



Bee an Explorer Daycare

Policy Handbook

About Me and My Program

My Child Care Philosophy

I run a Christian based child-centered program that focuses on the individual needs of each child.

Bee an Explorer Daycare helps children learn and develop by acknowledging every child is unique. We believe that success and growth come from encouragement and praise. We focus on building every child's self-esteem and confidence through positive feedback. We nurture their natural strengths and encourage learning through creative play. A child sees the world around them with wonder and awe and we believe in encouraging their natural curiosity.

My Qualifications

I grew up working in my mother's daycare. I am a mother of three. I have volunteered at preschools, elementary schools and church child care. I have the Child Development Associate and I am also working with the Parent Aware Program. I have the Minnesota Child Care Credential Certificate of Completion. My daycare is rated three stars from Parent Aware. I am certified in CPR and first aid.

My Licensing

I am licensed by the state of Minnesota. A copy of my license is attached to these policies. My licensor's name is Melissa Pitts, and you can reach her at 651-430-8326 or Melissa.Pitts@co.washington.mn.

I am a Mandated Reporter

I am a state-mandated reporter of suspected physical or sexual abuse of children. This means that if I have reason to believe that any child in my care has been neglected or abused, I am required by state law to report this to my licensor or to the local child protection office. If you suspect that any child in my program is being physically or sexually abused, please talk to me immediately. If you wish to report suspected child abuse or neglect, you may contact my licensor or the local child protection office (651-430-6457).

Substitutes and Employees

I may hire a substitute caregiver in the event of an emergency or if I have an appointment that must be made during business hours. The Substitute will meet all state child care regulations. If possible I will notify you at least a week in advance that I will be using a substitute caregiver.

My Privacy Policy

I will do all that I can to protect your family's privacy and will follow Minnesota privacy law. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information. I ask that you also respect the privacy of my family by not sharing any information you learn about my family without my written permission. I know that this can be difficult, so please talk with me if you have any questions about this.

Permission to Share Information

My first priority is to protect your child's health and safety. To ensure that I am operating with your full understanding and agreement, I ask that you grant me permission to conduct the following activities. **I will not put your child's name on any materials that will be used for public viewing.** Please initial each item for which you consent:

- ___ placing photos of your child around my house.
- ___ placing photos of your family on a photo board for the children to look at.
- ___ giving copies of group photos that your child may be in to other families in my care.
- ___ placing photos of your child in photo albums that are viewed by prospective clients and other families in my care.
- ___ using photos of your children in my marketing flyers.
- ___ using photos of your children on my Web site.
- ___ Posting artwork and craft activities signed by your child around my home.
- ___ occasionally involving the neighborhood children in an indoor and outdoor activities with the children in my care.
- ___ using an electronic monitor to listen to your child from another room.
- ___ including the name of your child and the names of the other members of your family in a client newsletter and posting this information on my bulletin board.
- ___ posting photos on the Bee an Explorer Facebook page.

I Do Not Discriminate

I will not discriminate against any child, parent, or family for reasons of race, color, sex, age, disability, national origin, sexual orientation, or public assistance status.

The Rules of My Home

- Parents must remove their shoes when leaving the entryway and entering other parts of the house.
- Parents must stay with their children at all times when dropping off and picking up outside of the fenced areas.
- Children must respect wildlife while being cared for. This includes harassing any animals on or near our yard.

Pets are an extremely important part of our family. At times we will have various pets. We currently have a Miniature Australian Shepherd. Our pets are very friendly, however, our pets will remain separated from the children most of the time.

Your Responsibilities

Our Partnership

I expect that we will work together to ensure that your child has the opportunity to develop to his or her fullest potential. I expect that we will communicate often about your child's physical, emotional, social, and intellectual growth. Please inform me of any change in the child's schedule, routine, or home environment. I will do the same for changes in my business that affect your child.

You will provide any special instructions in writing for eating, sleeping or napping, allergies, health issues, toilet training, etc. You will also provide me with information such as an I.E.P. (Individual Educational Plan), guidance on your child's needs, and any other assessments needed for quality care.

You will also participate in a yearly evaluation of my child care program.

Communication

If you need to contact me during the day, you should call my home phone because my cell phone is unreliable in the house. However, you can always text my cell phone because texting is reliable. Otherwise you may always email me at deb@beeanexplorerdaycare.com

My Records for Your Child

I will keep the following records for each child:

- phone numbers for the child's parents, doctor, dentist, and emergency contacts
- a list of the persons authorized to drop off and pick up the child
- a signed and completed admission and arrangement form
- any special instructions from the child's parent/guardian
- immunization records that are updated:
 - every 6 months for infants.
 - every year for preschoolers.
 - every 3 years for school-aged children

- a signed consent form to obtain emergency medical care or emergency dental treatment
- written permission to transport the child

You must notify me as soon as possible if any of this information needs to be updated.

Backup Child Care Arrangements

You are responsible for finding backup care for your child when I go on vacation, become ill, or must close for any reason. You are also responsible for finding backup care if your child is ill. If you need the names of some caregivers who may be able to provide backup care, please talk to me.

Bad Weather Closings

You must notify me as soon as possible if your work closes early or is closed for the day. I will notify you as soon as possible if my program is closing or will be closed due to inclement weather.

Grievance Procedure

If you have any complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I'm not addressing, you may wish to contact my licensor.

Payments

Payments are due by pickup Friday evening before the following week. All checks should be made out to Bee An Explorer Daycare. If you would like to make automatic recurring payments with your credit card we have an additional form to be completed. There is a \$6 charge per transaction assessed by US Bank for this convenience.

Child Care Program

Activities/Curriculum

I will conduct a wide variety of activities with your child, including: language development; sensory art activities; health, safety, and nutrition projects; puzzles; games; outdoor play; large muscle activities; free play; dramatic play; nature walks within my property and more. All children's activities will be appropriate to the age of your child, which means they will be within the abilities of your child. I do not allow the children to watch television unless we are watching a specific children's educational program or viewing appropriate children's videos/DVDs.

Birthdays and Holiday Celebrations

I celebrate the birthdays of the children in my care on or near the date of their birthday. We will also celebrate Christmas, Halloween, Valentine's Day, Thanksgiving and Easter, each year.

Daily Attire

Please bring your children dressed appropriately for the days weather conditions. When we go outside your child **must** wear tennis shoes, unless we are using the sprinkler, in which case they will wear their swim-shoes. I will not allow sandals, fashion shoes or flip-flops. To minimize the spread of germs throughout the daycare we require the children to wear shoes/socks at all times. Bare feet will not be allowed.

Extra Clothing

Please bring an extra set of clothing for your child, including shirts, pants, underwear, and socks. If your child is being toilet-trained, please bring two extra sets of clothing and a plastic sealable bag. All the clothing must be labeled with your child's name on it. During the winter, bring clothes for outdoor play, including a jacket, hat, scarf, mittens or gloves, a snowsuit or snow pants, and boots. During the summer, bring a swimsuit, towel, swim-shoes and sunscreen. Our preferred list of extra clothes will depend on the season and the current weather conditions. We encourage all families to leave a pair of tennis shoes here all the time to ensure that they will be able to participate in outdoor explorer time. Your child will also need an oversized t-shirt to wear during some of our craft times that may be a little messy.

Food and Nutrition

I participate in a Child and Adult Care Food Program. You must sign a form to participate and must cooperate with requests for information from my Food Program sponsor. I serve the following meals:

- breakfast between 7:15 AM and 8:00 AM
- a morning snack between 10:00 AM and 10:30 AM
- a lunch meal between 11:30 and 12:30 PM
- an afternoon snack between 2:30 and 3:00 PM

I will offer food to the children and encourage them to eat it, but if they refuse I will not force them. I will inform you if I notice any change in your child's eating habits. Accommodations for special dietary needs will be made on an individual basis. If your child has an allergy to food or drink, please notify me in writing.

Naps and Quiet Time

All the children will take a nap or observe a quiet time in the afternoon. All the children lie down during this time. Each child has his or her own clean and separate bedding, and you may bring a special blanket or other security item for your child. Children under the age of one year will sleep on their back to reduce the chance of Sudden Infant Death Syndrome (SIDS).

Toilet Training

I will use the following methods to help your child learn to use the toilet:

- giving the child incentives
- bringing the child to the toilet instead of asking if he/she has to go
- using different methods to help the child get excited about using the toilet

- reading books and watching videos about learning to use the toilet

I will use the following terms while helping your child learn to use the toilet:

- Urine will be called "urine."
- Urinating will be called "urinating."
- A bowel movement will be called a "BM."

Toys

Toys may not be brought from home. I will not use toy weapons in my program (such as play guns). Your child will be taught to help pick up toys at the end of play time.

Behavior Guidance

I will not use any form of corporal punishment in my program. I will only use a "time-out" if it is age-appropriate for your child, and when I do, I will limit it to one minute per year of age. I will reinforce appropriate behavior by identifying the desired behavior rather than punishing negative behavior. I will use behavior guidance that is fair, reasonable, and suited to the age of your child. If your child exhibits a severe behavioral problem (such as regular biting, hitting, or breaking of toys), I will discuss this with you and ask for your cooperation in solving the problem.

Infants

I will lay infants only on their back for sleeping. The crib will contain nothing but a pacifier until 12 months of age. At 12 months the child may have a blankie in the crib.

I will provide Up and Up iron fortified infant formula and Gerber baby food. If you prefer a different brand you may bring your own formula and baby food. If you choose to bring breast milk, each bag must be labeled with the child's name and date. You are responsible for bringing sanitized bottles every day for your child. I will rinse the bottles out and send them home daily.

On my website there are daily forms for infants. I expect you to bring these forms updated with information about the last feedings, diaper changes and their overall mood.

Illness, Health, and Safety Policies

Sick Child Policy

I am not willing to provide care for your child if he or she is ill. I will not send a child home with a common cold unless it is accompanied by a fever or other symptoms. If your child becomes ill during the day, I will isolate your child from the other children and call you to pick up your child. I expect you to pick up your child within one hour of my call. I will notify you of any exposure to contagious illness, disease, or infection in my program within 24 hours of when I become aware of it. In the event of head lice, the child must be treated and nit-free before returning to care. If a case of head lice is found in my home, all parents will be notified and everyone in my home will be checked.

I expect you to notify me the evening before if your child will not come to care due to illness, contagious disease, or for any other reason. If a child has any of the symptoms listed below, he or she will not be permitted to attend care until 24 hours after the last bout of fever, vomiting, or severe diarrhea or until 24 hours after medical treatment has begun as prescribed by a physician:

- a fever of 100 degrees or higher
- a skin rash (other than diaper rash or prickly heat). The child will not be allowed to return to care without a written statement from a doctor that the rash is not a communicable condition.
- diarrhea (increased number and water content of stools that cannot be contained within the child's diaper)
- vomiting two or more times in a day
- any parasitic infestation (lice, scabies, etc.)
- pink eye
- discharge from the eyes or ears
- a runny nose with colored discharge
- chicken pox (The child may not return until all the blisters have dried and formed scabs, usually about 6 days after the onset of the rash.)
- any other communicable or contagious disease (such as tuberculosis)

Administering Medication

I will take children who are on prescribed medication when the doctor indicates that they are no longer contagious. Before I will dispense medication, I require a signed release from the doctor and a written request from you for each medical prescription. The medicine must be in its original container, labeled with the directions and the child's name. You should ask the pharmacist to divide the prescription into two containers, each with full labels, one for my home and one for your home.

Immunizations

You are required to keep your child's immunizations current and give me a copy of the immunization records for your child. I will notify you immediately if I learn that a child in my program does not have the proper immunizations. You must update my immunization records yearly.

Emergency Policy

I will call 911 for life-threatening emergencies. I will call you as soon as possible for all emergencies, whether life-threatening or not. If I can't reach you, I will call the other persons you have listed to call when you cannot be reached. I will post all emergency phone numbers near my telephone. I have smoke detectors and fire extinguishers that meet state law. I will report any accident requiring treatment by a physician to the proper agency.

You must keep me informed at all times of how I can reach you in the case of emergency (pager, voice mail, or cell phone), and check often for messages. If you will be leaving work early, be at another location for the day, or vary your normal routine, you must inform me.

Other Health and Safety Issues

- Your children's safety is of the utmost importance to us and the activities we do and the experiences they will have will always keep their safety in mind.
- There is no swimming pool on my property, and my backyard is enclosed with a fence. The children will be able to use the sprinkler in the summer to cool off.
- No one in my family smokes, and I do not drink during or before business hours.
- State law prohibits smoking in my home during child care hours, and my home is a smoke-free environment.

Policies for Transporting Children

Persons Authorized to Drop Off or Pick Up the Child

You must provide me with the name and a photo of each person who is authorized to pick up your child. You must notify me beforehand if an authorized person will be coming to drop off or pick up your child. I will ask for their photo I.D. I reserve the right to take anyone off the authorized pickup list for any reason. If a court order limits the rights of one of the parents, you must give me a copy of this court order. You should also bring a photo of yourself for me to keep on file for substitutes.

Pickup and Drop-off Policy

In operating my child care business my first responsibility is to protect the health and safety of the children in my case. When you drop off and pick up your child, I want to make sure that the child is being transported safely. Transporting a child while under the influence of alcohol or drugs or without using an appropriate car seat creates an unsafe situation for the child.

If in my opinion a child cannot be safely transported to or from my home, I will ask you not to transport the child and will propose the alternatives listed below. If you refuse to agree to one of these alternatives and insist on transporting your child, I will immediately call the police and report the unsafe situation.

1. I will call someone to pick up your child from the list of people who are authorized to do so.
2. I will call a cab to pick up you and the child. You will pay the cab fare.
3. If you fail to bring an appropriate car seat for your child, I will ask you to drive home without the child and return with the appropriate car seat installed in the car. Under these circumstances I will charge a late pickup fee.

Transporting School-age Children

I will not pick up a school-age child from school due to illness. I cannot be listed as a contact in case of illness or injury during your child's school day.

Signatures

By signing this policy handbook, you indicate that you have read my policies and agree to follow them. When I make changes in my policies, I will give you a two-week written notice and ask you to sign the new policy handbook.

First parent/guardian signature

Date of signature

Second parent/guardian signature

Date of signature

Provider's signature

Date of signature