the basis of race, color, sex, sexual orientation, or handicap.

**Enrollment Procedures**: Parents must meet with the me (the provider) in order to discuss their child’s specific needs and to review the program’s policies. The following forms are required to be on file for each child per certification standards:

* Enrollment and emergency medical consent form
* Authorization to administer medication form
* Authorization to transport (vehicle or walking field trips)
* Immunization Record may be submitted within 30 days after enrollment
* Completed and signed contract
* Policies and Procedures reviewed.

All families will be enrolled on a trial period. The trial period of two weeks is to determine the right placement for your child. During this trial period either party (parent or provider) has the right to terminate care without notice. Please make a note of this day. After the trial period, termination notice must be given. The parent will be responsible for payment for days the child attended during the trial period.

**Holidays:** Holidays that Animal Cracker Kids is closed on are: New Years Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Christmas Day.

* Holidays provider does not provide care will be paid at a rate of: Regular monthly rate
* Holidays parent does not bring child to care and childcare is open will be paid at a rate of: Regular monthly rate.

**Termination:** This contract may be terminated by either the parent/guardian or provider by giving a two week written notice in advance of the ending date. Payment by parent/guardian may be due for the notice period, whether or not the child is brought to the provider for care (please refer to the contract).

Reasons for a provider termination may include but are not limited to: failure of parents/guardians to pay, failure of parent/guardian to complete required forms, lack of parent cooperation, inability of provider to meet the child’s needs, the inability of the child to adjust to childcare or the failure of parent to abide by contract/policies.

In some cases, immediate termination may be necessary. Some reasons for immediate termination may include, but are not limited to; failure for a parent to pay required fees, health or safety reasons of the children in care. Communication between parents and the provider is very important. Termination due to any of these reasons would be a last resort of parents/guardian and provider being unable to resolve the issue together.

**If Infants/toddlers are in care:**

* Infants will sleep in **a crib or a playpen**
* Child Care Regulations require infant/toddler diapers to be changed as needed.
* Diapers and baby wipes shall be provided by the **parents or guardian.**
* Child Care Regulations require bottles and pacifiers to be labeled when more than one infant or toddler is in care. Bottles and pacifiers shall be provided by the **parents or guardian.**
* Baby Food is provided by the **daycare**. Formula is provided by **daycare** unless parents choose to opt out and provide their own formula and/or breastmilk
* You are welcome to come and breast-feed your baby at the facility.
* Some special attention times for infants shall be: **After naptimes and during feeding.**

**If school age children are in care:**

* Care to school age children **will** be available on school holiday and “in-service” days.

**Children with special needs:**

Under the Americans with Disabilities Act, a child care program cannot discriminate based on a child’s disability. The facility administrator or designee will discuss your child’s strengths and reasonable accommodations that are needed to meet their needs with you before your child is enrolled in the child care facility.

If your child has special needs, we will collaborate on developing and implementing a plan to meet your child’s needs before enrollment, including addressing reasonable accommodations, results of evaluations (if you agree to discuss them) specific services the facility will provide, medical personnel will be available to perform prescribed services, functional outcome objectives, payment of special services required at the facility, and whether or not you want us to contact providers at additional services and the child’s IFSP coordinator. We will need these things written on a Plan of Care to ensure all requirements are met and will need to conduct regular reassessments.

This facility is **not** qualified to provide medical supervision or nursing care to children who require such care.

**Nighttime care for 5 or fewer children under 18 years of age: is not provided.**

**Behavior Guidance: Expansion and Expulsion Policy:**

My childcare facility has adapted a positive discipline policy that focuses on prevention, redirection, love, consistency and firmness. I stress two main patterns of behavior: respect for other people and respect for property. Children are explained the rules of the facility frequently so that they are all familiar with them. Young children often have difficulty expressing their feelings and it can manifest by them hitting, throwing toys, biting, etc. I try to prevent behavior such as this by helping children to understand what they are feeling and finding a solution. Time outs will be used after other methods of trying to correct the behavior have been exhausted. Verbal redirection will be used and is often the only method children need to change their behavior or find a solution to the problem.

Under no circumstances will there ever be physical punishment administered to children. Under no circumstance will there ever be verbal abuse, name calling, or isolation used as punishment. Under no circumstance will food or sleep be used as a means of punishment.

If a discipline problem arises that does not respond to the above mentioned techniques, parents will receive a phone call. Sometimes parents have solutions to problems that child care providers have not considered. If a solution is not found parents will be asked to come pick up their child. We can then conference and decide together how to find a solution so that the child can return to daycare. These policies are implemented to provide a safe and fun environment to both children and staff in the facility.

Behavior guidance techniques used in this facility are the following:

|  |  |
| --- | --- |
| Age Group | Techniques |
| Infants | Verbally communicating to child why behavior is inappropriate or unsafe. Move child away from cause of trouble or item(s) that are dangerous. Give child an age-appropriate toy. |
| Toddlers | Verbally communication to child to correct inappropriate or unsafe behavior. Remove child from situation and redirect. Talk to child about behavior and help them realize what emotions they are feeling. May be necessary to move child to another area of play space or to play with them until situation diffuses. |
| Preschoolers | Verbal communication to child to correct inappropriate or unsafe behavior, give them several warnings. Introduce child to new play area if appropriate. Talk to child about how emotions and help them realize what they are feeling during moments of frustration. Time-out may be necessary but is only used as a last resort. The maximum number of minutes a child will spend in one time-out session equally the age of the child. May need to separate child from other children for a brief time. If behavior continues parents will be contacted to come pick child up. |
| School Age | Verbally communicate to child why behavior is harmful or inappropriate. After three warnings the child will be put in a time out, minutes not to exceed age of child. Have child tell why their behavior is harmful or inappropriate. May need to separate child from other children for a brief time. If behavior continues parents will be contacted to come pick child up. |

Children with behavior that is out of control (some examples include, but are not limited to: excessive hitting, kicking, biting, or otherwise acting out in a physical manner in which attempts to curb such behavior has not been successful through traditional means. Also screaming, yelling, and fits that are excessive and not correctable) will be subject to the following: Parents will be asked to sit down with provider to discuss and implement a personalized behavioral plan that both parties can agree to, in order to help correct the behavior. Termination of care for said child will not occur until after a behavioral plan has been made with parents and fully implemented. If a behavioral plan is not successful, provider may terminate care.

**Meals, Snacks, and Beverages:**

* We provide: **snacks, breakfast, lunch, and dinner (by appointment only)**
* Parents will never have to provide food, unless child is on a special diet.
* Sample breakfast: banana, cheerios, milk
* Sample lunch: celery with peanut butter, ham/cheese sandwich, apple, milk
* Sample dinner: beef enchiladas, green beans, dinner roll, corn, milk
* Two sample snacks: pretzel sticks and juice/ grapes, crackers, and water

**Preschool:**

**School Readiness:** I do not have an “official licensed” preschool, however I do focus on school readiness learning for children ages 3-6. We work on basic learning and skills such as ABC recognition and sounds, counting, cutting, etc.

**Child Care Rates:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Infant**  4 wks. to 12 mo | **Toddler**  13-36 mo | **Pre-School**  3-5 years | **Kinder/School Age** 6-12 years |
| **Monthly FT** | $1,273.00 | $1,111.00 | $929.00 | $752.00 |
| **Daily Full Time** | $58.70 | $51.20 | $42.81 | $34.65 |

**Note: Children age 36 months or older, who still wear diapers will be charged the fee that applies to toddlers.**

**Additional Fees/Late Fees**: (If applicable, please check one, indicate $ amount) ­

* Parents **will be** charged additional fees for early drop off or late pick up. Fees are as follows:
  + $ 1.00 /per every 5 minute increment
* Parents **will be** charged additional fees for late payment. Fees are as follows:
  + $15.00/ day for up to two days. If payment is not made by the third day it was due child care services will be suspended. Ex: Payment due on the 1st that are not paid until the 3rd would result in a $30.00 late fee. If by the 4th, payment is not made parents will need to find alternative child care until balance is paid in full.

**Specializations:**

* This facility **does not** have an approved specialized program for moderate risk activities such as gymnastics, swimming, camping, wilderness walks, horseback riding, canoeing, skiing, climbing, fishing, skateboarding, rollerblading, scooter riding, and bike riding.

**Personal Belongings:**

* Blankets and other coverings **are** provided by the child care provider.
* Any special toy or blanket that the child wishes at naptime or at any other times should be labeled and bought to the facility by the parent.
* Children are to bring an extra set of clothes appropriate to the season marked with the child’s name to be kept at the facility. If your child uses the extra clothes, please replace the extra set by the next day they are in care.
* Location of storage for each child’s personal belongings: **entry by the door on the coat rack or in child’s designated cubby.**
* Children will be allowed to bring their own toys on specific days: **yes, any day**
* Please do not send: **Candy, meals (unless otherwise planned or child has special dietary circumstances)**
* Bedding will be cleaned by the **facility** once/week.

**Television, Movie Viewing, Video Games and Computer Use:**

1. There **is** television and movie viewing in the facility.
2. Children will view the following programs not to exceed 45 minutes hours in a 24 hour period: **programs of a PG rating or better**

There **is not** a computer available for a child’s use.

**Transportation:**

* This facility **does not** provide transportation between the child’s home and child care for the purposes of attending child care.
* This facility **does (by appointment only)** provide transportation to and from school from the child care for school-age children.
* This facility **does** need you to leave car seat(s) for your children at the facility for any transportation including field trips.
* At any time if the facility transports children, they will: be individually restrained with a seat belt or appropriate child restraint device; not occupy the front seat of a vehicle if there is an airbag on the passenger side; and they will be received by a responsible individual if they are younger than kindergarten age. the vehicle used to transport children is in good repair, is safe and free of hazards and in hazardous weather conditions is equipped with appropriate safety equipment, such as snow tires or chains.
* Transportation to and from school will be provided by: **Wintr Howard or Glen Graham or other employee of Animal Cracker Kids** (by appointment only)
* In a medical emergency, children will be transported by 911. Animal Cracker Kids and Wintr Howard are not liable for any associated fees.

**Field Trips/Activities Away from the Facility:**

* Field trips **will** be taken.
* A permission slip is required for all trips leaving the daycare facility

**Parent Visits:**

* Parents shall be allowed free access to their children and to all areas of a child care facility used by the children.
* Parents are encouraged to visit and participate in the program.

**Smoking:**

* Regulations require that a smoke free environment be maintained, including vehicles used to transport children.
* This is a non smoking facility

**Cold Weather Outdoor Play:**

* Outdoor play will be part of the child’s daily activities when temperatures are above 0 degrees. Outdoor play will be at administrator’s designation and may be substituted for indoor active play.
* Please provide appropriate clothing every day for the weather conditions so your child can enjoy outdoor play.

**Animals:**

* This facility **does not** have animals.

**Firearms:**

* Firearms and ammunition **are not** present at the facility.

**Poisonous Plants:**

* This facility **does not** have poisonous plants.
* **Child Protection:**
* Alaska Statutes require that all licensed child care providers, who have reasonable cause to suspectthat a child has suffered harm as the result of abuse or neglect, must immediately (as soon as possible-no later than 24 hours) report that information to the nearest Office of Children’s Services (OCS).

**Substitute, Emergency, and Volunteer Caregivers:** (These caregivers meet caregiver requirements.)

* This facility **does occasionally** use substitute or volunteer caregivers on a non-emergency basis when the facility is unable to provide care.
* Parents  **will** need to make their own arrangements when licensee is unable to provide care.
* Substitutes **will be** used in emergency situations.
* If provided, substitute care is provided at the licensed facility, not in another location.

**Medication:**

* **Yes,** this facility is willing to administer medications to children as needed or requested (see below)

**A child care facility may only administer medication under the following conditions:**

* The facility shall obtain written permission from the child’s parent/guardian or shall document telephone permission from the child’s parent to administer any medication to the child.
* Over-the-counter medication provided by the child’s parent must be in the original container and labeled with the child’s name.
* The facility shall have a policy for the use of any commonly used, non-prescription medication for oral or topical use kept on hand for any child, with parental consent, for whom the medication may be indicated. This includes non-aspirin fever reducers, naturopathic remedies, vitamin and mineral supplements, diaper ointments and powders, sunscreen, and insect repellent.
* Prescription medicine must be kept in the original container showing the date filled, the expiration date, instructions, and the physician’s or other medical professional’s name.
* Over-the-counter drugs may be given at the dose, duration, and method of administration specified on the manufacture’s label.
* Only a designated staff member may administer medication (prescription and non-prescription) and shall record and initial the time each dose is administered.
* Unused medication must be returned to the parent.
* We keep the following common, non-prescription topical or oral medications on hand to be used on an as-needed basis for children:

|  |  |
| --- | --- |
| Over-the counter medications available at the facility | Brand Name |
| Diaper Rash Ointment | Destin |
| Mosquito Repellent | Off! |
| Children’s Cough Syrup | Triaminic |
| Children’s Pain Reliever | Tylenol |
| Sunscreens | Water Babies/coppertone |
| Others: |  |

**Policies Related to Reducing the Spread of Disease:**

We adhere to the following guidelines regarding Universal Precautions to Prevent Transmission of Blood-Borne Diseases:

* Wash hands before food handling, preparation, serving, eating, or table setting; after toileting and assisting a child with toileting or diapering; before and after assisting with tooth brushing; after handling animals, animal waste, or animal cages; before and after giving medication; before and after preparation of moist play; and whenever hands are contaminated with body fluids, including nose wiping. Wash hands for 30 seconds afer coming into contact with blood and other body fluids contaminated with blood.
* Encourage children to wash their hands at the times specified above.
* Cover cuts or scratches with a bandage until healed.
* Use disposable absorbent material like paper towels to stop bleeding.
* Wear disposable non-latex gloves when encountering blood, blood contaminating body fluids, and injury discharges. Wash hands immediately upon removal of gloves.
* Immediately clean up blood-soiled surfaces and disinfect with a fresh solution of bleach water.
* Put soiled laundry in sealed plastic bags until it is laundered.

We require all children to be fully up to date on vaccinations and to maintain up to date vaccinations on file. No medical or religious waiver will be accepted in lieu of vaccinations.

**Emergency Situations:**

* In the event of an emergency situation in which a child must be transported by an emergency vehicle to a hospital or clinic Animal Crackers Daycare is not liable for the fees associated with transport between the daycare facility and the hospital.

**Complaints:**

* The department of Health and Social Services is the agency mandated by law to license child care facilities. Therefore, this agency monitors and investigates complaints involving violations of child care licensing regulations. If a parent is dissatisfied, please talk to the administrator about the problem. If this does not work, or if the parents wish, they may call the Child Care Program Office at: (**907) 451-3198.**

**Illness Policy:** It is not always easy to decide if a child should remain at home due to an illness. Children who come to childcare are expected, with few exceptions, to participate fully in child care activities. Children who are exhibiting the following symptoms will be sent home or should remain home:

* Fever of 100 degrees or higher: this signals an illness may make a child uncomfortable and unable to to function well in childcare.
* Contagious illnesses such as hand food mouth disease, strep throat, etc. children must be symptom free for 24 hours or have a doctors note stating it is okay to come back to daycare.
* Vomiting, diarrhea or severe nausea: these are symptoms that require a child to remain at home until a normal diet is tolerated the night before and the next morning.
* Rashes: rashes or patches of broken, itchy skin should be examined by a doctor if it appears to be spreading or not improving.

A child who is too ill to remain in care will be isolated from the other children. The parent will be notified of their child’s illness and will be required to pick up their child within 30 minutes.

Children with communicable diseases shall not attend childcare. Examples of communicable diseases include but are not limited to: Chicken Pox, Influenza, Pink Eye, Mumps, Strept Throat, Impetigo, Lice, Measles, Whooping Cough, Scarlet Fever.

It is important that you notify the provider if any medication has been administered to your child within the last 24 hours. Should there be a medical emergency it is crucial to report whether or not the child is on medication. All prescriptive and non-prescriptive medications (including diaper rash creams and sunscreens) that need to be administered at childcare by the provider requires that the parent complete an Authorization to Administer Medication Form.

**Health Procedures:** An immunization record for all children must be completed by the parent within 1 days of the first day of attendance. ­

It is the policy of this childcare and a certification standard that all infants under 1 year of age must be placed on their backs to sleep to reduce the risk of SIDS, unless otherwise instructed/directed in writing by the child’s physician. A safe crib or playpen shall be available for each child under 1 year of age to use for napping.

Parents will be required to provide their own childcare if I (the provider) am unable to do so due to illness, closings or scheduled vacations. ­

Parents will be notified within seven (7) days of any changes to these policies.

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Provider’s Name (Print) Provider’s Signature Date

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Parent’s Name (Print) Parent’s signature Date

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Parent’s Name (Print) Parent’s signature Date

Attention Parent(s): Certification requires all parents receive a signed copy of the contract. Please be sure to obtain a copy of this contract.

*(Parent Copy)*

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By signing this agreement, you are agreeing you have read, understand and agree to adhere to these Policies and Procedures

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Provider’s Name (Print) Provider’s Signature Date

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Parent’s Name (Print) Parent’s signature Date

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Parent’s Name (Print) Parent’s signature Date

Attention Parent(s): Certification requires all parents receive a signed copy of the contract. Please be sure to obtain a copy of this contract.

*(Facility Copy)*

**SAMPLE TERMINATION NOTICE/PARENT TERMINATION NOTICE**

Notice given by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name Date

to terminate care for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_effective:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Child/Children’s name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature Date

PROVIDER TERMINATION

Notice given by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider’s Name Date

to terminate care for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Child/Children’s Name(s) Date

Payment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be due. If parent wishes not to have their child attend childcare after termination notice has been given: ­ Payment will be required from last date of attendance to termination date. ­

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Provider’s Signature Date