



Childhood In Bloom!

PARENT'S HANDBOOK

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Welcome to Little Sprouts Children's Center! We are excited to have you and your child become a part of our center. It is our desire to provide a well-rounded program for your child, with a caring and trained staff who will provide challenges and opportunities for children in which to experiment, explore, create, and discover.

~Board of Directors

Any and all components of the guidelines may be changed, altered, deleted or discontinued at the sole discretion of the Board of Directors at any time. These guidelines are as complete as possible. However, they are not all inclusive. A circumstance may arise which will require decisions or action not currently stated in the guidelines. The Center reserves the right to deviate from the policies as required by the facts and circumstances in each case.

Objectives

The main objective of Little Sprouts Children's Center is to provide loving care for the children. This care includes abundant nurturing in a flexible and calm atmosphere and educational stimulation appropriate to each child's development level. The following objectives are to be used as a guide for the Center's general operation:

1. To provide an environment that is secure, warm, and responsive, and that offers opportunities for experiences with a variety of activities and materials within a routine where cooperative play is encouraged.
2. To provide a program for the children that:
 - Encourages and demonstrates optimal health, safety, and nutritional practices
 - Meets each child's physical needs while encouraging independence in self-care
 - Enhances a positive self-concept
 - Provides an atmosphere in which children have respect for others
 - Facilitates the development of social skills
 - Facilitates physical development and skills
 - Encourages language development
 - Fosters an active curiosity about the world and an enthusiasm for learning which stimulates exploratory behavior and creative expression
3. To be supportive of parents and to encourage their involvement and communication to strengthen family life.
4. To help children grow stronger and healthier while having fun!
5. Develop preschool readiness skills

We encourage parents to participate; you are the principal influence in your child(s) life. We look to you as our greatest resource in developing a program for your child.

Choosing a quality childcare program is one of the most important decisions a parent can make. We take your decisions very seriously and are committed to living up to the important responsibility of caring for your child. We invite you to visit Little Sprouts any time and feel free to ask questions, or make suggestions. Should any problems arise concerning your child, please contact the Director.

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As the parents, we ask that you...

Inform the center if someone other than the mother or father will be picking up the child and inform that person they will need proof of identification in order to pick up the child.

Provide any special food or clothing (for inclement weather to play outdoors) the child will need.

Report any change in address or phone numbers to the center.

Submit weekly schedules by Thursday at 8:00 AM. (See Schedules on page 6)

Submit timely payments for services. Due weekly on Fridays. (See Payment Policy page 6)

Submit all state required paperwork for your child on a yearly basis. (This includes immunization updates, annual updates, yearly physicals completed by a doctor through age 5) It is very important to the center to keep the children's file up to code in order for our annual inspection.

Provide all Infant items needed (bottles, diapers, wipes, extra clothes)

Center Licensing/Ratio

Little Sprouts is licensed by the state for 96 children.

Sweet Peas (ages NB-12 months) 10 children maximum with a ratio of 1:4

Buttercups (ages 12-24 months) 10 children maximum with a ratio of 1:4

Owlets (ages 24-36 months) 10 children maximum with a ratio of 1:4

Honey Bees (ages 30-36 months) 7 children maximum with a ratio of 1:6

Puddle Jumpers (ages 3-5 years) 20 children maximum with a ratio of 1:12

Grass Stains (ages 6-9) 30 children maximum with a ratio of 1:15

Child Abuse

All Great Plays employees are Mandatory Reporters of child abuse and receive training in identifying abuse. This is a state requirement. Iowa code requires that every employee of a licensed daycare facility, who in the course of employment, reasonably believes a child has suffered physical abuse, sexual abuse, or neglect, shall immediately report the suspected abuse directly to the Department of Human Services.

Any Mandatory Reporter, who in good faith, makes a report of a child abuse or participated in the investigation of a child abuse, has immunity from any liability.

Closings

Great Plays will be closed for the following holidays; New Year's Day, Independence Day, Thanksgiving and the Friday after, Memorial Day, Labor Day, Christmas Eve and Christmas Day. When a holiday falls on a weekend the Director will announce in advance what day the center will be closed to observe the holiday. Closings could include other days due to low enrollment, inclement weather, or emergencies. The Director will notify parents in advance. Great Plays **does not automatically follow** the NHCSD inclement weather cancellations or late starts. If New Hampton schools **only have a late start due to weather, you may assume we are on time.**

We do reserve the right to close our center for the day, or close early. A condition where a closure may occur is when the National Weather Service issues a Severe Winter Storm

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Warning, Blizzard Warning, or Ice Storm Warning for Chickasaw County. Another reason a closure may occur is if the Iowa DOT and/or National Weather Service recommends no travel on area highways that would prevent staff from safely traveling to work. Decisions will be made on a case by case basis.

If possible, daycare parents will be notified the night before; or as soon as possible. Parent contact will be made via group email, Facebook posts, local radio FM 95.1 The Bull, and as a last resort a phone call. If the weather seems questionable, we recommend parents keep a close eye on Facebook and their emails and have a backup plan in place.

In the event of an early closure, no adjustment in fees will be made. In the event that daycare closes for the entire day, there will be no fees charged for that day. Safety for our children and staff will always be our number one priority!

Emergency Plans

Your child's safety is important to us. We have emergency plans implemented and posted in each room of the center. Staff and children participate in monthly fire and tornado drills.

Evacuation plan: In the case of an emergency such as a bomb threat, chemical spill, earthquake, tornado or fire, we would need to evacuate to our safe haven (which is the courthouse located caddy corner to the center) where the children will await your arrival. Should such an emergency occur, the director will notify you and/or will post a phone number where we can be reached to notify you of our location.

Lost or Abducted Child: The staff will contact the Director immediately if a child cannot be located. The Director will notify the parents immediately, and contact the police (911) to assist in the search. The remaining children will be accounted for and if necessary we will evacuate to our safe haven.

Medication Policy

A medication release form must be filled out, signed and dated by the parent before prescription drugs or over the counter will be administered to your child. Please inform the center why the medication is to be administered and for what illness or condition in writing with your signature and date. All medications must be in the original container. Only Lead Teachers who have taken a state-approved Medication Administration class will be allowed to administer any medication.

Health and Safety

Little Sprouts seeks your help in the effort to keep all children healthy and free of contagious disease. It is our goal to maintain an environment that is healthy, clean and safe for the children attending Little Sprouts. We can cut down on the spread of germs here at Little Sprouts by keeping ill children from attending daycare. For the protection of the children and staff, parents are asked not to bring a sick child to Little Sprouts. Please see the

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following information and chart to know if your child is able to come to daycare with the symptoms they are having:

*A child should be temporarily excluded from care when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or a quickly spreading rash.
- Fever and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea) in infants older than 2 months of age.
- For infants younger than 2 months of age, a fever with or without a behavior change or other signs and symptoms.
- Any infant younger than 2 months with an unexplained fever should get medical attention within an hour. A fever is defined as:
 - For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees F [38.3 degrees C] by any method.
 - For infants younger than 2 months of age a fever is a temperature above 100.4 degrees F [38 degrees C] by any method.
 - Temperature readings do not require adjustment for the location where the temperature is taken.

Illness	Exclude Child*	Return Child to Child Care
Chicken Pox	Yes	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria
Diarrhea (infectious)	Yes (there are special exclusion rules for E.coli 0157.H7, Shigella and cryptosporidiosis).	When diarrhea stops AND health care provider or public health official states the child may return.
Diarrhea (non-infectious)	Yes, if stool cannot be contained in the diaper, or if a toiletied child has 2 or more loose stools in 24 hours, or blood in stool.	When diarrhea stops and resolution of exclusion criteria.
Fifth Disease	No. Unless the child meets other exclusion criteria.*	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand Foot and Mouth Disease	No. Unless the child meets other exclusion criteria.* Or is excessively drooling with mouth sores.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.

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Head Lice (Pediculosis)	No. Unless the child meets other exclusion criteria.*	Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. The Iowa Department of Public Health & Healthy Child Care Iowa recommends a 14 day treatment protocol.
Impetigo	Yes, exclude at the end of the day if blisters can be covered	After the child has been seen by the doctor, after 24 hours on antibiotics, blisters are covered.
Influenza	Yes.	When child is fever free for 24 hours and resolution of exclusion criteria
MolluscumContagiosum	No. Unless the child meets other exclusion criteria.*	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene
MRSA	No. Unless the child meets other exclusion criteria.*	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (ear infection)	No. Unless the child meets other exclusion criteria.*	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria
Pink Eye (Conjunctivitis)	No. Unless the child meets other exclusion criteria.*	Child does not need to be excluded unless a health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Pertussis (Whooping Cough)	Yes.	Children may return after 5 days of antibiotics and resolution of exclusion criteria.
Ringworm	No. Unless the child meets other exclusion criteria.*	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding or personal items.
Strep Throat	Yes	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria

If your child develops any of the above listed symptoms during the day, you will be called to come and take your child home. If your child has been exposed to any contagious disease, please notify the center so we can be alert to similar symptoms in other children. The center will notify you of contagious illnesses that may be present as well by posting a notice on the door.

Apparel

If your child is well enough to attend Little Sprouts he/she will participate in all aspects of our program including outside play. Our staffing requirements may not permit us to keep one or two children inside during our planned recess time. Our staff will make every effort to assure the children are dressed appropriately for outdoor play. Please help us with this responsibility by sending appropriate outerwear. Marking your child's clothing with their name is a great help to us.

Children must wear shoes at all times unless napping. Sturdy rubber soled shoes that allow children to run and climb without slipping are recommended. Children ages 3 and under are required to wear shoes with "backs" on them (flip flops are unacceptable).

Enrollment Policies

Little Sprouts is a year round, full day program serving children ages 6 weeks to 10 years old. Registrations will be accepted on a first come first serve basis. In order to enroll you need to supply the following:

- All registration forms. State regulation requires you to fill out all forms in the enrollment packet and return them to the center by the first day of attendance.
- A registration fee of \$75.00 per child is due at the time of registration. This fee is non-refundable.
- A report of Physical examination including current immunization within the last 6 months.

We strongly encourage parents to bring their child in to visit and meet the teachers prior to their first day. If a visit is not possible, we ask that you schedule some extra time the first day your child attends to spend some extra time with him/her at the center to help familiarize them with the new surroundings. If you anticipate separation difficulties please let us know. If you are concerned please feel free to call the center at any time. Adjustment times vary with each child. Teachers are experienced to help in this process. It's our desire to keep in close contact with you during this process.

Discipline of Children: Preventative discipline improves children's self-esteem and problem solving skills and encourages pro social behavior. This helps the center maintain an atmosphere of warmth and understanding and helps children develop as individuals and as part of a group. Preventative discipline involves:

- Redirecting children away from problems and into positive interactions
- Providing consistent positive communication to positive behavior
- Simple rules that are consistent and known to children

In extreme situations, separation from the group may be required for the benefit of the child or the remainder of the group. If separation is necessary:

- Remove the child from the group calmly, with as little disruption as possible
- State the violated rule
- Place the child where visual supervision by staff can be maintained at all times

Corporal punishment or physical abuse is absolutely forbidden. No child will be physically restrained in any way unless required to protect the immediate safety of the child or

others. Punishment may not be associated with going to the toilet, food deprivation or outdoor play.

Guidance of children is a cooperative process between parents and staff. Communication between parents and staff is essential to its success.

Contracts

Little Sprouts offers contract renewals 2 times per year: "School Year" and "Summer". This allows parents to adjust their contract to fit the changing needs of their families. Each contract renewal will be assessed a \$25 fee. *Please see the current contract included with your registration packet

Drop-In Care: We offer Drop-In Care only if we have availability. There is no contract for drop in care.

Extended Leave of Absence: If you are planning a maternity leave, summer off or other absences, a \$150.00 per child, non-refundable holding fee shall be made when the child(ren) leaves. The fee is good to hold your spot for up to 3 months. If child(ren) are not returning after the end of 3 months another holding fee is due, or your spot will be forfeited.

Weekly Minimum: For all options except drop-in, their contract amount will be due even if your child does not attend due to illness, family vacation, inclement weather, or any temporary change in parent's schedule.

Adjustments will be made to the contract amount for days when the center is closed.

Schedule: All parents must have a set schedule of hours on file with Little Sprouts. Please notify the Center of changes in your schedule as soon as possible. This includes letting us know if you are running late and are unable to pick up your child (ren) when scheduled. If no communication is provided by the parent to the Center this will be considered a blatant disregard of your schedule. If this becomes an issue it will be addressed on a case by case situation and a penalty may be charged. (See Sign In and Sign Out Policy)

If a child will be absent or late on a day that he/she has been scheduled for, it is the parent's responsibility to let the daycare know within 30 minutes of the child's scheduled arrival time

Great Plays is funded by tuition payments, donations and grants. It is important that you pay on time. We are providing a service that enables you to work or to pursue those activities that are important to you. We value our teachers and we must be able to assure they will receive wages for the work they do. Failure to remit tuition when it is due jeopardizes the continuity and stability of your child's care. For this reason we cannot extend credit to any family enrolled at Great Plays. You may at any time pre-pay with cash or a check to have an advance on your account. This will show up on your weekly statement. If you require assistance with your billing, you must contact the Director so a payment agreement can be made.

Weekly Processing Fee

There will be a \$0.25 per week processing charge per account (not per child). This is a fee to cover our weekly software billing fees.

Tuition Bills

Bills are issued via email every Tuesday, and are withdrawn on Friday for the previous week. If your account exceeds 2 weeks with no payment there will be a late fee of \$20.00 per child added to your bill each week until it is paid. After the second week your tuition is not paid your child care privileges will be suspended. Little Sprouts reserves the right to review their tuition rates on an annual basis in September, and will provide a minimum of 3 weeks notification if an increase is in order.

Returned payments will be assessed a fee of \$25 per return. You may also incur a late fee if alternate payment is not made immediately (within 2 days of being notified). If you have any questions about your bill please call 641-394-5840.

Fundraisers

Little Sprouts sometimes does fundraisers throughout the year to help keep the business afloat and tuition costs lower. Each family is encouraged to participate in the fundraising events. If a family decides not to participate in the fundraisers there will be an option to make a donation instead of participating.

Dismissal Procedures

Every child is unique. Group childcare may not be the most beneficial childcare option for your child. If a child is exhibiting consistently disruptive or dangerous behavior, we reserve the right to discharge the child from the program. In addition, if the center policies are not respected, such as hours of operation, updating of forms, health policies, etc., or if tuition/fees are not paid within the time allotment and notice of late fees and payment are ignored, we will exercise our right to discharge the child from our program.

Termination of Daycare

If a parent is terminating a contract a 2 week written notice is needed to be given to the director. The Director will approve the termination. If your child does not come during those 2 weeks you will still be billed for the minimum hours contracted for.

Daily Arrival and Departure

The center hours are 6:30 am to 6:00 pm Monday through Friday year round with the exception of observed Holidays. It is the parent's responsibility for the child's safety to and from the parking area. Parents are expected to bring their child into the building and assist them with the removal of their coats, boots, etc. Please call if an emergency arises and you need a little extra time to make arrangements for your child to be picked up. Anytime you are going to be late we'd appreciate a call in advance. Our staff is scheduled according to

our regular numbers at specific times so please be considerate for the safety of the children and so we can adequately meet our state ratio requirements.

Sign in Sign out

Children are signed in and out by the parent as they arrive and leave our center. Little Sprouts uses the system Pro Care which uses fingerprints or a unique ID number and password for EACH person picking up or dropping off children. By doing so you are authorizing that the signed in time and signed out times of your child is correct. This system rounds times to the nearest 15 minutes and is also used for billing purposes. Great Plays Keeps the front door locked at all times. Our Center closes at 6:00 PM. If your child is not picked up by 6:00 PM, you will be charged \$1 per minute past 6:00 PM ON TOP of your normal hourly fee. If the child is here long enough that a snack is needed to be given to the child, you will be charged for that snack as well.

Breakfast, Snack, & Lunch

We have a wonderful cook at Great Plays. She arrives early in the day and begins preparing our meals. A weekly menu will be posted on the parent bulletin board. Please inform the Director if your child is on a special diet for medical purposes. Breakfast is served from 7:00-8:00 am, Mid-morning snack 9:00-9:30 am, Lunch 11:00-12:00am, Afternoon snack 3:00-3:30. All breakfasts include grain, milk, and fruit. All lunches include bread, a protein, a vegetable, a fruit, and milk. Snacks contain two of the components. We practice good table manners and encourage nutritional awareness. Children are encouraged to try new foods, yet are allowed to make their own choices. Great Plays participates in the CACFP (Child Adult Care Food Program) and will not allow outside food with the exception of special occasions such as Birthdays.

Little Sprouts is NOT a Peanut Free Facility however we honor any food related allergies that children may have such as berries or milk.

Daily Note & See Saw

We utilize a paperless reporting program called Daily Note. For infants this keeps track of all of their diapers, bottles, meals, snacks, activities, naps, mood etc. For the older kids it records their daily activity and their meals. At the end of the day (or upon picking up your child) the note will be sent electronically to you via text message, email or both. Please check your note daily as teachers will put special notes on it such as if a baby needs more diapers or breast milk!

We also use the program called SeeSaw. This program has the teachers taking photos and videos of the children throughout the day to share with the parents. Each child is given a special code to join that classroom and only the parents in that classroom are able to see the photos and videos. It is a very private and secure program that is also used within the school system.

Resting Time

All children from 18 months through 4 years of age are required to nap or rest from 12-2 pm. Nap mats are provided and your child is welcome to bring a special blanket to keep here at daycare to sleep with.. Please inform your child that he/she will need to nap or rest on their mat at naptime. The children will be more cooperative and accepting of our procedure if we have your support and they are prepared for it ahead of time. We launder all blankets and sheets weekly.

Toys from home

Little Sprouts provides plenty of toys for the children to play with. We request that NO toys be brought from home to daycare. So many times toys get broken or lost, or just cause problems. If your child has a toy in the car please make sure it is left in the vehicle before entering the center. Do not send the toy in with the child in their bag as that also causes distractions throughout the day. We appreciate your help and understanding in keeping toys at home.

Chassis

Parents have the option of using the Chassis for transporting their child to and from preschool or Park & Rec activities in the summer. For all Park & Rec activities, Great Plays continues to keep the child clocked in. There are three reasons for this:

- Little Sprouts has to have enough staff scheduled here for all children in case activities are canceled due to weather.
- Many of the activities are only one half hour to an hour so it is not feasible to send staff home for such a short period of time.
- It takes a lot of coordination and attention to get children on and off the Chassis at the correct times. We often have the Chassis here in 10-15 minute intervals picking up or dropping off children. 10
- Chassis tickets may be purchased here at Great Plays. They are \$40 for 20 punches and will be added to your tuition bill. Please note that each direction on the Chassis is 1 punch.

Biting Policy

Biting is a normal part of growing in the early years of age 1 through 3. We will work with the child and parent in regards to frequent biting incidents, but we will need your help and feedback in this as well. A temporary separation from the group is given to the child who does the biting. Staff will fill out an incident report for the child that is doing the biting as well as an accident report for the child who was bitten. If further steps need to be taken the Director will contact the parent.

Infants

If you are enrolling an infant it is your responsibility to provide diapers, wipes, extra clothes, and a minimum of 2 bottles. Little Sprouts offers the infants to use our formula which is

Members Mark (Sam's Club brand). If your infant does not tolerate that formula or you wish to use another brand it is your responsibility to make sure your child has enough supply for each week. This also goes for infants on breast milk. You may bring enough for just the say or bring a stockpile for us to keep in the freezer and we will let you know when it gets low. Please have all breast milk and Formula marked with your child's name! We also provide Rice Cereal and Oatmeal (store bought) and Gerber baby foods. Infants NEED to be able to sit up on their own in order for us to feed them solid foods such as rice cereal.

No Outside Shoes

In order to maintain a clean floor for our little crawlers in the infant room, there will be no shoes worn into the room from the outside. Parents and staff must remove their shoes or place shoe covers on before entering the room. All other persons are not allowed into the infant room. Staff is required to wear shoes specifically for infant care or to wear their socks. According to state law, no child over the age of 2 shall be allowed in the infant room for safety reasons. If you have multiple children and will be dropping them off together, please either drop off the older child first or have the older child wait in the hallway while you drop off the infant.

Diapers

It is the responsibility of the parents to provide the daycare with diapers and wipes for any child in diapers. Staff will inventory each child's diapers on Monday and let parents know when their child only has 3-4 days' worth of diapers or wipes remaining. **A note will be posted on the child's Daily Note** and staff MAY verbally tell parents as well.

Parents are expected to replenish the child's supply before the child runs out.

The daycare shall keep on hand a backup supply of diapers and wipes. These diapers and wipes will be off-brand/store-brand. These brands may include Dollar General, Shopko, Parents Choice and Members Mark. If the daycare needs to use backup diapers for a child after sending a note home, parents will be billed \$3.00 per diaper used. If staff for some reason neglected to inform parents that diapers were in short supply, parents will not be charged for the use of backup diapers but are expected to bring in more diapers within 2 days. Parents will NOT hold the daycare responsible for any allergic reaction or rashes that may occur due to the use of backup diapers and/or wipes.

Safe Sleep Policy

All infants under age 12 months shall be placed on their backs on a firm, tight fitting mattress for sleep in a crib. No soft products (pillows, toys, etc.) shall not be in the crib. Sleep sacks shall be used for infants under 12 months of age instead of blankets. If a blanket is used for children aged 12-18 months, it shall be tucked under the mattress so it only reaches the child's chest. The child's head shall remain uncovered during sleep. Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS). When an infant can easily turn over from the supine position to the prone (tummy) position, they shall

be put down to sleep on their back but allowed to adopt whatever position they prefer to sleep. Unless a doctor specifies the need for a positioning device that restricts movement within the child's crib, such devices shall not be used.

Field Trip Policy

Field trips are also planned as a valuable learning experience. Trips include walks to area businesses, parks, etc. Authorization is given in the registration packet to participate in such trips. The Chickasaw Chassis may also provide transportation for such trips. A separate, specific permission shall be completed by parents prior to all field trips. There may or may not be a cost incurred by the parent(s) to help offset the cost of the field trip. The parent(s) will be notified of such cost prior to the Field Trip. It is at the discretion of the parent(s) to allow the child to participate and incur any cost if applicable.

Non-Center Activities are activities not sponsored by Little Sprouts. They include such activities as preschool, swim lessons, and Park & Rec programs. Parents must fill out a non-center activity form for all such activities.

Medical, Dental and Minor Injury Policy

It is our goal to prevent accidents and to be prepared to deal with emergencies should they occur and to educate children about safety practices. In the event of a medical or dental emergency or an accident that may require emergency care, we shall try to contact parents first, then persons authorized by parents to be contacted in an emergency, then the child's doctor or dentist. If it is impossible to reach any of these people, the child will be taken by ambulance to Mercy Medical Center-New Hampton.

In the event of a minor injury that does not require professional medical care the following procedures will be followed. The staff member assigned to the injured child's room shall take care of the child by washing the wound if necessary, applying a band aid or ice pack as needed while offering comfort to the child. All incidents, large and small will be documented with an accident or incident report. It will include the date of injury, injured child's name, nature of injury, and staff person's name. When the parent arrives to pick up their child, they will need to sign the incident report and will be given a copy of it if they wish.

Orajel

In June of 2018, the Department of Human Services informed us about new studies conducted by the FDA that have suggested that Orajel should not be used on children under the age of 2 years. However, as of right now, it is NOT a law that Orajel cannot be used. If you wish for your child under the age of 2 years to use Orajel while at daycare, please provide the daycare with a tube clearly marked with your child's name. Please also sign the Orajel consent form acknowledging that you are aware of the risks associated with the use of Orajel and will not hold the daycare responsible for any side effects that may occur from the application of the Orajel.

Tylenol and Ibuprofen

Tylenol may only be given to children over the age of 2 years old UNLESS we have a DR. prescription with exact dosage on it. Ibuprofen may only be given to children over the age of 6 months old UNLESS we have a DR. prescription with exact dosage on it. If Tylenol or Ibuprofen is given to a child it will go by the child's age, NOT weight and we must have a parent's signed permission.

Annual Parent Meeting

Every January the center will host a once-a-year parent meeting. This is a chance to let your opinions be heard via a parent survey, discussion of timely topics and open dialog with the center staff, Director and Board members.

Access Policy

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have "unrestricted access" to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - *"Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care.
 - *It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.
2. Persons who do not have unrestricted access will be under the direct "supervision" and "monitoring" of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a
3. conflict of interest with the person.
 - *"Supervision" means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
 - *"Monitoring" means to be in charge of ensuring proper conduct of others.
4. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the Director, Assistant Director or On-site Supervisor to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the "intruder in the center" procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
5. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.

- b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - 1. The precise location in the center where the sex offender may be present.
 - 2. The reason for the sex offender's presence at the facility.
 - 3. The duration of the sex offender's presence.
 - 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Copies of the handbook are available from the Director in either digital or hard copy form. If you need assistance reading or translating the handbook, you may contact any of the following references;

Amy Ameling, Director, Little Sprouts Children's Center:	641-394-5840
Carrie Jones, CCR&R:	319-239-1072
New Hampton Public Schools:	641-394-2144
New Horizons Chamber of Commerce:	641-394-2021

Las copias del manual están disponibles del Director en forma digital o impresa.

Si necesita ayuda para leer o traducir el manual, puede comunicarse con cualquiera de las siguientes referencias;

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RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have received and read my copy of the Parent Handbook.

Please choose one or both

_____ I received an Electronic Copy on _____

_____ I received a hard copy on _____

I agree to familiarize myself with the material in the Handbook and to follow the procedures set forth in the handbook.

Parent's Signature

Date