**Hampton Community Christian Daycare**

**Parent Handbook**



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Open Monday- Friday

6:00 A.M. - 6:00 P.M.

A copy of the Child Care Centers and Preschool Licensing Standards and Procedures are available upon request.

**Welcome**

**Philosophy Statement**

The philosophy of the Hampton Community Christian Daycare, a non-profit, tax-exempt corporation, encompasses three areas of emphasis:

1. To provide a quality Christian community–based childcare center that encourages, affirms, and nurtures children, youth, families, and individuals in all aspects of life.
2. To provide a happy, healthy environment for children and families. This environment will support and encourage the whole child by addressing his or her emotional, intellectual, physical, social, and spiritual needs.
3. To maintain a safe and stable environment. The center will function as a partner with parents to fulfill the needs of the children. It is the desire of the center that each child attending has a positive, productive experience.

**Mission Statement**

Hampton Community Christian Daycare will provide a safe and nurturing environment for all children.

**Non-Discrimination Policy**

“It is the policy of the CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have any questions or grievances related to compliance with this policy by this CNP provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400E.14th Street., Des Moines, Iowa 50319-1004; phone number 515-281-4121, 1800-457-4416 website: <http://www.state.ia.us/government/crc/index.html>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: <http://www.ascr.usda.gov/complaint_filing_cust.html> , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: 202-690-7442; or

email: program.intake@usda.gov

This institution is an equal opportunity provider.

We offer childcare for children 6 weeks to 12 years of age. We offer full-time, part-time and drop off care (when available). This handbook has been prepared to familiarize parents with the Hampton Community Christian Daycare policies. We appreciate your cooperation in following these policies and look forward to having you and your child(ren) be part of the Hampton Community Christian Daycare family.

**Enrollment**

Parents are encouraged to visit the Hampton Community Christian Daycare before enrolling their child. This will allow the parents and children the opportunity to get acquainted with the staff and the center. All family registration forms must be completed and returned with a $25.00 non-refundable family enrollment fee.

**The enrollment forms include:**

Enrollment Information

Emergency Medical and Dental Information

Child Release Information

Service Contract and Current Rate Information

Child and Adult Care Food Program Information

Safe Sleep Policy

Physical Form and Immunization Record

All children need to have a current physical (within the past year), that must be signed by a physician, doctor of osteopathy, physician’s assistant, or advanced registered nurse practitioner, prior to starting. All children need to have health history filled out by the parent and a current immunization record, signed by a physician, physician’s assistant, nurse or certified medical assistant.

Parents have the responsibility to return and update the above necessary forms. All forms are valid for one year. **Yearly updates are required by the Department of Human Services**.

**Parent Orientation**

Inquiring Parents should visit the center to find out more information about our program. Once care arrangements are made and registration information is provided, parents are encouraged to set up a longer visit to see the child’s room and meet the teachers. The director and parents will also discuss the parent handbook, service contract, rates and fees, food program, and any other questions the parent may have. Parents will also be provided with a list of supplies to bring with their child on the first day. The parent will be given a code to the main door, shown how to clock their child in and out, and where to find notices and information.

**Special Health Needs Policy**

Hampton Community Christian Daycare may provide care for children with special health care needs based on the ability to meet the individual’s need and the additional staff required to provide extra support. When a parent or legal guardian of a child identifies that a child has special health needs, the director and the parent or legal guardian will meet to review the child’s requirements for care. Some special needs children require 1:1 care. HCCD has a special needs rate in place to accommodate the additional staff expense. The child’s needs will be specified in a Special Health Care plan, with the assistance of the parent, physician, or other health care provider and will be updated annually or as needs change. Children must be able to remain in the classroom with other children their age. We reserve the right to refuse providing care for children that need specialized medical care, as we do not have nursing personnel.

**Classroom ratios**

**Babyland:** The children in this room are 6 weeks to 1 year with a ratio of 1 adult to 4 infants; the room capacity is 16. We usually limit this room to no more than 12.

**Cuddly Kittens**: The children in this room are 1 year old. Child/ staff ratio is 1:4. The room has a capacity of 16.

**Little Lambs:** This is the 2 year old room with a child/ staff ratio of 1:6. Room capacity is 16.

**Busy Bee:** This is the 3 year old room with a child/ staff ratio of 1:8. Room capacity is 18.

**Friendship Garden:** This is the 4 & 5 year old room with a child/ staff ratio of 1:12. This room can have 24 children.

**Kid Planet** is our School-Age room. The ratio is 1:15 in this room.

**Parent access**

Parents are welcome to come and visit their child here at the center. If a family does not speak English, we try to make accommodations on an individualized basis. Families are encouraged to bring a translator as we do not always have bilingual staff available, or they can set up a time when we have bi-lingual staff on- site. We also have many forms available in Spanish for families. We can also work with families to help fill out paperwork if needed.

**Security**

The center asks that all parents and visitors enter through the front entrance only. Visitors must stop at the front desk and sign in. Your children’s safety is most important. If your child is outside, please stop at the office and clock out your child prior to departure. If your child is on a field trip and you pick them up there, please let the child’s teacher know and call the center and we will clock the child out.

**Tobacco-Free/ Nicotine-Free Policy**

Fact and Purpose:

Hampton Community Christian Daycare finds that:

* Tobacco use is the single most preventable cause of death in the United States.
* Children are exposed to tobacco advertising that leads to favorable beliefs about tobacco use, plays a role in leading young people to overestimate the prevalence of tobacco use, and increases the number of young people who begin tobacco use.
* Electronic cigarettes can increase nicotine addiction among young people and may lead to children to try other tobacco products that are known to cause disease and lead to premature death.
* Imitation tobacco products may lead children to use tobacco by desensitizing them to the dangers of tobacco and advancing the false idea of tobacco use as socially acceptable.
* Tobacco products (extends to all types of tobacco, nicotine and electronic smoking device (ESD) products) once consumed in public spaces, are often discarded on the ground requiring additional maintenance expenses, and diminish the beauty of the outdoor grounds. They also pose a risk to toddlers due to ingestion.
* The prohibition of tobacco and nicotine use at all times will serve to protect the health, safety, and welfare of staff, children, and families.

Policy: Hampton Community Christian Daycare facilities and grounds are off limits for tobacco and nicotine use, including but not limited to, cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD), and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees, and visitors. This policy applies at all times, including Hampton Community Christian Daycare –sponsored and non- sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/ nicotine product, or leave the Hampton Community Christian Daycare premises immediately. It is the responsibility of the Director and the Board of Directors to enforce this policy.

**Camera and Video Policy**

Use of video cameras/surveillance on Hampton Community Christian Daycare (HCCD) premises:

* The board supports the use of cameras and other surveillance systems both inside and outside the building to assist in monitoring and maintaining a safe and secure educational environment and to assist in protecting HCCD’s physical assets from theft and vandalism. Prior to the installation of any surveillance system, approval of the locations shall be obtained from the Board of Directors, including approval of the location of the surveillance system, the persons responsible for monitoring the information captured, and the procedure for maintaining or destroying the data. No person may monitor any of the information captured without permission of the Director or the Board of Directors.
* Surveillance cameras shall not be placed in any area where there is a reasonable expectation of privacy, such as restrooms.
* The board supports the use of video/surveillance cameras on the HCCD premises as a means to monitor and maintain a safe environment for children and employees. The contents of the video recordings may be used as evidence in child or employee disciplinary proceedings or for any other lawful means.
* The content of any video recordings obtained by HCCD may be treated as confidential records, subject to board policy and administrative regulations when used for a specific purpose. Only those persons with legitimate purpose may view the video recordings depicting specific children and employees, as determined by the Director and Board of Directors.
* Persons should not rely upon the HCCD’s surveillance systems to protect them or their property from criminal activity, nor to detect other potentially unlawful actions.
* Students and employees are prohibited from tampering with the security cameras. Students or employees found in violation of this policy shall be subject to discipline in accordance with applicable center policies and such conduct will be reported to law enforcement.

**Tuition**

Tuition will be billed by the week Monday- Friday. All bills must be paid by the following Friday at closing (6:00P.M.) Checks can be written to the Hampton Community Christian Daycare or HCCD and placed in the payment box in front of the reception desk.

**Late Payment Policy**

Any payment that is not received by closing on Friday will be considered late. $5.00 a day late fee will be assessed each day you are late. Checks returned due to non-sufficient funds will be accessed an additional fee of $30.00. Children will not be admitted to the center if tuition is 5 days overdue. Children will not return to the center until the account is paid in full. For financial arrangement see the director. **For late accounts there will be a charge of 1.5% per month. The client is responsible for the cost of collections.**

**Pick up Policy**

Only Authorized Persons who are listed on the enrollment forms will be allowed to pick-up children. If someone other than the parent will be picking up the child, the parent needs to notify the center. Parents should instruct the authorized persons to always stop at the front desk to present a photo ID. **We will release children to authorized persons only!**

**Late Pick-up Charges**

The center closes at 6:00P.M. If you know you are going to be late picking up your child, please call. A late fee of $10.00 per 10 min or part thereof will be charged after 6:05 P.M.

**Attendance and Vacations**

**If your child will not be at the center and they are expected for the day, please call the center as soon as possible. If no notification is made, you will be charged for the hours planned as staff are here and ready to provide care**. Families will be required to sign a contract for hours they will be contracting for the week. Parents must keep these contracted times for a minimum of six weeks. At that time they can adjust if needed. Every child on a weekly contract will be allowed 10 days to use for vacation, holiday, or sick days in which the child is not in childcare.

**Holidays**

The center will be closed for the following Holidays:

New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, and Christmas Day. In case of low to no attendance, we may close or close early Christmas Eve.

**Inclement Weather**

HCCD reserves the right to close the center when weather conditions make travel hazardous. Listen to the local Hampton radio station (104.9 FM) for closing announcements.

**Sex Offender Policy**

For the protection of all the children in our care, parents and pick up persons listed on the sex offender registry need to meet with the Director. A written plan of action will be placed in the child’s file.

**Notice of Withdrawal**

When withdrawing your child(ren) from HCCD we ask that a two -week written notice be given. This will give us the time needed to fill the vacancy. In order to re-enroll, you will need to pay the registration fee.

**Behavior Policy**

It is important to Hampton Community Christian Daycare to provide a safe and nurturing environment for all children. Our Goal is to help children develop self-control and a sense of responsibility for their actions. Our program and the environment we create are developed to keep children actively involved with many choices and to discourage misbehavior. Children’s behavior will be managed through the use of positive techniques.

* Clear limits and expectations will be consistently enforced and set for the child’s developmental level.
* Positive reinforcement will be used to reward appropriate behavior.
* Inappropriate behavior will be redirected whenever possible.
* Consequences for negative behavior will be natural and logical.

In extreme cases when a child is aggressive and emotionally upset (harming staff or another child) a child may need to be removed from the group. This will allow the child to calm down and reflect until they can rejoin the group and act appropriately. WE NEVER USE PHYSICAL PUNISHMENT OR BELITTLE A CHILD IN ANY WAY. Discipline will never be associated with toilet training or food. Center staff or parents can request a conference to discuss strategies for dealing with behavior problems.

**Removal of Children**

**Abusive behavior and /or verbal threats by children**

Abusive behavior by a child who continues to hurt other children will follow the following steps:

* 1st time: The child will be reminded of expected behavior by the teacher and given some time to think about his/her actions.
* 2nd time: The child will be reminded of expected behavior again and sent to the office.
* 3rd time: The child’s parent will be called and the child will be removed for the day.

After the 2nd time of daily removal, the child will be asked to leave the center and find childcare services elsewhere. When a child’s behavior is serious enough, the daycare reserves the right to go straight to removal.

**Termination of Services**

If for any reason this program is found to be unsatisfactory for any particular child, we will make every effort to discuss and try alternatives to rectify the situation. The decision to remove a child from HCCD will occur only after all alternatives have been explored in the classroom. We will make every effort to discuss these issues with parents through conferences with teachers and the Director of the center. If our program is not meeting the needs of your child(ren), we reserve the right to terminate the childcare arrangements. Other reasons for termination of childcare include but are not limited to:

* Non- payment for childcare services/or lack of adherence to the payment policy.
* Lack of parental cooperation with center staff to resolve differences through conferences and meetings.
* Abusive behavior and/or verbal threats by parents towards center staff, parents, and/or children will result in immediate termination of services.
* Abusive behavior and/or verbal threats by children toward center staff, parents, and/or other children will result in immediate termination of services.
* Non- compliance with Hampton Community Christian Daycares handbook and policies.
* Non-compliance with the communicable disease policy as specified by the Department of Public Health.

**Illness Report and Attendance Policies**

The following are our attendance policies as it pertains to illness. These policies help keep all the children and staff healthy and help reduce illness from spreading through the center. Your child will have direct contact with a staff person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior. Your child will be temporarily excluded and sent home as soon as possible if one or more of the following conditions exists:

* The illness prevents the child from participating comfortably in activities as determined by the child care provider.
* The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children as determined by the child care provider.
* The child has one or more of the following conditions:
* Fever - If your child has a fever of 100.4 or above and shows other symptoms (such as not able to participate with regular activities) you need to keep them home for 24 hours after temp returns to normal.
* Signs and symptoms of severe illness, such as lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
* Diarrhea - After 2 or more loose stools, or if loose stools are not controlled by the diaper or underwear, your child must stay home at least 24 hours after the last loose stool, or may return with a doctor’s written approval.
* Vomiting - If your child has vomited 2 or more times, parent will be notified and children will not be able to attend daycare for 24 hours after the vomiting has ceased.
* Cold - Mild, no fever, feeling o.k. If there are no other symptoms, and if discharge from nose is clear, then your child may attend daycare.
* Sore Throat - If it is mild and without pain, child may attend daycare. However, if child appears to have one of the following: swollen glands or tonsils, white spots in throat, painful swallowing, child may need to see a doctor and your child needs to stay home until the symptoms are gone or can return with written approval from the doctor.
* Strep Throat or other streptococcal infection – must be on antibiotics for 24 hours before returning to child care.
* Rash - If we are unable to determine what it is, your child needs to stay home until it is gone or may return to daycare with written approval from a doctor.
* Scabies – until after treatment is completed.
* Pink Eye - Conjunctivitis is VERY contagious. If your child has redness or

discharge from one or both eyes, they will not be able to attend daycare. Your child will need to be on medication for 24 hours or have a doctor’s release before returning to daycare.

* Influenza - Symptoms include fever of 100.4-104, body aches, headache, fatigue, runny nose, cough, or dry/sore throat. Children with these symptoms must stay home until they are symptom- free for 24 hours without medication.
* Varicella Zoster (chickenpox) – cannot return after all sores have dried and crusted (approximately 6 days).
* Pertussis – cannot return until 5 days after appropriate antibiotic treatment is completed.
* Mumps – cannot return until 9 days after the onset of parotid gland swelling.
* Measles – cannot return until 2 weeks after onset of rash.
* Rubella – cannot return until 6 days after onset of rash.
* COVID-19- child must be home 10 days, may return after being free of symptoms for 72 hours.

Please keep your children home if they have any of these symptoms. They must be fever-free WITHOUT medicine for 24 hours before returning.

**If your child develops any of these symptoms while they are in our care, your child will be kept at the office & we will call you to make arrangements for them to be picked up within an hour.**

**Children may return to group care after they are symptom free for 24 hours WITHOUT medication.**

**Reporting Communicable Diseases**

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program works with local health authorities if an outbreak of a reportable communicable disease occurs.

**Cleaning and Sanitation**

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child’s mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child’s mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child’s use. Toys that cannot be cleaned and sanitized will not be used.

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

**Hand Washing Practices**

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

* Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
* Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
* Staff assists children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

* upon arrival for the day;
* after diapering or using the toilet (use of wet wipes is acceptable for infants);
* after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
* before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
* after playing in water that that is shared by two or more people;
* after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.

Adults also wash their hands:

* before and after feeding a child;
* before and after administering medication;
* after assisting a child with toileting; and
* after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include:

* using liquid soap and running water;
* rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

* Staff must wear gloves when contamination with blood may occur.
* Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.

In situations where sinks used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

**Biting Policy**

Biting can be an uncomfortable subject for parents of both the biter and the child who is bitten. This policy explains how we handle biting in the center.

Children bite for a variety of reasons. This may be because they are teething, frustrated, exploring using their mouth, asserting their independence and wanting to gain control, or they could be stressed. It may also be because they want to gain attention. Many times, biting is a part of children’s development. We will work with you and your child to establish when and why a child is biting. We will observe the child closely to see if certain conditions or situations trigger the behavior and then work with him or her to try and avoid the incident. This may involve altering the child’s routine, giving them more attention, purchasing additional classroom resources, or providing suitable teething resources.

We will ensure that if a child is bitten, they are comforted and given lots of attention. We will ensure that any first aid is applied correctly if required and the incident will be recorded in the accident notebook. Parents are asked to sign and return the report for the child’s file. The parent can receive a copy of the report.

If a child bites, they will be removed from the situation. We will explain to them, according to their age and understanding, that biting is unacceptable behavior. For younger children, this may be through tone of voice and facial expressions rather than lots of words. It may be necessary to exclude the child from an activity and use ‘time out’ until the child is calm enough to return. We will also encourage the child to apologize to the child they have bitten and will work with them to develop strategies to decrease the behavior.

Again, biting is developmental and most stages of development are temporary. In extreme cases, the biter may be asked to leave the HCCD for a while until the biting behavior stops. We have to provide a safe environment for all children.

**Hampton Community Christian Daycare Wellness Policy**

Our goal is to provide an environment where children and families can both make and learn how to make healthy choices about food and fitness in their daily lives. We believe that healthy children are ready to learn. By modeling healthy choices, the children, parents and staff can learn lifelong healthy habits at HCCD.

Nutrition

* All meals served at Hampton Community Christian Daycare will follow CACFP guidelines at a minimum as well as the following guidelines:
	+ Sugar- sweetened beverages are not served.
	+ 100% juice limited to no more than 4 oz. a day.
	+ Children older than two are served reduced-fat milk (skim or 1%)
	+ Clean, sanitary drinking water is available for children to serve themselves throughout the day.
	+ Local foods will be given preference whenever possible.
* Meals will be served in supportive environments and used as an opportunity to enhance children’s social development, boost language skills, and improve self-help skills.
* Children will be provided varied opportunities and materials to help them learn about nutrition at a minimum of one time per week, including sources of food and recognizing, preparing, eating, and valuing healthy foods.
* Staff will receive a minimum of 1.5 hours in nutrition education annually.

Physical Activity

* Children will be provided with a minimum of 60 minutes of physical activity during the core day. A combination of both teacher-led and free play will be included.
* All children will have the opportunity to play outdoors a minimum of one time in the core day.
* Additional times of play outdoors will be provided if participating in extended day (except when conditions pose a health risk).
* When outdoor opportunities for large –motor activities are not possible because of weather conditions, staff will plan similar activities indoors in the classroom or the gym.
* Television, video, and computer time will be limited to no more than 30 minutes in a core day.
* Children will not be seated for periods longer than is developmentally appropriate for their age.
* Transitional activities are encouraged.
* Staff members will encourage children to be active, join children in active play and will utilize a curriculum approach to increasing physical activity for preschoolers.
* Parent engagement
* Families will have varied opportunities to learn about nutrition and physical activity through newsletters, at home activities, classroom activities, and volunteering.
* Hampton Community Christian Daycare will support parents in their role as their child’s first and most important teacher, and encourage parents to role model healthy behaviors.

**Food Brought from Home: Birthdays and Special Occasions**

We ask that all food brought from home is nutritious and healthy. We realize that sometimes a parent wants to bring a homemade treat like cookies and cakes. That is acceptable but it needs to be served after the snack provided by the daycare.

**Educational Program**

HCCD provides childcare in an environment that is structured to nurture and develop children during the formative years. Our center provides an environment in which children feel comfortable in learning and play. We provide a safe and fun range of activities that allows children room for personal growth and development. We believe that children can become self-confident, creative, and positive with encouragement and positive reinforcement. We provide a caring atmosphere for children by employing staff with a good sense of family values and a love for helping children grow. As a staff we model these values and develop curriculum to promote them. The types of learning centers you might see include: Dramatic Play- Art- Block Play- Sand and Water Play –Library and Books- Cooking- Music and Movement- Field trips.

**Transitioning Children – Classroom placement**

Once enrolled, your child will be placed in a classroom based on his/her chronological age and development. Transitioning into the next age group will be based on readiness. This transition will take place after several visits to the new classroom and a form will be signed by the parent, new, and old classroom staff.

**Daily Expectations**

When signing in and out your children, it is imperative that you clock your children in and out on the computer in front of the reception desk. To clock in: press 1 and key in the last 5 digits of the PIN you were given at registration. To clock out: press 2 and key in the last 5 digits of the PIN you were given. Highlight in blue the children who are arriving or departing each time. After this is done, you can press OK.

**Your Child’s Day**

Your child will be offered many fun, educational, and developmentally-appropriate activities throughout the day.

**Center- Wide Schedule for Children**

6:00 Open and children start arriving

7:30 -8:00 Breakfast

9:00-9:20 God Prints in the Gym

9:30 A.M. Snack

11:30 Lunch

12:00-2:00 Quiet time- Nap –Time

2:30 P.M. Snack

6:00 Close

The children receive their meals in their room. Meals are family-style & all children are required to eat at the table.

**Necessary Daily Items**

Every child will need a change of clothing. Please mark them with permanent marker. This includes: shirt, pants, underwear, and socks. Please remember to change items as the seasons and sizes change. If clothing is in need of washing, please wash and return the next day.

Dress your children in comfortable everyday clothing; your children will get dirty. Shoes need to be sturdy and secure for climbing and running.

**PLEASE do not bring things like toys from home**, unless a teacher asks you to for show and tell. We will not assume responsibility for personal items that are lost or broken.

**If your child needs diapers or pull-ups you will need to provide them with baby wipes. Please look for notes or look on your daily sheets.**

**Infant Room**

Hampton Community Christian Daycare will provide Wal-Mart Parents Choice Infant formula with Iron Milk-Based. Any other formula needs to be supplied by the parent. We cannot permit parents to bring already prepared bottles of formula. If breast milk is provided, please supply enough for the day plus one. We have space for frozen milk as well. Please label milk with child’s name and date so oldest milk can be used first.

Many parents prefer to bring 2 bottles and liners if needed to stay at the center. We do wash and sanitize bottles daily. If your child has graduated to a sippy cup, we will supply them. Along with regular bottles, we use sippy cups with formula, water, or juice when they are old enough to join us for snack time and/ or meal time.

Baby food- Your child’s baby food may be brought daily or you may choose to bring enough for several days. We also provide baby food for infants and table food as the child is ready and if parents and teachers have discussed it together. Parents will need to fill out a form called the Infant foods Tried at Home. It is very important to us that you try new foods at home first.

Diapers and Baby wipes- You will need to supply the diapers and wipes that your child will need for the day. We change and check diapers every 2 hours and there are sometimes things that happen in between so please plan accordingly. Most parents bring a bag of diapers and a package of wipes. The staff will let you know on the child’s daily sheet when they are running low.

Extra Clothing- We all know that infants often need their clothes changed for one reason or another – Please bring or leave extra clothing at the center for your child.

Amber beads and children’s jewelry- We ask that the children do not wear jewelry or teething necklaces. If a child comes with jewelry, it will be removed for the safety of all children.

Daily Sheets- Your infant will be sent home with a daily sheet. The daily sheet will help you know what they did, when and what they ate, and when they were changed. Please be sure to check them every day to see if there is anything your baby needs.

**Pacifier Policy**

All staff will follow the recommendations of the American Academy of Pediatrics (AAP) as outlined below regarding the use of pacifiers:

* If parents prefer their child uses a pacifier, they will provide two new pacifiers labeled with their child’s name. The extra one should always be available in case a replacement is needed.
* Staff will inspect pacifier for cracks or tears before each use and will clean each pacifier with soap and water before each use. When not in use, they will be cleaned and stored open to air away from diapering area.
* Pacifiers with attachments will not be allowed. Pacifiers will not be clipped, tied or pinned to an infant’s clothing.
* Pacifiers should not be coated with any sweet solution.
* Pacifiers will be used only when the child is in the crib. To reduce the risk of transmission of disease and germs and choking hazards they will not be used when children are mobile.
* If the pacifier falls out of the infant’s mouth, while in the crib, it does not need to be reinserted.
* If the infant refuses the pacifier, he/she will not be forced to take it.
* Staff will encourage and work with parents to wean infants from the pacifier as the suck reflex diminishes between the age of three and twelve months of age.

**Owlet Rest Assured Smart Sock 2 Policy**

Owlet Rest Assured Smart Sock 2 (will be referred to as Owlet) will be placed on the foot of every infant immediately when sleeping at Hampton Community Christian Daycare. The Owlet Smart Sock is a health and wellness tool, used to monitor heart rate and oxygen levels. The monitor does not replace safe sleep practices. The Owlet will be worn during nap time while at child care. All parents will be given heart rate and oxygen level readings each day if requested. Each child will be assigned an Owlet by color. Any parent who wishes to not have their child wear an Owlet must discuss this with Hampton Community Christian Daycare before starting care.

**Toddler and Preschool Rooms**

Diapers/pull-ups and baby wipes- You will need to supply the diapers/pull ups and wipes your child will need for the day. We change and check diapers every 2 hours and sometimes extras are needed so please plan accordingly. Most parents bring a bag of diapers and a package of wipes. The staff will let you know on your child’s daily sheet when they are running low.

Potty training- Children will be asked to try to potty every 2 hours and before going outside. Children will not be forced to try to potty. We will ask them to try and sit them on the toilet. For sanitary reasons we do not use potty chairs, but we use the smaller toilet seats for toddlers.

Extra Clothing Please bring or leave extra clothing for your toddler/ preschooler. Please check your child’s cubby at the end of the day for wet or soiled clothing.

**Naps and Resting**

12:00-2:00 is the quiet time at the center. Children are assigned their own cot/crib, blanket, and pillow. The cot/bedding is washed every week, unless wet or soiled. The children are soothed by soft, quiet music during their quiet time.

**Outdoor Play**

Weather permitting, all children (including walking infants) will spend time playing outside daily. Please bring appropriate clothing (snow- pants, mittens, hats, etc.). Weather that poses a significant health risk includes wind chill at or below 15 degrees F and heat index at or above 90 degrees F, as identified by the National Weather Service.

It is the Hampton Community Christian Daycare’s policy that children who are well enough to attend child care are well enough to go outside and play. Staff/child ratios must be maintained and we do not have enough staff to stay inside with one child.

**Field Trips**

Field Trips are a part of the children’s program. All children will take walks and stroller rides in the community. When the children go for walks leaving the property, we will send an extra staff member along for safety.

Older children will be sent home with permission slips for field trips that require transportation, and a charge for an activity fee for the cost of the field trip. If a signed permission slip is not returned to the center before the field trip, the child will not be able to participate. On occasion, a special field trip may cost the parents an additional fee, this fee will be added to the weekly billing.

**Transportation**

When transporting children to and from activities, the state licensing rules will be followed. On some field trips children can walk, but for some of the trips they will need to be transported either by bus or car. We often contract with the H-D School, Access Inc. and/ or ABCM for busing. If we use personal cars, a copy of the proof of insurance and valid driver’s license will be put in a file at the center. This includes parent volunteers. When being transported in a vehicle other than a bus, all children will be restrained in a developmentally appropriate car safety seat, booster seat, seat belt, or harness suitable to that child’s age, weight, and/or psychological development, in accordance with state and federal laws. Staff ratio must be maintained when children are being transported.

**Parent volunteers**

Any parent who is in ratio or in charge of any children besides their own child will have to have both a state and federal background check along with fingerprinting. If you plan on going on a field trip, let the Director know so this can be done in advance.

**Incident and accident reports**

All injuries or accidents that occur while at the daycare center will be documented on an accident/incident reporting form detailing: **what happened, who was involved, and what action was taken.** This is to be signed by the parent and one will be kept in the child’s file. If an injury is one of a serious nature, these are the steps the center will take:

* If possible, the parent will be notified either at work- home –cell. Every effort will be made to contact the parent. 2. Attempts will be made to contact the emergency contact. 3. If needed, ambulance services will be called at the parent’s expense.
* A note will be on the time clock to ask the office staff for the accident report.
* Please sign the original accident report and place in the black file near the computer monitor. If you want a copy, we will be glad to get you one.
* Major accidents-The parent will be called:
* When a child needs medical attention
* Head injuries
* Face injuries
* Open bite marks
* If a child uses an object to hurt a child
* Minor accidents – parents will not be called. We want parents to know what happened
* Scratches
* Bumps
* Bruises
* Incidents- parents will not be called unless the incident is serious or continuously hurtful
* When something is noticed upon arrival (bruise or cut)
* Accidents involving your child’s behavior. Example: if your child hurts another child (We want parents to be aware)

**Medical and Dental Emergencies**

In case of a medical emergency, staff will call 911 and will notify the director or on-site supervisor immediately. They will notify parents or emergency contact. When EMS arrives, one staff member will accompany the child, taking along the child’s health file to the designated hospital until a parent/ emergency contact arrives.

In case of a dental emergency, staff will call a parent/emergency contact and use necessary first aid emergency procedures. The Director or On-Site Supervisor will be contacted for assistance as needed.

All staff are trained in CPR and First Aid. This training is renewed regularly. Staff also receive Essentials Training, which is 12 hours consisting of Safety in the Childcare Environment, Emergency Preparedness, Transportation in Child Care, Prevention and Control of Infectious Diseases, Handling and Storage of Hazardous Materials, Medication in Child Care, Managing Food Allergies, Infant Safe Sleep, Prevention of Shaken Baby Syndrome, Understanding Cultural Diversity, Understanding Homelessness, and Understanding Child Development.

**First Aid Kits**

A fully stocked first aid kit is located in every room or other location where children are in care. The kits are in a closed container, cabinet, or drawer that is labeled, known, and always accessible to all staff but not to children. Staff will notify Director for items that need to be restocked in first aid kits after each use. First aid kits are checked monthly for missing or expired items, and staff completes a log indicating the date and actions taken as a result of the first aid kit check using the inventory of items that should be in the kit. Teachers/caregivers take an appropriately supplied first aid kit on trips (walking or vehicular) to and from the facility and playground.

**Emergency Preparedness**

Hampton Community Christian Daycare prepares for a variety of emergency situations including, but not limited to: bomb threat - hazardous material exposure--- structural damage to center—criminal activity -- ice/ snow storms-----thunderstorms/lightening---injury / medical emergency child/ adult ----utility outages- powerline or water disturbance/ fire- smoke—missing or abducted children.

We have a center emergency preparedness plan that will be utilized for any of these emergency situations. It is updated annually and a copy of this plan can be found at our main entrance. For communication purposes, we use the Remind App, Facebook, and KLMJ radio.

**Administering Medication**

Hampton Community Christian Daycare will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. All medications must be turned in at the front desk with the signed medication sheet. All medication will be locked up and stored out of the reach of children. All medications (prescription and nonprescription) must be in the original, labeled container. For non-prescription medication, the child’s name must be written on the container, by the parent/legal guardian. For prescription medication, the following information is to be on the original prescription bottle and properly labeled by a registered pharmacist:

* Child’s first & last name
* Date prescription was filled
* Physician’s name (prescriber)
* Name medication
* Dosage
* Time medication is to be given.
* Route of administration
* Duration (how long medication is to be given)

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked, prevents spillage, and out of reach by children (at all times). Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used on an as needed basis will be renewed by the physician at least annually.

A medication log will be maintained by the center staff.

**Emergency Medications**

If any child requires emergency medication (EpiPen, metered dose inhaler, antihistamine), the medication is kept in/near the first aid kit where the child is in care and is taken by staff while child is outside or on a field trip.

**Allergies**

When filling out your enrollment forms, it is very important that you let us know if your child has a food, medication, or airborne allergy. Every effort will be made to accommodate his/her special needs. If your child has a food allergy, we need a form signed by the doctor.

**Asthma**

If your child has been diagnosed with asthma, we have an asthma control plan to be filled out by your physician. Please ask for the form from the office.

**Emergency Drills**

The center is required to have monthly fire and tornado drills.

* **Fire drills** we all meet in front of Trinity Lutheran Church. Parent contact information is taken with us.
* **Tornado drills-** The staff and the teachers take shelter in Kid Planet. This room is located all the way down the hall, the last room on the left. This room was specifically constructed to provide safety from storms.
* **In the event of a real emergency, every reasonable attempt will be made to reach parents by text or phone. We also put announcements on the local media outlets (radio, Facebook). We have a center emergency response plan that parents can review in the Parent Information Area.**

**Child Abuse and Neglect**

When the HCCD staff suspect’s child abuse or neglect, we are legally obligated to report what we have seen or heard from the child to the proper authorities. It is up to the Department of Human Services how to handle the reported information and determine if the information is founded.

**Confidentiality**

It is very important to us that all families are treated with the upmost respect. All staff are bound by confidentiality. They are not to discuss your children or your family with anyone outside the center. We are here to protect all children.

**Communication**

The child comes first and good and positive staff/parent communication is vital for the development of children. Please feel free to discuss any concerns with the staff. The staff will try to arrange conferences with parents twice a year. Staff have an open-door policy and parents should feel free to stop in anytime to talk with the teacher (if he/she is not busy) or the director.

**Phone Calls**

Telephones are located in each classroom and we encourage you to call when you are concerned.

**Feedback, Suggestions, and Grievances**

Hampton Community Christian Daycare requests and respects parent feedback so that we can provide the best environment for your child. When concerns arise, the problem should be brought to the attention of the director. The director will schedule a conference to solve the issue to everyone’s satisfaction. If you still need additional assistance, we encourage you to write a letter explaining the problem and address it to the Board of Directors. It can be given to the Director. Hampton Community Christian Daycare provides childcare for children. We realize that this may not be the correct placement for every child. We do our best to make this the best childcare experience we can. We hope you are happy with your experience with us and we appreciate your business!

Hampton Community Christian Daycare has the right to refuse service.