



Program Handbook

Mission

Prairie Hills Child Care Center is a licensed program committed to providing affordable and enriching child care services to families in the community. Our Center is dedicated to fostering children through safe, nurturing, and educational child care.

2015 Tumble Weed Trail

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Prairie Hills Child Care Center is an *Equal Opportunity Provider and Employer*.

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Dear Parent/Guardian,

Welcome to Prairie Hills Child Care Center (PHCCC), an auxiliary program of Prairie Hills Transit. We are dedicated to providing quality early care to young children in the community. The services provided by PHCCC are open to anyone in the community on a space available basis.

Our mission at Prairie Hills Child Care Center is to offer a licensed affordable and enriching child care program to families in the community. Our Center is dedicated to fostering and nurturing children in a safe environment through active play and imagination.

Thank you for choosing to participate in our early child care program! It is our pleasure to serve the children and families of our community. We are committed to building a continuing relationship with your family using open communication and by maintaining a high standard of excellence for the care of your most precious gift, your child(ren).

Sincerely,

Karley LaFountain
Director
Prairie Hills Child Care Center

PHCCC's Mission

Prairie Hills Child Care Center is a licensed program committed to providing affordable and enriching child care services to families in the community. Our center is dedicated to fostering children through safe, nurturing, and educational child care.

PHCCC's Vision

PHCCC is committed:

- To providing a safe, healthy and educational child care program.
- To offering children an environment that fosters and guides them to develop a positive self-concept and respect the world in which they live.
- To encouraging positive growth that considers the individual needs of each child and all areas of development.
- To continually improving our program to enhance community prosperity with nurturing, trusting, and enriching child care.

Enrollment Eligibility

The Prairie Hills Child Care Center is operated under the corporate umbrella of Prairie Hills Transit, a 501(c)(3) not for profit corporation.

This program will primarily serve children between 6 weeks and 6 years of age. Children between the ages of 6 and 12 years will be considered for enrollment on a case by case basis.

Waiting Lists and Reserving Positions

Waiting List

If a parent or guardian wishes to enroll a child in the PHCCC program and a current opening in the appropriate module does not exist, the child may be placed on a waiting list.

The child's ranking on the list shall be determined by the date the child's parent or guardian requests the child be placed on the list; if the parent or guardian already has a child enrolled in PHCCC and is in good standing, the unenrolled child's name will be placed on the waiting list ahead of the names of those children who do not have a sibling enrolled in PHCCC but behind the names of those children's names previously placed in the waiting list who do have a sibling enrolled in PHCCC.

Reserving a position at PHCCC

If a child's name is at the head of the waiting list and a vacancy occurs in the appropriate module, the child must be enrolled by the beginning of the next bi-weekly billing period or forfeit the position to the next name on the waiting list. The child will remain at the head of the waiting list and be eligible for the next vacancy.

Prior to Admission, Parents/Guardians must

- complete an enrollment application form
- pay the registration fee
- pay the bi-weekly child care fee
- submit an immunization form
- complete the food program application
- complete permission and acknowledgement forms

Scheduling Care for Your Child

Prairie Hills Child Care Center is open Monday thru Friday 6:30 AM – 6:30 PM. Weekend and evenings hours will be made available for child care upon request and contingent upon a sufficient minimum enrollment number and adequate staffing.

Our program is licensed to provide care to a maximum of 41 children at any given time. We follow state adult to child ratios of *1 adult for every 5 children under age three and 1 adult to every 10 children over age three*. It is critical that parents are respectful of our scheduling requirements so that we can assure adequate staffing for the number of children served by our program each day.

Parents and guardians are asked to abide by the schedule provided to the Center. You are expected to drop off and pick-up your child at the scheduled times. If the child is not picked up at the scheduled time, without notification and staffing approval, more than 3 times, your use of the child care program will be re-evaluated. Parents/guardians are expected to call as soon as possible to notify the Center if a child will not attend scheduled times for any reason. Absent hours are allocated toward billing and minimums regardless if child attends. It is important to notify the Center of any changes. If the child is not picked up by the Center's scheduled closing time, a fee of \$5.00 (per child) for every increment of fifteen minutes will be incurred.

Holidays & Other Closures

Prairie Hills Child Care will be closed for the following holidays: New Year's Day, the 4th of July, Thanksgiving Day and Christmas Day. Contingent upon the care needs requested and staffing available, the Center may be open on other holiday days. Parents/Guardians will be informed of any other scheduled closure dates at least two weeks in advance and will be notified by phone if the child care program is closed due to other unexpected reasons.

Severe weather-The child care program will be closed if Black Hills State University is closed due to severe weather conditions such as a blizzard, extreme wind-chills and/or temperatures and conditions. Black Hills State University weather postings can be viewed at: <http://www.bhsu.edu/AboutBHSU/Emergency/tabid/3972/Default.aspx> If BHSU is not in session, PHCCC will close in the event a NO TRAVEL ADVISORY is in effect for the City of Spearfish. All weather related closures will be posted on communication board, and/or announced on the local weather channels, BHSU website, and/or Prairie Hills Transit postings such as website, Facebook, and email. For confirmation of closures, parents/guardians should call Prairie Hills Child Care phone number for a voicemail notification. If PHCCC is already in operation during severe weather, services will be continued until the last child is picked up. If weather continues to worsen, we advise parents to consider the practical factors in picking up your child(ren) before scheduled pick-up. We recommend parents/guardians have a backup plan and be proactive for these circumstances.

Payment Policy and Procedure

Parents are required to pay child care fees two weeks prior to the weeks of care. The following child care fees are in effect and are subject to change with prior change:

Module A	Module B	Module C
<u>Ages 6 weeks to 3 yrs</u> Bi-weekly Contract (Per Child)	<u>Ages 3 yrs to 6 yrs</u> Bi-weekly Contract (Per Child)	<u>Ages 6 yrs to 12 yrs</u> Bi-weekly Contract (Per Child)
30 hours per week or less \$228/two weeks	30 hours per week or less \$191/two weeks	15 hours per week \$95.00/two weeks 16-30 hours per week \$191/two weeks
31 - 50 hours per week \$328/two weeks	31-50 hours per week \$317/two weeks	31-50 hours per week \$317/two weeks

Enrollment Agreements:

- Initial registration fee (non-refundable): **\$50.00** for first child and **\$25.00** per child in the same family thereafter. The registration fee is due at time of enrollment.
- All children must be signed in and out **electronically and manually** by the parent or designated adult. This is also a requirement of the State of South Dakota.
- You are required to pay **in advance** for your child’s attendance. Statements will be posted every other Wednesday (refer to payment schedule). Payments are due on Friday of the same week that statements are posted (refer to payment schedule).
- All payments must be provided to the Child Care Director or placed in the Tuition Box by 6:30 PM on the Friday the payment is due.

- If the due date lands on a holiday, payment is due the following business day by 5 pm (refer to the payment schedule).
- A Late Payment Fee of \$10.00 will be charged to the account for any payment received after 8:00 am on the Monday following the Friday due date (8:00 am Tuesday if the preceding Friday is a holiday.)
- If the account (including late fees) is not brought current by the following Monday, the account will be charged an additional **\$15.00** late fee. The child's enrollment in the day care center will be terminated and child care services will no longer be provided unless the account is brought current by 5 pm Friday of that week.
- Conditional payments for past due amounts will be permitted if 1) a written explanation has been submitted to the PHCCC Director, 2) a meeting with the Director and the PHT Finance Manager has taken place, and 3) a written payment schedule has been agreed upon and signed by all parties.
- Conditional payments must be kept current; overdue conditional payments will be subject to the same conditions as normal account payments.
- Non-Sufficient Fund checks will result in a **\$35.00** charge. **After two NSF check payments during one calendar year, the account must be paid by cash or money order.**
- If the contract's weekly hours are exceeded, the account will be charged on a pro-rated basis; the charges will be added to the following week's tuition and are due immediately.
- After hour pick-up fee (per child): *\$5.00* for every increment of fifteen minutes.
- **Contract changes-** contract changes are allowed with a two week notice, signed by both parties and dated.
- If a child is not picked up by the scheduled closing time, notification from the parent has not been received, and every attempt to contact listed parents/guardians or emergency contacts has been made, the child(ren) will be turned over to the Department of Social Services.
- Breakfast and snacks are prepared and served by PHCCC (included in the contract & fees). Lunch is prepared by Aviaids and served by PHCCC (included in the contract & fees). The Meal Menus are posted on the Parent Communications Board and in the kitchen. See the Nutrition section of this handbook for more information.
- Opportunities for field trips and outings may require additional one-time fees for these events. They will be posted a minimum of one week in advance and will require parental/guardian written permission and payment no later than one day before event if you wish for your child to participate.
- Parents must provide a 2 week advance written notice if they choose to withdraw their child from the Prairie Hills Child Care program. The Child Care Director will provide the parent with a written acknowledgement including the effective date of last attendance and payment due prior to withdrawal. Credit on the parents' account will be refunded **only** when a written two week advance notice of withdrawal is provided and after any outstanding charges are paid. The account must be **paid in full** the final day of enrollment.
- Child Care Assistance is available to families that qualify. We are a licensed and regulated child care program. To find out more about this program call: 1-800-227-3020 or obtain an application online at <http://dss.sd.gov/childcare/subsidyprogram/>.

The director will help families in the process of applying for child care assistance provided by the state of South Dakota upon request. Parents who receive assistance are required to pay their co-pay each week. If fees are not paid, your child will not be admitted for additional days until the bill is paid. Failure to pay your child care bill within a two week time period may result in termination of your child's enrollment. See **Addendum A** for full details.

Quality Care & Early Learning

PHCCC staff members are committed to providing quality care that is focused on each child's unique needs and abilities. We rely on communication with each parent to keep us well informed of changes in your child's daily routines and needs that you have observed prior to your child(ren) arriving for child care each day. Likewise, we will provide you with written and verbal communication each day that will keep you well informed about your child's daily activities in our program.

It is the responsibility of the parents/guardians to keep the Director up-to-date on all information pertaining to their child(ren). (Phone numbers, health information, emergency contacts as well as schedule changes and new/current immunization records.)

Implementing active learning experiences, providing a safe and interesting play environment each day to stimulate children's interest and curiosity to discover the world around them is our daily goal. We are committed to providing care unique to temperaments and interests of each individual child. We believe exploring, communicating and problem solving in a comfortable, inviting and age appropriate environment will aide in each child's self-confidence, expression and success.

Program Staff & Volunteers

We strive to employ people who are warm, nurturing, understand child development, and respect the individuality of each child. We seek employees who value working as a team with parents, co-workers, volunteers, and local agencies. Child care staff and volunteers, report to Child Care Director. Prairie Hills Transit Executive Director also provides leadership for this ancillary program of the Prairie Hills Transit. All Program staff and volunteers are supervised by the Child Care Director.

All PHCCC employees and volunteers are required to complete criminal background checks prior to involvement with the children and must not have a substantiated report of child abuse/neglect. No staff member or volunteer will have a felony conviction as outlined in rule/law. All Care Providers must be at least 18 years of age. Assistant Care Providers must be 14yrs of age and under direct supervision of Care Provider at all times. We complete a criminal background check of all employees screened through the Central Registry of Abuse and Neglect. All staff members and volunteers receive training annually regarding indicators of child abuse and neglect as well as required reporting procedures. In addition, they complete all training requirements specified for center child care programs that are licensed in the state of South Dakota.

By law, all PHCCC employees and volunteers are mandated child abuse and neglect reporters. Therefore, they are required to report any suspicion of child abuse or child neglect to the local Child Protection Services, Law Enforcement, or the State's Attorney's office. They must report to the director, and then the director is obligated to report also as a mandated reporter. If an

employee is implicated in a case of suspected abuse / neglect during her / his employment, the employee will be placed on suspension while the charges are being investigated.

Security

Prairie Hills Child Care Center has a key pad entry to our facility as an added security feature. Each family and staff member will be given an individual code to enter the facility and check his/her child in to our computer tracking system used for attendance records.

Please **DO NOT** share the code with your child/children or anyone else. The codes are for parent's and guardian's use only. Sharing the code with others compromises the purpose of the secure access, the safety of the children. **DO NOT** share your code with others even if they are authorized to pick up and drop off your child/children. Limiting walk in traffic and monitoring of those dropping off and picking up children would be difficult if open access is given and again, compromises the purpose of the secure access, safety of the children.

Please remember, if you are not picking up your child, a written notice that you authorize release to a specific person(s) will be needed before the child can be picked up. The authorized person will need to show an ID to verify identity to the center prior to the child's release to them. They must then sign the child out in the written book. Again, please **DO NOT** share the door/computer code with anyone. This is for parents and guardians only. See Safety section of this handbook for emergency pickup arrangements.

Safety

Parents are responsible for their children's safety and close supervision in the areas outside the child care facility. Upon arrival, parents should expect to spend 5 – 10 minutes helping their child settle into the environment. Parents are required to sign their children in and out every day. This is extremely important since this list is used to check attendance during emergency drills and field trips.

Children are never left alone or unsupervised. Parents are permitted access to all parts of the child care program at any time. Our caregivers always have access to a phone, radio transmitter or other form of communication in case needed in an emergency. Telephones are located in the office area and in the classrooms.

To ensure the safety of your child, only you or person's you add to your pickup list may pick up your child. In emergency situations, you may notify the child care staff by phone if someone other than yourself will be picking up your child otherwise: we require that you fill out a center provided form. Any person, other than yourself, who picks-up your child will be asked to provide a photo ID before the child is released. Parents are responsible to provide us with a copy of custody papers and restraining orders that limit any person's contact with your child.

Confidentiality

Staff and parents/guardians will keep confidential any verbal, written, in-person, or electronic information pertaining to children, parents and staff beyond PHCCC.

Evacuation

Each year 4 fire drills and one tornado drill will be conducted at the sites. Evacuation diagrams and written plans are posted. In case of an emergency or unsuitable weather where the facility needs to be evacuated, an alternate site will house children until parents can pick them up. Alternative sites in the community will be announced and parents will be notified by phone if this occurs.

Parent Involvement

Trust and communication are key to a quality child care experience. The Child Care Director is available for conversations about your child Monday – Friday during day time hours of operation. We depend on communication from the parent to help us stay in tune with your child’s needs. The child care staff members will complete daily communications sheets throughout each day and provide them to parents at departure time so that you are aware of your child’s participation in our program. If a parent has concerns or needs assistance related to your child, please communicate with the Child Care Director. Please feel free to drop by at any time to view your child in action or make appointments to visit with the Child Care Director and/or staff.

In addition to day-to-day conversations, the staff will meet with individual parents to discuss each child’s progress throughout the year. Each day, we will have the opportunity to observe your child’s development and participation in the experiences that we have in our program. We believe that it is important to document children’s learning and recognize the amazing rate children grow. Three important reasons for observing and documenting are 1) to stay in touch with each child’s individual interests, needs and readiness to learn, 2) to evaluate the learning experiences that occur in our classroom, and 3) to examine our care giving skills so that we can continuously improve. We will gather information that will document what and how the children are learning while they play. We will share information with you that will help all of us gain insight into your child’s learning discoveries.

Social and educational events will also be scheduled periodically for parents. Check the Parent/Guardian bulletin board for announcements.

Field Trips/Outings

We believe that exploring the community is an important learning experience. Field trips help children connect with their culture and their world. So, we schedule field trips to local points of interest at various times throughout the year. Parent volunteers are always welcome and appreciated. Parents will be notified in writing and a permission form must be signed in advance in order for each child to participate. We will utilize Prairie Hills Transit resources for transportation as a separate service.

Transportation

To assist parents with personal transportation challenges, we will refer you to Prairie Hills Transit for any of your transportation needs. Prairie Hills Child Care Center does not transport.

Photography/Media Use

Prairie Hills Child Care Center will utilize images of children for classroom use as well as marketing and community awareness of our Program and successes. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of your child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Prairie Hills Transit Web site. Upon enrollment, specified releases of authorization must be approved or denied.

Rest & Relaxation Time

Adequate rest and relaxation is crucial for children's physical and emotional health. The ability to relax is an important life skill. Therefore, our daily schedule includes time each day when the children lie down for nap/quiet time. Children are never forced to sleep. They are encouraged to enjoy a little peace and rejuvenation time. Older children are allowed to read a book or engage in other non-distracting play.

Positive Guidance

We:

1. **Do** treat the children as equals and respect their needs, desires and feelings.
2. **Do** praise, reward and encourage the children and adults,
3. **Do** set developmentally appropriate limits for the children.
4. **Do** model appropriate behavior for the children.
5. **Do** modify the classroom environment to attempt to prevent problems before they occur.
6. **Do** listen to the children and explain things to children at their level of understanding.
7. **Do** provide learning oriented alternatives for inappropriate behavior to the children.
8. **Do** provide the children with reasonable and natural consequences of their behaviors.
9. **Do** ignore minor misbehaviors.
10. **Do** provide a stable and secure environment that supports children's ability to feel safe and secure

We:

1. **Do Not** shame or punish the children.
2. **Do Not** make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. **Do Not** criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.
4. **Do Not** deny food or rest as punishment.
5. **Do Not** embarrass children by disciplining them publically.
6. **Do Not** leave the children alone, unattended or without supervision.
7. **Do Not** allow discipline of children by children.
8. **Do Not** spank, shake, bite, pinch, push, slap or otherwise physically punish the children.
9. **Do Not** place the children in confined spaces, play pens, "naughty" chairs or corners.
10. **Do Not** withdraw care or attention from children as a form of punishment.

We believe in the importance of providing a positive role model. Therefore, our staff members interact with the children at their level throughout the day. We also model ways to treat each other

with respect and caring. We help the children develop the communication; coping and negotiation skills that will help them get their own needs met while also respecting the needs of others. We encourage the development of personal character qualities including love, peace, patience, kindness, thankfulness, gentleness, sharing, forgiveness, honesty, respect, compassion, and self-control. All of which is modeled throughout the day and an important part of our daily activities.

Children at our child care program will not receive physical punishment. Children who have conflicts or problems with others will be encouraged to verbalize their frustration and concerns in ways that help them develop conflict resolution and self-management skills. Even infants without verbal skills will hear their caregivers describing problems, solutions and logical consequences. Our caregivers serve as helpers who promote positive problem solving. We guide children's behaviors rather than punish.

Children whose behavior endangers others will be supervised away from other children. A staff member will guide the child through a process that helps the child work through the conflict in a positive way. Verbal processing with feeling words is our preferred technique. Children will be given a special place to take time and reflect on the problem and how it can be solved at will. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premises or during field trips.

Children with continued behavior endangering others will have an opportunity to sit with parents, teachers, and the program Director to work together on a behavior plan. If the behavior plan is proven ineffective and other options have been exhausted, it may be decided if the program is/is not beneficial to the child and possible termination/withdrawal of program services at that time. Tuition and withdrawal policy will still be in effect.

Health

Before a child is admitted to the child care program, the parent or guardian must submit a written statement signed by a licensed physician, a physician's assistant, certified nurse practitioner or community health nurse showing the required immunization status of the child and verifying that the child meets the minimum immunization requirements for the child's age as recommended by the South Dakota Department of Health. Within one week of administration, parents are responsible to provide written documentation, from a health care professional, of new immunizations each child receives in order to keep immunizations current.

Parents and child care staff must work together closely in order to safeguard the health of all children. Children attending child care should be fully able to participate in all activities, including outdoor play.

Children are not allowed to stay at the child care program when they display symptoms of illness that may be contagious and expose other children and staff to illness. We make every effort to reach the parents when a child is ill. After 30 minutes of attempting to reach a parent, we will contact the emergency contacts indicated on the enrollment forms. Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We are not able to provide care to children with:

- An auxiliary (under the arm) fever of 101 F or above
- An auxiliary (under the arm) of 100.9 - 101 F, combined with another sign of illness
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting.
- Evidence of head lice or other parasites
- Severe or persistent coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis (red eyes accompanied by a discharge)
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- Excessive fatigue
- Pink Eye-a child must be on prescription eye drops for 24 hours before he/she may return
- A moist or open cold sore

Children may be readmitted:

- With a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others.
- OR
- If the child is visibly free from communicable disease, fever free without benefit of fever reducing medications (such as Tylenol) for 24 hours and free of vomiting/diarrhea for 24 hours while on a normal diet.

The Prairie Hills Child Care Center program retains the right to temporarily exclude a child from utilizing the program despite a physician's statement if that statement contradicts the center's policies. All parents are informed in writing within 24 hours when any child who normally attends to program has a communicable disease. The Department of Health will also be notified under these circumstances within one week of the occurrence.

Staff members with symptoms of illness will remain away from the child care program. Child care services will be provided only if a healthy staff member is available to provide care.

Our caregivers have training in recognizing communicable diseases however they are not certified to diagnose or treat any illnesses unless prescribed by a physician and approved by parent with written medication form provided by PHCCC. The staff relies on their training, as well as the disease chart posted in the facility. We follow standard hand washing and disinfecting procedures.

Medication is given *only* if parents complete and sign a permission form. Over the counter medications and prescription medications must be brought to the child care program in the original container that includes the dosage instructions and safety precautions. Prescription medication

must have a prescription label with the child's name, doctor contact information and date on it. Medications with expired dates on the bottle will not be administered. Medications will be stored in a sealed container in either a designated cupboard or the refrigerator as prescribed on the container. **Do Not** leave medications in the child's reach.

Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Snow pants and boots are needed for snowy days. Swimsuits are needed for hot days. Light sweaters or jackets should be made available, as well. Safe and comfortable footwear is important for active children. "Jellies" and "flip-flops" are not appropriate for wear at the child care program. With written permission of the parent on a form provided by our program, sunscreen and diaper area lotion may be applied by our caregivers. A backpack or bag may be left in the child's personal cubby containing daily required items.

Potty Training/Toileting Policy

Parents are required to provide an adequate number of diapers and changes of clothing for children who are not potty trained. Potty training is an important step toward a child's sense of independence. We will support both the child and the parent(s) through this learning experience. Potty training requires readiness from the child as well as patience and understanding from the parent(s) and caregivers. The child benefits most when we work together. Clothing worn during this stage should be easy to manage. Please remember to bring extra clothing and undergarments during this time so that the child will be comfortable in their own clothing even if an "accident" occurs.

Considering the capacity of children in each child care room, if there are times when all restrooms are occupied within the child care facility the public restrooms will be used according to the approved policy and procedure.

Nutrition

We provide nutritionally balanced meals, snacks and cooking activities in accordance with the food guide pyramid. Prairie Hills Child Care Center participates in the Child and Adult Food and Nutrition program. Menus and meal service is monitored in accordance with their program guidelines.

Menus are posted on the communication board and copies are available upon request. Food is never used as a reward and children are never forced to eat. We encourage the children to have a "hello" bite, that is - to try a taste of everything. We provide approximately one-third of the child's daily nutritional needs with each meal served. Mealtimes are relaxed times rich with conversation and fellowship. It is very important that parents inform our staff about children's food allergies. Special dietary needs are the responsibility of the parent. Physician signed notes are needed for any specified dietary requests that do not meet the Food and Nutrition Program guidelines.

Mothers who are breastfeeding are welcome to visit the program during feeding times as her schedule permits. Infants are fed based on their individual schedule. Breast milk that is left at the program must be in sealed containers labeled clearly with the date and the child's name. Prairie

Hills Child Care will provide refrigeration space for breast milk in a sealed container and formula bottles. Parents are responsible to provide formula and infant food for the babies unless otherwise available from the Food & Nutrition program.

Parents may bring special healthy snacks (in the store original container including an ingredients label) to the program for events such as holidays and birthdays. Please make advance arrangements with the program staff if you would like to do so. Due to varied health needs of all children, we are not able to accept home-made food items brought into the child care from families' homes. We are unable to provide long term storage of other personal food items.

Positive Caregiver / Parent Relationships

Children thrive in environments where all adults are committed to providing for their needs. It is important that parents and caregivers maintain a commitment to addressing their needs, concerns, interests and ideas in a positive manner. The task of child rearing is not easy, but it can be the most rewarding role adults ever experience. So, let's make a mutual commitment to celebrating your child's participation in the Prairie Hills Child Care Center each day, keeping conflict at a minimum and resolve our differences quickly and in a friendly manner that provides positive, reassuring role models for all children.

Commitment to Quality

Prairie Hills Child Care Center will make a commitment to providing quality care and learning opportunities for all children. Parents will be notified in writing of any circumstance that may put the program out of compliance with state licensing standards.

All is subject to change with and without notice. Any changes of circumstance which may affect ability to comply with licensing, new director or anything related to licensing will be posted and/or communicated with parents/guardians. All changes of circumstances which may affect ability to comply with licensing rules will be reported to Child Care Services, Department of Social Services.

What Not To Bring

- Toys of violence such as guns, swords, knives.
- Candy, chewing gum, other sweet "treats" or chips and other unhealthy snacks.
- Anything in a bottle or container that is unlabeled.
- Any toy or personal belonging that cannot be shared with the other children.

Children are discouraged from bringing toys/games from home with the exception of Show and Share Day which will be announced weekly. If items are brought from home, the staff cannot be responsible for their safe return and/or condition in which they return.

What to Bring For Your Child
***LABEL ALL ITEMS FROM HOME**

Infants:	Toddlers:	Preschoolers:
<ul style="list-style-type: none"> * Baby food-labeled with child’s name and dated *Formula, labeled and dated-as needed (we can store on hand) *Baby bottles, labeled and dated-Daily *Pacifiers, labeled *Disposable diapers, labeled with child’s name (we can store on hand) *Multiple changes of clothes, labeled with child’s name *Weather appropriate jacket or coat, labeled with child’s name *A family photo *Security items such as a blanket 	<ul style="list-style-type: none"> * Naptime blanket or toy if needed *Pacifiers, labeled if needed *Disposable diapers, labeled with child’s name (we can store on hand) *Multiple changes of clothes, labeled with child’s name *Weather appropriate jacket or coat, labeled with child’s name *A family photo *Security items such as a blanket 	<ul style="list-style-type: none"> * Naptime blanket or toy if needed *A changes of clothes, labeled with child’s name *Weather appropriate jacket or coat, labeled with child’s name *A family photo *Security items such as a blanket

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Office of the Assistant Secretary for Civil Rights
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**PRAIRIE HILLS CHILD CARE CENTER
EMPLOYEES**

Child Care for PHCCC and PHT Employees

PHCCC and PHT employee child care will be available with policies and procedures remaining the same for *all* families served by PHCCC. If a provider is working during the hours her/his child(ren) are in care, she/he will not provide care for her/his own child(ren) during work hours. A parent/guardian will not be permitted to take a child from the original group to care for the child(ren) while on scheduled company time.

Leave and Time Off

Paid Time Off (PTO)

Prairie Hills Child Care Providers with a hire date after January 13, 2015, must complete a waiting period of nine-months before PTO will start to accrue. This PTO will accrue on a prorated basis per eligible hour. Accrual rates increase with the years of employment as defined in the schedule below and the years of employment are reflective of when PTO accrual begins.

PTO accrues according to the following schedule:

<u>Years of Employment</u>	<u>Max Biweekly Accrual (Prorated)</u>	<u>Max Balance</u>
0 - 2 years	5.54 hours (.0693 per eligible hour*)	160 hours
3 - 5 years	7.08 hours (.0885 per eligible hour*)	200 hours
6 plus years	8.62 hours (.1078 per eligible hour*)	240 hours

*Accruals are rounded to two decimal places for reporting purposes.

PTO encompasses vacation and sick leave; if an employee wishes to be paid for time off she/he must manage her/his PTO to ensure that adequate PTO has been accrued. An employee who needs time off but has no accrued PTO will take this time off as unpaid leave.

Employees may not accrue more than their eligible limit or Max Balance PTO. Once an employee's PTO balance reaches this limit, an employee may accrue more PTO only by taking some PTO to bring the employee's balance back below the Max Balance.