

DAY CARE POLICY STATEMENT

of

Little Owls Preschool and Daycare

Rapid City, South Dakota 57702

Philosophy/Mission Statement

The purpose of Little Owls Preschool and Daycare's facility is to Mission Statement. Little Owls Daycare and Preschool Center is committed to the development of the whole child by implementing curriculum and methodology based on elements of the Montessori philosophy, Reggio Emilia, and traditional education and human development, and by partnering with parents in this endeavor. Our parent company, Children's Therapy Services will work in close partnership with the Little Owls Daycare and Preschool Center. We are DETERMINED to provide early intervention strategies that will impact the child for the rest of their life.

Our Goals to Achieve this Mission: To foster a life-long love of learning through teaching, across the curriculum, which demonstrates the interconnection of all life; and to foster the individual's understanding of his/her role within the whole, through the development of individual potential. To structure hands-on learning environments which, while "making the match" with students' needs and interests, foster student-initiated inquiry/research and projects which develop understanding and appreciation of the world beyond the classroom. To support each student – through individualized instruction based on observation and understanding of learning styles and abilities – to become an independent, responsible, self-disciplined and self-motivated learner who works to potential and loves it! To engage families in the education of their children through – dialog, education in child development and varied learning, ongoing communication, community events, joint planning to address evolving needs and circumstances. To include all children in this environment, especially those children with special needs, to allow them to intermingle with their peers and experience hands on learning in an environment that has been developed by highly educated Speech, Occupational and Physical Therapy Staff. To provide early intervention for ALL children who demonstrate a need for early intervention so that they may enjoy a successful educational career beyond early learning.

Personal Background/Qualifications

Child care will be provided by the following individual(s) with the following qualifications:

Laura Lyson: I have my CDA and I am certified in Special needs. I trained in special needs in Great Falls Montana, I interned as an assistant to special care in Red Lodge Montana. At YFS Head Start I was the Disability Assistant for 5 years working with 3 – 5 year olds. I then taught at Rapid City Children's Center for 19 Years. I taught in different age groups through my years there from 2.5 years old – 11 years old. I also substituted in the infant building frequently. I have continued my education and training to work with children and understand the needs of the working parent. I have a strong background in fund raising which helps keep cost low, and parent involvement events. I joined the Little Owls preschool and daycare team because Little Owls Preschool and Daycare puts the needs and education of the children first. Justin also has a strong sense of community and believes in the integration of special needs children and this is not just a preschool, we are a community where the teachers and parents work together to help

the children grow and develop in to strong independent children ready to face public school with confidence and knowledge. I believe the more you involve the parents the more the parents will want to be involved.

Enrollment Policy

Little Owls Preschool and Daycare enrollment pack and contract must be completed and signed by parent(s) or guardian(s) of child/ren before a child may be enrolled in our program. Parent handbook and policies should be read and understood. Updated immunizations or exclusion form must be on file before the child/ren's start date. As outlined in rule 67:42:10:14

Parents/guardians are encouraged to visit the center and meet your child/ren's teachers. All forms must be signed by a legal/custodial parent or guardian. Upon enrollment, a deposit equal to one week of care and an activity fee for help cover cost of supplies is due prior to first day of care. Children will remain actively enrolled until parent or guardian provides a written two week notice of withdrawal. Little Owls reserves the right to deny continued enrollment if a family fails to adhere to the program's operational policies are violated

Age and Number of Children Accepted

Little Owls Preschool and Daycare will care for a maximum of 60 children. This number is based on the indoor and outdoor square footage of the child care facility as well as the number of child care providers on staff.

Little Owls Preschool and Daycare provides care for children between the ages of 4 weeks and 5 years. In order to provide quality child care services, Little Owls Preschool and Daycare has established limits on the number of children in each age group as follows: 1:5 ratio for children aged four week to 2 years old, 1:10 ratio for children aged 3 to 5 and a 1:15 ratio for children 6 years to 14 years.

Little Owls Preschool and Daycare strictly complies with child care regulations regarding child-to-staff ratios.

Hours of Operation

Little Owls Preschool and Daycare will accept children from 6:00 a.m to 6:00 p.m., Monday through Friday. Evening care will become available when an adequate need is seen 5 more more children at 6:00pm – 10:30 pm at an additional

Drop in care is available from 8:00 a.m. to 4:30 p.m., Monday through Friday. At a rate of \$30.00 per day and based on the availability of space in appropriate age group.

Fees

Child care fees are strictly based on the scheduled hours of contracted child care services. Little Owls Preschool and Daycare will not adjust child care fees for late arrival, early pickup, or missed days.

Fees for Full-Time Child Care:

Child care fees for full-time prescheduled child care are \$150.00 per week. Full-time child care is defined to be 4 or 5 days of care per week. An additional fee of \$25.00 will be charged for care provided for over 48 hours of care

Fees for Part-Time Child Care:

Child care fees for part-time prescheduled child care are \$140.00 per week 3 days 25 – 34 hours of care. \$130.00 per week for 0 – 24 hours of care. Parents may vary part-time child care hours if 2 days advance notice is provided to Little Owls Preschool and Daycare and there is an available space for the child.

Registration Fee:

Little Owls Preschool and Daycare charges a deposit of \$50.00f per child as an initial registration fee. This fee must be paid at the time the Day Care Contract is signed.

Activity/supply Fee:

At registration, August and May of every year a \$30.00 activity/supply fee will be add to your normal monthly tuition. This fee covers art supplies, field trips and in-house visitors to help educate the children.

Past Due Payments:

Parents must pay child care fees on or before the Monday day of each week of care. Payments may be made by cash, check and credit card. Credit cards which will be accepted through PayPal. If fees are not paid in full and on time, parents must pay a \$5.00 per day late fee. If fees are not paid within 10 days of their due date, the child will not be allowed to attend the facility until all amounts due are received in full.

Returned Check Fee:

The parent must pay a \$30.00 fee for all checks returned unpaid.

Overtime Fees:

Little Owls Preschool and Daycare will charge an overtime fee of \$10.00 per 15-minute interval if a child is not picked up by 6:00 p.m. This overtime fee must be paid with the next scheduled payment.

Collection Fees:

If any payment obligation is not paid when due, the parent is responsible for paying all costs of collection, including reasonable attorney fees, whether or not a lawsuit is started as part of the collection process.

Trial Period and Termination of Child Care Services

Trial Period:

The first two weeks of enrollment in Little Owls Preschool and Daycare is considered a "trial period." Child care may be terminated by either the provider or the parent during this trial period without advance notice.

Termination of Child Care Services:

After the trial period has passed, child care may be terminated by the provider or the parent only by providing the other party with 2 weeks advance written notice. If the parent fails to provide 2 weeks advance written notice, payment for the 2 weeks or portion of such 2 weeks after such notice is still required.

Little Owls Preschool and Daycare retains the right to terminate a child's enrollment without notice for the following reasons:

- A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.
- A parent's behavior is threatening or abusive to the other children or providers at the care facility.
- Child care fees are 10 days or more delinquent.
- A child is absent for 10 days or more without reasonable explanation or payment from the parent.

All terminations of this type can be made effective immediately.

Holidays, Vacations, Miscellaneous Closings

Little Owls Preschool and Daycare will not provide child care on the following federal holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas, but will be open on all other holidays both federal and school. . The child care fees will not be adjusted for the holidays during which Little Owls Preschool and Daycare is closed.

The parent is responsible for arranging for alternate child care for closings for emergency closings due to severe weather. The child care fees will not be adjusted for such closings.

Program Activities

Little Owls Preschool and Daycare will provide daily activities, toys, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development.

A child should not bring toys from home. Toy weapons, such as guns or knives, are absolutely prohibited. Little Owls Preschool and Daycare is not responsible for lost or broken toys brought from home.

Little Owls Preschool and Daycare will post a weekly activity chart, which will detail the activities for the upcoming week.

Little Owls Preschool and Daycare may occasionally take the children on field trips. Parents will be given advance written notice of the dates and locations of all field trips. Additional fees may be charged to the parent in order to reimburse Little Owls Preschool and Daycare for admission prices, transportation costs, and/or meal costs in connection with the field trip. The child care fees will not be reduced for the time period of the field trip for nonparticipating children.

At various times, Little Owls Preschool and Daycare may structure excursions, such as walks, bike rides, or car trips with the children. The parent must sign a general release authorizing Little Owls Preschool and Daycare to engage in such activities with the child.

Little Owls provides for each child based on age, development and ability

- gross motor and fine motor activities to aid with each child with meeting developmental milestones.
- activities that promote self-esteem and positive self-image. Through imaginative play and all about me activities
- Self-expression and communication through group story writing, dramatic play, music and theater.
- creative expression through art, building blocks and group discussions.
- intellectual growth through writing, reading and science/math activities

Meals

Meal times are as follows:

Breakfast: 8:00 a.m.

Lunch: 11:00 a.m. - 12:00 p.m.

Mid-afternoon snack: 2:45 p.m.

These meals will be served by Little Owls Preschool and Daycare and are included in the child care fees. Little Owls Preschool and Daycare will post a weekly menu for parents to review. All meals will meet the guidelines of South Dakota food program. As outlined in rule 67:42:10:13

Parents are not to send gum or candy that promotes a choking hazard.

Little Owls Preschool and Daycare will provide meals for children with special dietary needs. All Meals provided by parent/guardian must be labeled with the child/ren's name and with be stored in the kitchen or in refrigerator as needed

All meals provided by Little Owls Preschool and Daycare will comply with the United States Department of Agriculture's nutritional guidelines.

Infants

Infants will be fed either formula or breast milk, both of which are to be supplied by the parent. The parent is responsible for providing baby food for as long as that is necessary.

Formula must be provided in pre-mixed ready to use bottles labeled with the child/ren's name and bottles with breast milk must be stored in a separate container (small lunch box) and all bottles will be stored in a refrigerator.
infants will be fed on a feeding schedule provided by the parent/guardian and all formula or food will be documented.
Rest periods for infants vary per child.

Diapers are checked on a regular basis and changed whenever reasonably necessary. After the diaper is changed, the diaper-changing area will be sterilized and the provider's hands washed. Parents should provide Little Owls Preschool and Daycare with any special instructions regarding the use of diaper-changing products, such as powder or ointment.

Toilet Training

Little Owls Preschool and Daycare will assist with toilet training. However, the parent should first initiate the training at home. When training has started, the parent must supply training pants, pull-ups, or underwear with rubber pants.

Naps and Rest Periods

Nap time is as follows: 12:45 p.m. to 2:15 p.m. It is helpful if parents do not drop off or pick up their child during scheduled nap times. Also see infants.

Supplies

The parent is responsible for providing the following items to Little Owls Preschool and Daycare for the benefit of the child whenever reasonably requested by Little Owls Preschool and Daycare: diapers, wipes, creams, change of clothing and a back pack, blanket and a soft snuggle for nap if needed

In addition, Little Owls Preschool and Daycare may request that the parent supply a specific item for the benefit of the child from time to time.

Medical Care Information

The parent must provide Little Owls Preschool and Daycare with updated medical information regarding his or her child, such as information regarding the child's medical problems, immunizations, allergies, regular medications, physical handicaps, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, chicken pox, mumps, whooping cough, or any other contagious disease. This information should be provided to Little Owls Preschool and Daycare prior to the child's first day of care.

If a child becomes ill, Little Owls Preschool and Daycare will first try to reach the parent. If the parent cannot be reached, Little Owls Preschool and Day care will contact the emergency contact provided in the enrollment packet.

In case of a medical emergency, Little Owls Preschool and Daycare will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parent will be responsible for all costs and expenses incurred in connection with any

medical care provided to the child, including the cost of transportation.

Food and allergies

When a child shows signs of food sensitivity or allergies the parent will be notified immediately and care for child will be determined by severities of the allergic reaction. If need Little Owls Preschool and Daycare will contact 911 and have EMTs treat the child and transport to nearest Emergency room as needed. Parents will be informed at the time that EMT's are notified. Children needing Epi-pens, inhalers or nebulizers must have a completed and signed medical release form for long term administration and guild lines when to administer. All epi-pens, inhalers and nebulizer medication must be in original container with prescription label from the pharmacy and must match medication form.

Sick Child Policy

The goal of Little Owls Preschool and Daycare is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the child care facility until the symptoms are no longer present or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the child care facility will be made in the sole discretion of the provider.

This policy applies to the following symptoms:

- a. Fever of 100 degrees F
- b. Persistent diarrhea
- c. Continuous coughing
- d. Unusual rashes
- e. Vomiting
- f. Yellowish color to the eyes or skin
- g. Swallowing difficulty
- h. Persistent and/or excessive crying
- i. Discharge from eyes or ears
- j. Excessive drowsiness
- k. Lice
- l. Communicable diseases

If a child exhibits any of these symptoms while present at the child care facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the child care facility until the parent arrives.

Little Owls Preschool and Daycare will notify the parent of any contagious diseases about which the provider has knowledge that a child may have been exposed to while at the child care facility. Little Owls Preschool and Daycare will report all contagious diseases to the SD Department of health as outlined in rule 67:42:10:14

The parent is expected to inform Little Owls Preschool and Daycare of any illness or problem of a child that might affect other children at the child care facility.

Child care fees will not be adjusted for the days that a sick child does not attend the child care facility.

Little Owls Preschool and Daycare will administer prescription and over-the-counter medication to a sick child. The parent must complete a medication consent form listing the type of medication, the dosage, the time of day it should be administered, and any side effects or special instructions. All medications must be in the original container with the child's name on it. All medications will be stored in the kitchen and are not to be left in the child's back pack or cubby.

Emergencies

Emergency evacuation plans are posted at each exit. Quarterly, the children will practice the evacuation plans.

In case of an emergency, Little Owls Preschool and Daycare will first try to reach the parent. If the parent cannot be reached, Little Owls Preschool and Daycare will then contact the child's emergency contact person(s) as listed in the Day Care Contract.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by Little Owls Preschool and Daycare with antiseptic and a bandage. Little Owls Preschool and Daycare will inform the parent of the minor injury and the treatment provided.

Safety and Security

Constant supervision of the children is our primary concern. Children must be accompanied by an adult into the building checked in on the computer and received by the teacher be adult leaves the building.

Little Owls policy for releasing a child to another person's care. A parent, guardian or a pre-authorized person may pick up a child from care. All unknown persons preauthorized or not must have a valid state photo ID. Parent/guardians will be asked for identification until all staff is able to identify you.

If a parent/guardian possesses a court order denying any person access to a child, a copy must be given to the office in order for the staff to comply with the order. Without a court order stipulating, this action the staff may not legally deny a parent or legal guardian access to their child.

All door leading to the outside of the building are to remained locked at all times for the safety of the children. Parents are required to ring the doorbell to gain entrance to the center.

Children are not to be left unattended in a vehicle. Parents/guardians are asked to review traffic safety with their child and follow all traffic safety procedures in Little Owls parking lot. Please

keep in mind there are children entering and exiting the building at all times of the day and drive accordingly.

Any person arriving to the center to pick up a child in an impaired manner, due to alcohol or drugs, will be asked to find alternative transportation. Upon refusal staff, being mandatory reports, will call 911 and report possible child endangerment. The parents'/ guardian's home address will be provided to law enforcement.

Guidance

Little Owls Preschool and Daycare will explain the rules of the child care facility to all children under its care, as appropriate. When a child understands the rules, but chooses not to follow the rules, then Little Owls Preschool and Daycare uses a behavioral guidance system using age-appropriate techniques, which consist of the following: conscious discipline by Dr. Becky Bailey. If necessary, Little Owls Preschool and Daycare will discuss other options with the parent(s).

Substitute Child Care Providers

If Little Owls Preschool and Daycare is temporarily unable to provide child care services due to circumstances beyond its reasonable control, Little Owls Preschool and Daycare may, but has no obligation to, arrange for a substitute child care provider with qualifications similar to the provider's. Little Owls Preschool and Daycare will use its best efforts to provide parents with reasonable advance notice of the need for such substitute care, the name of the substitute provider, and the hours that the substitute will provide care.

Pickup of a Child

To ensure the safety of the children attending the child care facility, Little Owls Preschool and Daycare has established the following procedures for the pickup of a child from its facility: only the parent/guardian or individuals listed as authorized pick up list may pick up a child, unless a prior permission is granted by the parent/guardian. All in known people will be required to show a legal photo ID. (Drivers licenses, State ID or Military ID. Work or school IDs are not acceptable.

The parent must inform Little Owls Preschool and Daycare in advance if someone other than the parent will pick up the child. If the parent has not provided Little Owls Preschool and Daycare with such information, the child will not be released to the individual(s), and the parent will be notified.

Children with Special Needs

Little Owls Preschool and Daycare is willing to provide care for children with special needs. All reasonable accommodations and modifications will be provided.

Provider qualifications include:

Children's Therapy Services as our parent company provides therapy sessions for children with special needs or developmental delays, please contact Justin Casey for an IEP.

Laura Lyson: Certification in children with special needs and 3 years' experience at YFS Head Start, 5-years' experience volunteering for Special Olympics. 30+ years' experience working with children with special needs.

Future Enrollment

Payment of the registration fee will hold a child care spot open. Little Owls Preschool and Daycare will not hold a child care spot open unless the parent has signed the Day Care Contract, completed all required forms, and paid the registration fee. The registration fee is refundable if enrollment is cancelled in a timely manner at least 2 weeks prior to confirmed start date.

Day Care Contract

The parent must review, initial each item and sign the Day Care Contract prior to the child's first day of care.

Confidentiality

Little Owls Preschool and Daycare will keep files on each child confidential. All private information exchanged between the parent and the provider will remain confidential.

Child Abuse and Neglect

Little Owls Preschool and Daycare will carry out its obligation to report all suspected cases of child abuse and/or neglect to the proper authorities.

All staff and volunteers for at Little Owls Preschool and Daycare are mandatory reporters.

Parents are encouraged to bring any and all concerns of child abuse or neglect to manager/director.

Child Care Regulations

Little Owls Preschool and Daycare operates in full compliance with all state and local child care regulations. Handbook for licensed centers is available for review at your request.