

Welcome to Shickley Public School Daycare

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as a Rule 11 preschool.

Definitions

Full-Time Childcare: Monday through Friday anytime between the hours of 7:15 a.m. and 5:30 p.m.

Infant: 6 weeks to 18 months

Toddler: 18 Months to 3 years of age

State Licensing Requirements

The Shickley Public School Daycare will operate under the standards set forth by Health and Human services and Rule 11 which is established by the Nebraska Department of Education. We will be inspected by the appropriate agencies such as fire, health, and the Department of Education.

Ages Accepted

The program will be built for children ages six weeks to three years old. If there is adequate space, they also will accept school age children when school is not in session.

Termination Policy

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, two weeks of written notice from parent or provider is preferred to end the services rendered, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken.

Advance Notice

If you will no longer be needing our childcare services before your child turns 4, a two-week notice will be required. This helps us tremendously. Reason being, unlike a childcare center, we are limited at this time to only 8 spots so we are forced to say no to all incoming requests for childcare. If we have advance notice of discontinuation of needed services then it is possible for us to make future arrangements with new families inquiring about daycare for their child. This helps to keep our open spots fluctuation to a minimum, and helps us be able to focus more on being the best childcare providers possible.

Daycare Hours

The daycare is open Monday through Friday 7:15 a.m. to 5:30 p.m. with the following exceptions: see the attached sheet for date's daycare will be closed. These dates may change each year.

Payment Policy/Attendance

All Day Fees: \$27 per day/\$135 per week. We are on a 5 day contract. You are expected to pay \$135 per week whether your child is here or not. The only exception will be if the **Daycare** is closed, you are not expected to pay. The weekly rate would then be \$27 per day.

Early Drop Off/Late Pickup Policy

If your child is dropped off before 7:15 am or picked up later than 5:30 pm. there will be a \$10 charge assessed for every 15 minutes.

Future Daycare Needs

We have implemented a new policy for saving a spot at SHICKLEY PUBLIC SCHOOL Preschool 0-3. You must be at least 3 months pregnant and be willing to pay \$25 a week from the time you ask for a spot until you come to our program. Priority will be given to current families and in-district families.

Health Matters

For the health and safety of your child and all of the children in our daycare, please do not bring your child to daycare sick. In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, please call and check with us. If a child becomes ill during daycare hours, the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Guidelines for Children Requiring Exclusion From Daycare

A child with any of the following illnesses must be completely free of any symptoms before returning to the daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 101F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; *unusual lethargy, irritability,*

persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, rosella, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 101 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our body's abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.

Child's Absences and/or Vacations

If your child will not be attending daycare due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. Each child will be given 9 sick days to use during the calendar school year. You will not be charged for the first 9 days your child misses for an illness. Sick days do not accumulate from year to year. Sick days will be prorated for those entering the program after the school year has begun; ½ day for the months of August and May and 1 day per each month September-April.

Medication

At the Shickley Public School Daycare, we do not give medications to the children. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend daycare. We will however give certain doctor prescribed medications to the children, given that they are no longer contagious, and only if the medication consent form has been signed. Examples of these would be; antibiotics for ear infections and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if we will administer a certain medication or not, please feel free to ask.

Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Medical and Dental Emergency Procedures

Emergency information is kept on file at the daycare. In case of illness or injury, this information will be used to notify you or the person designated by you, on your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, every effort will be made to

contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Evacuation Procedures

Shickley Public Schools Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is the Community Center.

Diaper Policy

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes and cream, (not providers). Each child has his or her own space for its diapers and supplies.

Toilet Training

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). Parents will be required to supply pull-ups and wipes. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

TV Viewing

At this time, there will not be a TV in the preschool. There may be a TV brought in for special occasions but it will not be part of the daily routine.

Toys

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys.

During the initial adjustment period, we encourage your child to bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with them to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

Miscellaneous

- Here at Shickley Public Schools Daycare, we do not transport any child by car or any moving vehicle unless a medical emergency requires us to do so.
- Understand that your child may be included in classroom evaluations by the Nebraska Department of Education and other agencies.
- Understand that your child may be included in pictures connected with our daycare program, unless otherwise specified by you the parent.

Open Door Policy

Please feel free to come and go at anytime throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these, the other children have a hard time listening and following adult directions. For safety reasons the doors to the daycare will be locked between 8am and 3pm. When coming to the daycare during these times be sure to ring the bell or call the daycare.

PBIS: Behavior Management & Discipline

We believe the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways we do this is by the example we as providers set. We understand our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they will know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
2. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
3. Time-Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the child shows that he or she is ready to demonstrate

acceptable behavior, they are encouraged to join the rest of the group to try again.

Aggressive Behavior: It is considered normal and common for a child to act out during the toddler age by biting, hitting, scratching, etc. Oftentimes children will act out for various reasons such as, but not limited to, the inability to communicate their needs, someone is in their space, or they think they are just playing. Regardless of the reason, here at the Shickley Early Learning Facility, we do not tolerate or allow aggressive behaviors. If a child becomes aggressive they will immediately be taken to time-out and talked to about how it hurts others when we (insert behavior). The child will then be closely monitored for recurrences. If the behavior continues to happen, the child will be separated from his/her peers if possible.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

Cleanliness

We take the well being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our facility and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our facility is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Arrival and Departure

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food (i.e. half eaten breakfasts, breakfast bars, candy, etc) or gum with the children. Please make your goodbye brief (no more than a couple of minutes): the longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent on file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Supplies Needed at Daycare

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, toothbrush, weather appropriate clothes and a change of clothes, jacket, shoes that lace-up or Velcro and/or stay on feet (no flip-flops please), and pacifier (if needed). We supply and apply sunscreen to children when playing outside. For the older children sleeping on a matt, a crib sheet, blanket, and a pillow are needed. If necessary a comfort object for rest-time, and anything else your child may need. The daycare staff will clean your child's crib sheet, blanket, and pillow at the end of every week. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We will wash the children's clothing, or you may take your child's clothing home to be washed, whichever you prefer. We are not responsible for replacing stained or soiled clothing. For those who have children that are using a bottle, formula and a preferred bottle must be supplied by the family as well. We would ask if you have a toddler if you could provide 2 sippy cups. We use one for milk and one for water. It is easiest if you bring them the kind they prefer. Please mark with their names.

Note: Please periodically check your child's locker/cubby to make sure they still have all their necessary items needed at daycare. Furthermore, as the weather changes throughout the year, so do your child's items needed at daycare. We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way we can care for your child in the best possible way.

Meals/Snacks

Each day we provide three nutritious and well-balanced meals. We provide breakfast, lunch and an afternoon snack. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. We also provide baby food for infants. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits that a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in young children.

Special Diets

If your child has any particular dietary needs resulting from being allergic to certain foods we must be informed. We ask for a doctors note verifying the needs and guidelines to ensure that we cover the bases as much as possible.

Daily Schedule for Toddlers

Activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. There is a schedule posted in the toddler room. Please feel free to look at it if you are interested.

Daily Schedule for Infants

Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; which ever developmental stage your child happens to be in a the time. Napping for the infant room is based on the child's needs.

7:15 a.m. – 5:30 p.m. cuddles, love and affection, eat, poop, and sleep

Guidelines – What is Asked of Children

1. All food and drinks must be kept in the kitchen area.
2. No playing in the bathroom.
3. No coloring on anything but paper.
4. Name-calling and foul language or yelling is not allowed.
5. No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
6. No pulling or picking of plants, grass, trees, or flowers.
7. No picking-up, pulling, poking or squeezing of babies.
8. All kitchen and bathroom cupboards are off limits to daycare children.
9. Take turns and share
10. Help clean up
11. Laugh, smile, play and be happy.

Communication

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

If you have questions or concerns about your child, please contact their teacher. If the teacher is not available there will be the assigned para in the room. The phone number and email is as follows:

Infant Room: Sue Loseke, Teacher

Phone: 402-759-2622

Email: sloseke@longhornpower.org

Toddler Room: Kim Shaner, Teacher

Phone: 402-759-18182

Email: kshaner1@longhornpower.org

If you need to get further assistance the order you need to proceed is:

1. Mr. Sokol, Principal
2. Mrs. Coffey, Superintendent

Billing Questions: contact Gina Kamler

Scheduling of your child at Daycare: contact Sue Loseke for Infants and Kim Shaner for toddlers.

A Final Note

It is important you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or feel uncomfortable with one or more of our policies and/or procedures, it is important you express it to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.