

Tiny Toes Toddler Care Policy Handbook

Child Care Philosophy

I feel that family child care in a “home like” setting is the best alternative there is for working parents/guardians. It provides a small secure environment for children during the most important time of their development. Family child care offers a home away from home, providing children with “siblings” of all ages to play, socialize, and learn from. My goal in providing quality child care for your child is to provide...

- * A safe environment
- * A nurturing environment
- * A learning environment... learning is not necessarily the ABC’s and 123’s, but is also about learning values. Some of the values learned are honesty, respect, self-discipline, dependability, love, sensitivity to others, kindness, friendliness and fairness.
- * Discipline... Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behavior is being changed, without making the child feel “bad” or unloved. This helps develop their self-esteem and teaches them how to handle difficult situations themselves in the future. I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices and in extreme situations a child may be given a “time out”; I will have the child “take a break” because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices.
- * And to foster unconditional love... this kind of love is very important to me because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions.

I invite you to share with me in writing, by telephone, or schedule an appointment to talk about your concerns on any area that you feel I am neglecting and I will do my best to improve in that area.

General Information

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Tiny Toes Toddler Care is licensed by the state of Wisconsin, Department of Children and Families. My group size will be maintained according to Wisconsin Department of Children and Family standards. There will be no more than 8 children in my care at any one time excluding my own children if over the age of 7. I am inspected regularly to ensure that I meet licensing standards.

I am the primary caregiver for children ages Birth through 13 years old.

I will post the following items for your review on the bulletin board at the child care entrance:

- * License certificate

- * Any stipulation, condition, exemption or exception that affects the license.
- * Results of the latest monitoring visit (Noncompliance Statement and Correction Plan or Compliance Statement).
- * Any enforcement action – order, forfeiture, temporary suspension, denial or revocation – issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed.
- * Child care center policies
- * Menus

My procedure to ensure that the number, names and whereabouts of children in my care is to do a head count during all transitions based on the daily attendance record.

Parents/Guardians will receive a pamphlet, “Your Guide to Regulated Child Care” which is a summary of child care licensing regulations, as part of an enrollment packet.

Parents/Guardians are welcome to visit my child care program at any time during the hours of operation unless access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that I cannot legally limit access to a parent/guardian if there is not a copy of a court order on file at the center.

I am required to maintain a current, accurate written record of daily attendance for all of the children. Please assist me in meeting this requirement by signing your child/children in and out of the center on the required Daily Attendance Record.

Children will only be released to persons listed on the enrollment form. If anyone other than the child’s parent/guardian or someone who is listed on the enrollment form is to pick up a child, I need to be notified in writing or by a telephone call in advance. The person picking up the child may need to show a driver’s license or other picture ID.

If parents/guardians wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present. Parents/Guardians may use the form “Alternate Arrival/Release Agreement-Child Care Center” to provide this information to the center.

If the parent/guardian or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While I cannot legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel the child is in danger.

All children should be transported to and from the center in a car seat or child restraint if under 8 years old or 80 pounds. For further clarification refer to the Wisconsin Law regarding children and seat belts and abide by that law for your child safety. I will not release your child if the person picking up your child does not have a car seat and your child falls into the car seat requirement age bracket.

It is important that we communicate daily concerning the needs and interests of your child/children. If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves.

To protect each family's confidentiality, I will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

I am covered by liability insurance for the premises and for the business operations.

Parents/Guardians, upon request, have access to all records and reports maintained on his or her child unless restricted by court order.

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to Child Protective Services (CPS) at telephone number (715)261-7500. Each child care provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

Days/Hours of Operation

Child care is available Monday through Friday 4:30 a.m-4:45 p.m. year-round with the exception of closings as referred to in this handbook. Actual days and hours are determined by the parents/guardians individual needs.

Please understand that the contracted drop-off time is important because I plan the day around the time frame of each child.

Our contracted pick-up time is equally important; there are several things to do before the children leave (e.g., clean up and shoes/coats on). Of course, another reason is to know my "quit" time so I can complete other evening commitments including getting the child care ready for the following day.

Substitute/Emergency Back-up Provider

Unplanned absence: In case of an emergency situation that requires my immediate attention, I will call my emergency back-up person. My emergency back-up person will come to the center to stay with the children during my absence. Parents/Guardians will be called to pick up their children as soon as possible, and should do so within 30 minutes of receiving call. Each time an emergency situation occurs, I will provide my emergency back-up person with a brief orientation immediately before being left alone with the children. The orientation will include all of the following:

- * The names and ages of all the children in care.
- * Arrival and departure information for each child, including the names of people authorized to pick up the child.
- * The location of the children's files, including emergency contact information and consent for emergency medical treatment and any special health care needs.
- * Information on any children with special health care needs.

* The procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children less than 1 year of age.

Regular fees will be charged when I am closed because of an emergency.

Planned absence: In the event that I am scheduled to be gone, my emergency back-up persons will act as my substitutes. My substitutes have received Shaken Baby Syndrome prevention training. Before my substitute begins to work with the children, I will provide them with an orientation. Completion of the orientation will be documented on a form provided by the Department of Children and Families and placed in the employee file. The orientation will include all of the following:

- * Names and ages of all the children in care.
- * Current arrival and departure information for each child and the names of people authorized to pick up the child.
- * Review of children's records, including emergency contact information.
- * Specific information relating to each child's health care needs, including medications, disabilities or special health conditions.
- * Procedures to reduce the risk of sudden infant death syndrome.
- * Overview of the daily schedule including meals, snacks, nap and any information related to eating and sleep schedules of infants and toddlers enrolled in the center.
- * Review of center's procedures for dealing with emergencies.
- * Procedure for reporting suspected abuse and neglect of a child.
- * Plan for evacuating sleeping children if night care is provided.
- * The prevention and control of infectious diseases, including immunizations.
- * The administration of medications.
- * The handling and storage of hazardous materials and disposal of bio contaminants.
- * Procedure to contact a parent if a child is absent from the center without prior notification from the parent.
- * Review of center policies required under 250.04(2)(e). 250.05(4)(a)13.
- * Review of chapter DCF 250 Family Child Care Centers. 250.05(4)(a)14.
- * Review of reporting requirements for the child care background check under s. DCF 13.07(3). 250.05(4)(a)15.

If illness or other emergencies should arise during child care hours every attempt will be made to have a substitute provider care for your child so that I can remain open for child care. If substitute care is not available you will receive a phone call to pick up your child. Whenever possible medical and personal appointments will be made after child care hours however, if I must use child care hours to secure appointments every attempt will be made to have a substitute provider care. If a substitute is not available, I will have to close my child care for the times needed.

Late Drop Off and Pick Up

Please call me if you will be late dropping your child off. It is very important to me and the other children to know our schedule (breakfast, etc.) and when we can move along from one activity to another.

I am sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stressful to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pick up time. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – if you have a cellular phone, please call me and perhaps we can work out a contingency plan. Consistent tardiness could be cause for termination. A \$1.00/minute late fee for each additional minute past our agreed pick-up time will be payable upon arrival.

Child Absence

If your child will not attend on a regularly scheduled day, please let me know within 24 hours (if possible) prior to your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within 20 minutes after the specified time on the written agreement signed by the parent/guardian, and I have not been notified in advance of the child's absence, I will attempt to contact the parent/guardian to determine child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at the center from someplace other than home (e.g., school, head start, etc.) and does not arrive as scheduled, I will immediately attempt to contact that facility, and the parent/guardian if necessary, to determine the child's whereabouts.

Paid Holiday Closings

I will be closed and receive payment for New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve and Christmas Day. When the holiday lands on a Saturday I will be closed the previous Friday and if it lands on a Sunday I will be closed the following Monday.

Vacation Closing

I will have 10 paid vacation days per year. A written notice will be provided at least one month prior to a vacation.

Please respect that when my child care is closed for vacation, I am taking this time to rest and to be with my family or just to catch up on home duties. I take my job very seriously and consider this to be a legitimate long-term career. In order to accomplish this, I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves.

Please inform me at least one month prior to your vacation, if any. Please understand that the enrollment fee will still need to be paid prior to your vacation. This fee is to hold your spot open in my child care program.

Sick Pay

I am allowed three paid sick days a year. You are not required to pay for sick days that may exceed the three-day allowance. You are required to pay for any sick days you may use.

Enrollment Ages and Prices

Children 6 weeks to 2 years of age (up to 45 hours) - \$200/week

Children ages 3 years to 5 years (up to 45 hours) - \$180/week

Children ages 6 years to 12 years (up to 45 hours) - \$165/week

Part time care (up to 25 hours) - \$115/week (Full-time preferred so will be given option to go to full time or lose their spot if I am able to fill with a full-time position)

Drop-in care (if I have an open spot) - \$5/hour

Enrollment and Discharge of Enrolled Children

I do work with state aid and will discuss it as needed. Payments and co-payments will be due on Monday prior to providing care for the week or on the first day of the week that a part-time child is in care also prior to providing care. If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts. Drop-in care will be due on the day of service. Parents/Guardians will make payments in full, regardless if they miss days or not, to hold their spot in the center. In the case of your vacation or absence, please make payment before you leave.

Late payments – A \$10/day late fee will be added to the total due. If payment and late fee is not received by the following Monday your child/children will not be permitted to return to child care until it is received in full. A consistent late payment is cause for termination immediately without a 3-week notice.

A one month notice of any increase of fees will be posted.

There is a trial period of 3 weeks from the date child care begins. If the child care arrangement is not mutually satisfactory, either party can terminate this agreement. Any moneys already paid are non-refundable.

Parents/Guardians must meet with me to discuss their child's specific needs and to review program policies. I will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the first day of attendance:

- * Intake for child under 2 years (if applicable)
- * Child Care Enrollment
- * Child Care Agreement
- * Alternate Arrival/Release Agreement (if applicable)
- * Health History and Emergency Care Plan
- * First week's tuition

I will inform you of any updates that are needed and give you 1 week to submit the updated forms.

The following items must be completed and returned to me within 1 month of enrollment:

- * Child Health Report
- * Day Care Immunization Record or an electronic record of your child's immunizations.

A child may be discharged from the center for reasons such as, but not limited to:

- * Failure to pay fees on time (grounds for immediate termination, without advance notice).
- * Lack of parental cooperation.
- * Inability of child care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- * Repeated failure to pick up the child at the scheduled time.
- * Failure to complete and return required forms.

I will give a 2-week written notice of my intent to discharge a child, and try to inform parents/guardians of local resources that may be of help to them. Should the parent/guardian remove the child/children during the notice period I initiate, fees will be charged for the remaining unused days.

Parents/Guardians must give a 3-week written notice of their intent to withdraw the child/children and will be required to pay for those 3 weeks whether or not child/children continue to attend. All outstanding fees must be paid.

Supplies

Parent/Guardian will provide diapers, wipes, any ointment (e.g., Desitin, etc.), formula or breastmilk, bottles, pacifiers, medications, and special diet foods. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child's name.

Parent/Guardian will provide a change of clothes on a daily basis or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothes daily; please provide a few changes of clothing based on your own experiences with your infant.

I will supply sleeping cots, play pens, pillows (if age appropriate), blankets and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.

Child Illness/Injuries

Children who are ill are not to be brought to daycare. The following are examples of children who are ill:

- * A temperature of 101 degrees F. or higher.
- * Vomiting or diarrhea has occurred more than once in the past 24 hours.
- * A contagious disease such as chicken pox, strep throat or pink eye.
- * An unidentified rash.

- * Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness.
- * Has a constant, thick, colored nasal discharge.

If a child should become ill while at the center, parents/guardians will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Child should be picked up within 1 hour. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment will be called.

Children may return to the center when they are symptom free, have been appropriately treated or have been given medical approval to return to child care. I will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

I will report all communicable diseases, when required, to the local health department and to the parents/guardians of all enrolled children. Parents/Guardians of all enrolled children will be notified when their child has been exposed to an illness.

I have not been authorized by the licensing agency to provide care for mildly ill children.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents/Guardians will be told about the minor injury at pick-up.

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. I have a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED).

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Aspirus Hospital. Should an ambulance be needed, parents/guardians will be responsible for any costs. Parents/Guardians will be contacted as soon as possible after contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of my care will be entered into the center's medical logbook. As a licensed child care provider, I am required to report suspected child abuse or neglect to the local authorities.

Medications

I will administer medications. Prescriptive and non-prescriptive medication will only be given to children if parents/guardians have completed the authorized form provided. All medicine must be in its original container bearing the label with child's name, dosage and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing Tylenol at my discretion, are not allowed.

Prior to applying sunscreen or insect repellent to a child, I will obtain a written authorization from the child's parent.

Smoking

Smoking is not permitted on the premises of the daycare during licensed child care hours.

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS I will do the following:

- * Children under one year of age:
 - * Child will be placed to sleep on his/her back in a playpen unless the child's physician authorizes another position in writing.
 - * Child will not sleep in a playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- * Children under two years of age:
 - * Cribs and playpens shall contain a tight-fitting mattress and any covering shall fit snugly over the mattress. Waterbeds may not be used.
 - * Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
 - * If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a playpen.

Nutrition

I will follow USDA guidelines when planning our menus. No child will go without nourishment for longer than 3 hours. I will offer breakfast, a.m. snack, lunch and p.m. snack at the times identified in our daily schedule. Approximate meal times are:

- * Breakfast – 8:30
- * Lunch – 11:30
- * P.M. Snack – 2:30

Parents/Guardians providing their own children's meals and snacks will be informed verbally and in writing of the USDA nutritional requirements. Parents/Guardian's are allowed to bring snacks periodically as long as I am notified first to be sure that they are not going to cause an allergic reaction.

If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents/guardians must notify the center in writing.

Weekly records of meals and snacks are available for your review on the bulletin board at the daycare entrance.

I do participate in the USDA Child and Adult Care Food Program.

USDA child nutrition non-discrimination statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

School –aged children will be offered an afternoon snack upon arrival from school.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I will not provide formula. All bottles and commercial baby food must be labeled with your child's name.

Daily Activities

I do include religious instruction or practice in my daily activities at times. I do not offer prayers before meals and snacks. All lesson plans meet the Wisconsin Early Learning Standards.

We celebrate the following occasions: Easter, 4th of July, Halloween, Thanksgiving, Christmas and each child's birthdays.

I will plan activities (appropriate to age/development of child) and provide children with a variety of experiences. Some of the activities will include:

- * Language development: Books, music, story time.
- * Large muscle skills: Balls, bean bag game, dancing, outdoor play.
- * Small muscle skills: Arts/crafts, play doh, blocks, puzzles.
- * Creative expression: Dramatic play, puppets.
- * Self-help skills: Assist with mealtime preparation, dress self for outdoors.
- * Literacy skills: Books, story time, alphabet and preschool games.

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of arts materials. Children will not be allowed screen time during program hours except during rare occasions.

Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:

- * Heavy rain
- * Temperatures above 90 degrees F.
- * Wind chills of 0 degrees F. or below for children age 2 and above.
- * Wind chills of 20 degrees F. or below for children under age 2.

There is an outdoor play space on the premises of the daycare. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care. If I choose to provide a wading pool for the children, I will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor space.

I do not have a swimming pool on the premises. The center will not be using an off-premises pool. If I decide to utilize an off-premise, water-oriented facility; I will follow all safety and supervision requirements as specified by licensing rules.

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the daycare will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

School-age children will have a quiet place to study or relax, access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

Night Care I am not licensed to provide care between the hours of 9:00 p.m. and 4:30 a.m.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. I will help awake children find appropriate activities. The provider will launder the bedding after every five uses or sooner if necessary.

A playpen/crib is provided for each child less than one year of age. Children over the age of one year will sleep in a playpen/crib or on a cot.

I will allow children to watch television including DVD's during special occasions or for educational purposes. Children will only be allowed to watch videos that are rated G. Children are not required to watch television and other activities will be available during that time for children to use.

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises.

Child Guidance

Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

I understand that there will be times when a child will become distraught, fussy or won't quit crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary.

I do use "time-outs" to deal with unacceptable behavior. A "time-out" or "take a break" may be used when other techniques have not been successful. A time-out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time-outs will never exceed three minutes and will not be used with children under three years of age. When used, the time-out will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others, so the emphasis is on relax/cool down rather than isolation and punishment. The child will be praised after completing the time-out and will be helped to rejoin the group.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents/guardian to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and/or discharge of the child from care.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing

or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent or guardians request.

Transportation

I do provide transportation for field trips and sometimes dropping off to the parent/guardian. You will be notified in advance of the date, time and destination of any field trip requiring transportation.

I do not contract for transportation services.

Public transportation is not used for field trips requiring transportation.

I do carry liability insurance on vehicles used to transport children.

The children will be asked to talk quietly while being transported as to not distract the driver. They will be asked to keep their hands and feet to each other. We will hold hands and stay as a group so that we all stay safe.

Children will never be left unattended in a vehicle. Whenever children are being transported while in my care I will take a written attendance checklist and child emergency forms to make sure that all children are accounted for by name and sight at each transition, inclusive of each time a vehicle is exited. In the event of an emergency all parents will be notified and instructed of where to pick up their children. I do have an alarm on my van to be sure that no child is left unattended in the vehicle. This alarm is inspected monthly and I will do a visual safety check before transporting any children. If I am transferring the children to another responsible adult, I will be sure the adult acknowledges the transfer before leaving the child. Before leaving the child with another adult or another driver they will be verbally told about any special needs of any of the children and how to meet the needs of the child.

I will obtain the driving record annually of any person who will be transporting the children. There will also be an annual vehicle inspection. I will provide driver training before any person can transport children, and annually thereafter. There will be no talking on or using of cell phones by the driver at any time other than when the vehicle is parked in a safe spot. The use of navigation devices is not permitted unless it is programmed into the vehicle prior to leaving the parking spot.

Transportation provided through a written or verbal contract with another individual or organization meets the requirements of this section 250.08(1)(c).

At times I may need to borrow the children's car seats for our field trips to ensure that I have age-appropriate car seats for each child.

Pets

I have 4 cats and a small dog on the premises. Pets will not be allowed in areas accessible to children during the hours of operation the majority of the time. The children will be closely supervised when the animals are accessible to ensure that both the children and the animals are protected from harm. I do have liability insurance that includes coverage for pets. All pets for which there is an effective vaccine against rabies have been vaccinated. Prior to adding pets to the center, I will notify parents in writing.

If your child has pet allergies, please inform me verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

Emergency Procedures

I do not provide care between 9:00 p.m. and 4:30 a.m.

Fire drills (tornado drills, April – October) shall be practiced with the children every month, and completion of the practices will be documented.

In case of a fire, children will be evacuated through the nearest safe exit. I will assist children under the age of 2, children with disabilities or children that need additional assistance. The attendance form and list of phone numbers for parents/guardians and emergency contacts will be taken along to ensure that all children are accounted for and all families are notified. Families will be informed as to where to meet their children. Families will need to pick up their child within 1 hour. Children will be assembled in front of the neighbor's home to the east of the daycare.

In the event of a tornado warning, the children will be taken to the game room in the basement. I will assist children under the age of 2, children with disabilities or children that need additional assistance. Blankets, a flashlight, and a portable weather radio, with extra batteries for both, are kept in the tornado shelter at all times. The attendance form and emergency contact information will be brought along to ensure that all children are accounted for.

In the event of a lost child, I will check all areas of the daycare. If the child cannot be found, the child's parents/guardians and/or emergency contact and the police will be notified immediately. I will notify the Licensing Department within 24 hours after the occurrence.

In the event that the daycare receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents/guardians will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation (parents will be notified as to where to meet their child/children) and/or closure may be required. The weekly payment will still be due.

In the event that we would need to shelter in place I will gather all the children into the game room in the basement and advise them to remain calm until the threat is resolved. In the event of closure, the weekly payment will still be due.

If we are unable to re-enter the building after a necessary evacuation, I will have the children assemble in front of the neighbor's home to the east of the daycare and contact all parents or emergency contacts. Weekly payment will still be due.

In the event of a national-emergency I will follow the recommendations as closely as I can. In the event of a closure weekly payment will still be due.

If the center should lose the use of heat, water or electricity before the center opens, I will call all parents to inform them that I will be closed until it is fixed. If the center should lose the use of heat, water or electricity while children are in attendance, I will call all parents/guardians to have them pick up their child/children. Weekly payment will still be due.

In the event that local schools close due to severe weather, the center will not close.

In the event of a medical emergency, I will contact emergency medical services (911) and the parents to alert them of the situation.

To prevent allergic reactions due to food or other causes, I will require the child to try common allergic reaction foods at home before I will give it to them in daycare. It will be documented in the child's file of any allergies and any substitutes or emergency backups will be oriented of any allergies and what to do if a child suffers an allergic reaction. Each child with an allergy should have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication.

If a child has an allergic reaction that doesn't appear to be life-threatening, I will contact the parents. I will immediately contact parents if I suspect an allergic reaction or contact with/ingestion of an allergen.

In the event of a vehicle accident while transporting children, I will notify families immediately. I will inform families of where to meet their child/children. I will do my best to comfort all of the children until their families arrive.

Typical Daily Schedule

4:30-6:30	Quiet/nap time
6:30-8:30	Handwashing/daily health check/diapering/toileting/free play
8:30-9:00	Breakfast
9:00-9:15	Cleanup, handwashing, diaper changes/toileting
9:15-10:00	Group activities (dancing, music, puppets, stories, circle time)
10:00-10:15	Cleanup, put on outdoor clothing, toileting

10:15-11:15	Outdoor play (indoors in inclement weather) to exercise large muscles
11:15-11:30	Take off outdoor clothing, handwashing, diaper changes/toileting
11:30-12:00	Lunch
12:00-12:15	Cleanup, handwashing, diapering/toileting, story/nap prep
12:15-2:15	Nap/quiet time
2:15-2:30	Wake up, handwashing, diapering/toileting
2:30-2:45	Snack
2:45-3:00	Cleanup, handwashing
3:00-3:45	Art/craft, manipulative activities (blocks, play dough, puzzles)
3:45-4:45	Free play, get ready to leave

I parent/guardian of _____ have received a written copy of Tiny Toes Toddler Cares Handbook/Policies on (date)_____. I agree to follow all the policies of Tiny Toes Toddler Care.

Parent/Guardian signature _____ Date_____