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**KAT'S**



**Daycare**

# Family Handbook

2021

**Where Every Child Is an Angel**



Revised 4/9/21



**Welcome!**

Dear Family,

Kat's Little Angels believes that every child is an Angel and could be productive adult with the right nurturing as a child. We strongly believe if you **"Train up a child in the way he should go, and when he is old, he will not depart from it. Proverbs 22:6."**

Please review the entire handbook and if you have any questions please feel free to ask them.

Thank you for choosing Kat's Little Angels Daycare. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Mrs. Kathy Blige  
Director  
Katlilangeldaycare@gmail.com  
Kat's Little Angels Daycare

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## **ABOUT US**

### ***Mission***

Kat's Little Angels mission is to provide affordable daycare to diverse families while offering a secure and loving environment that meets the needs of children through stimulating quality care and state-of-the-art programs. We provide a wide range of age appropriate learning opportunities to promote a child's imagination and to develop and grow intellectually, socially, and emotionally, while developing physical skills necessary for day to day life in hopes to become life-long learners.

### ***Hours of Operation***

Child care services are provided 24 hours, Sunday- Saturday, January- December. Morning shift consist of 6:00 A.M. to 6:0 P.M. Evening care consist of 6:00 P.M. to 12:00 midnight. Overnight consist of 12:00 midnight to 6:00 A.M. We operate on 9 hour shifts. Any time past the 9 hour shift will include a late fee. For dayshift a \$10 fee will be added per hour past 6 P.M. A \$15 fee will be added for each hour past the 12 midnight.

### ***Holidays***

We will give you written notice in advance if we are going to be closed for certain holidays. If we are in operation for three days or more a week, daycare fees will not be prorated for that week. The total weekly tuition is still due.

### ***Definition of Family***

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### ***Admission & Enrollment***

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance. This is to ensure that your child will get the best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms are reviewed annually. If there are any changes in your address, telephone, work telephone number, etc., please notify the director to update your records.

An enrollment fee of \$70.00 per child is due at the time of enrollment and yearly supplies fee of \$25.00 . These fee are non-refundable.

Based on the availability and openings, our facility admits children from 2 weeks to 12 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

### ***Inclusion***

Kat's Little Angels Daycare believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

### ***Non-Discrimination***

At Kat's Little Angels Daycare equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

### ***Family Activities***

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

### ***Confidentiality***

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### ***Staff Qualifications***

Our staff is hired in compliance with the state requirements and qualifications as a base minimum.

Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Kat's Little Angels Daycare.

### ***Child to Staff Ratios***

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

<b>Age</b>	<b>Child to Staff</b>
0-18 months	<u>6 to 1</u>
One (1) years	<u>8 to1</u>
Two (2) years	<u>10 to1</u>
Three (3) year olds	<u>15 to 1</u>
Four (4) year olds and older	20 to1

## ***Communication & Family Partnership***

**Daily Communications.** Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day.

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Website:** Information will be available on our website, which will include center news, events, announcements, etc. We will also provide a monthly calendar that will include monthly events, and friendly reminders.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Family Visits.** Family participation is encouraged. Volunteer; come along on a field trip. Signing in is required for the safety and protection of our children.

**Conferences.** Parent and teacher conferences occur [twice] a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

### ***Open Door Policy***

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

**Naptime is between 11:00-2:30. No child will be allowed to enter the center between the 11:00am & 3:00pm unless that is your designated time frame for drop off. Please refrain from dropping off, picking up and visiting during this time.**

### ***Publicity***

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

## **CURRICULA & LEARNING**

### ***Learning Environment***

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

### ***Curricula & Assessment***

As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### ***Outings & Field Trips***

Weather permitting; we conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, **and we encourage you to join your child on the trip.** *Permission Slips* for each trip must be signed by the child's Parent/guardian.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

### ***Transition***

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

### ***Transition from home to center***

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

### ***Transition between learning programs***

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

### ***Transition for before/after school care***

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center in order to be eligible for this service.

### ***Television Time***

Our normal daily routine does not include television watching, but from time-to-time, we may record a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than [one] hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

### ***Electronic Media***

Electronic Media are limited to 20 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### ***Celebrations***

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

### ***Rest Time***

Infants sleep according to their own schedule. Based on the risk factors of Sudden Infant Death Syndrome (SIDS) all infants will be placed to sleep on the infant's back unless the home has been provided a physician's written statement authorizing another sleep position for that particular infant. All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, blankets, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib.

The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees depending upon the season.

When an infant can easily turn over onto his stomach, staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers. Positioning devices that restrict an infant's movement in the crib will not be used unless a physician's written statement authorizing its use is provided for that particular infant.

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

#### **Safe Sleep Practices/Policies:**

- 1) Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
- 2) Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
- 3) No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
- 4) No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.
- 5) Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
- 6) Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. This facility will adhere to the following practice: \_\_\_\_ **Bedding for cots/mats will be laundered daily**
- 7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will moved to a safety-approved crib for sleep.
- 8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
- 9) Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

#### **Toilet Training**

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. **Kat's Little Angels Daycare reserve the right to terminate service for anyone that is three years of ages or older who is not fully potty trained.**

## **Diapering Procedures**

Diapers will be checked and changes as needed and every hour. Adequate diapering facilities are available in the infant/toddler room. Prior to diapering children, staff will wash hands with warm running water and liquid soap. Children's hands are washed after diaper change. After children are diapered, staff will adequately clean and disinfect the changing table area and then re-wash hands again. Diapering facilities will be maintained safe and sanitary at all times.

## **GUIDANCE**

### ***General Procedure***

Kat's Little Angels Daycare is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### ***Challenging Behavior***

Children are guided to treat each other and adults with self control and kindness.

Each student at Kat' has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

At no time will a child be subjected to physical punishment or will be shaming, frightening or humiliating methods be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal be used. No person, including, but not limited to, parents, guardians, or other family members may use such methods of discipline while on the premises of the child care facility. **Kat's Little Angels Daycare reserve the right to terminate service for any disrespectful behavior.**

## ***Physical Restraint***

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

## ***Notification of Behavioral Issues to Families***

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## **TUITION AND FEES**

### ***Payment***

Tuition is always payable in advance and is due no later than 12 noon on Monday, with no deduction for any absences, holidays, or closures. Tuition is due even if your child does not attend a week. This is to secure a spot at the center. Payment is due as outlined in the *Enrollment Agreement*. Please place all payment in the drop box that is on the office door. Payment can be made with cash, money order, and credit card. Your receipt will be available the next day.

### ***Late Pick-up Fees***

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of \$10 for the five minute late and an additional \$2.00 per each minute will be assessed beginning at 6 PM or the agree upon time and will be due upon arrival.

### ***Special Activity Fees***

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

### ***Late Payment Charges***

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received each Monday by 12 noon, a late fee of \$40.00 will be automatically be added. If your account has not been paid in full within 5 business days, the director has the right to refuse services until a payment or a payment arrangement has been made. Repeated late payment may be grounds for termination.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will

be responsible for all expenses associated with these actions including all court and attorney fees.

### **Additional Fees Credits**

- **Withdrawals** - if a child is suddenly withdrawn from the program without a 2 week written notice of withdrawal, a 2 week tuition fee may be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee.
- **Holding Fee** - if your child does not attend for a week (for whatever reason) the full tuition is still due. If you are receiving CAPS or other assistance, you will be responsible for the full tuition if your child does not attend. This fee is to secured your child spot. If your child will not be in attend for more then two week at a time, you will have to pay a holding fee of \$100.00 to secure your child spot.
- **Signing in & out** – there will be a \$5 per occurrence penalty fee if you do not clock and sign your child in and out daily.
- **Diapers, Pull Ups, & Wipes** - There is a charge of \$3 per diaper, \$4 per pull ups and \$5 for wipes if the center has to provide your child with it.
- **Parking**- Please park in the parking lot. There will be a \$25. Fee if you park anywhere other than the parking lot.
- **Face Mask**- For the safety of everyone face mask is a requirement for everyone age 3 & up. If your child does not have a mask, a mask would be given and a \$2.00 charge will be applied to the tuition.

**All miscellaneous charges must be paid when you paid your child tuition. If you fail to pay these fees the director has the right to refuse services until a payment has been made or your service made be Terminated.**

- **Weekend / Holidays** – Weekend and Holidays services are extra and must be paid in full when you drop your child off for service.

## **ATTENDANCE & WITHDRAWAL**

### **Absence**

If your child is going to be absent or arrive after 10 AM, please call us at 912-235-2534 or email at katlilangeldaycare@gmail.com. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us at 912-235-2534 or katlilangeldaycare@gmail.com.

### **Transfer of Records**

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

### **Closing Due to Extreme Weather**

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, and loss of water) prevent us from opening on time or at all, notification to the families will be announced by phone, text or email.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

## **DROP-OFF AND PICK-UP**

### ***General Procedure***

Parents are expected to accompany their children and sign them in.

### ***Cell Phone Usage***

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at anytime while visiting the center.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after by the assign time and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

### ***REQUIRED REPORTING***

The family day care provider is a mandated reporter of suspected abuse, neglect, or deprivation of a child. This means the law requires the provider to report any known or suspected abuse, neglect, or deprivation to the Department of Family and Children Services

## **PERSONAL BELONGINGS**

### ***What to Bring***

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. (**Uniform**)

- **Older Toddlers:** at least two changes of clothes (**Uniform**) or more per day if going through the toilet training program. At least 6 pull up or training pants and a face mask.
- **After School Care Children:** books for homework, appropriate play clothes and a face mask.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

### ***Cubbies***

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

### ***Lost & Found***

You can look for lost items and bring found items to the Lost-and-found Box located in the office. Please note that we are not responsible for lost personal property.

### ***Toys from Home***

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## **NUTRITION**

### ***Foods Brought from Home***

[A] We request that you do not bring food from home into our center.

### ***Food Prepared for or at the Center***

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

### ***Food Allergies***

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

### ***Meal Time***

At meal time the dining table is set with disposable plates and flatware Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

### ***Infant Feedings***

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.

- Infants are fed “on demand” to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Bottle should be pre made and labeled with the child’s first and last name. We can not mix formula. Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength for emergencies uses only. Solid foods will only be introduced after a consultation with the child’s family.

### ***Toddler Feedings***

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

### ***School Aged Participants***

- Before and after school child care participants will be offered a light snack at each session. These snacks are not a meal. If your child will be arriving before 7 AM arrangements can be made to serve your child breakfast. Otherwise, please make sure your child has had breakfast before arriving at child care and is supplied with an adequate lunch if required for school.

## **HEALTH**

### ***Immunizations***

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

### ***Illness***

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.

- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### **Medications**

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. **All medications must be in the original container** (you may request pharmacies to fill your prescription in two labeled bottles). **Please specify the dosage and time(s) to be administered for each medication.** **Kat's Little Angels has a medication authorization form that the parents must fill out and sign.**

- **Non-prescription medications** require a note signed by the family. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the parent, specifying frequency and dosage to be administered.
- **Sunscreen and insect repellent** require a note signed by the family.

Any noticeable adverse reaction to medication will be noted, along with the action taken and parent will be called immediately

### **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

It is the parent's responsibility to inform the director if the child has been diagnosed with a contagious illness so proper notifications can be made. Notice will be posted on the parent's information board and information will be sent home with each child informing parents that their child has been exposed to a contagious illness or disease. For confidentiality reasons, the name of the child with the illness will not be released.

## **SAFETY**

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

**Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. During outside play, your child could injure their toes or feet.**

## ***Extreme Weather and Outdoor Play***

To determine if conditions are safe for outside play, Kat's uses a combination of information provided by our local Weather Station and the Weather Chart used by the Department of Early Care and Learning (DECAL). We are concerned about health and safety inside of our facility and outside. We strive to keep your child safe at all times.

## ***Injuries***

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to St. Joseph's Hospital by ambulance, while we will try to contact you or an emergency contact. Your authorization for the center to take whatever emergency medical procedures deemed necessary is part of this agreement.

## ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care of and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

## ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## ***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

## ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

### ***Lost or Missing Child***

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified.

### ***Fire Safety***

## **EMERGENCY PLANS**

The following procedures will be followed in the circumstances listed below:

- **Fire:** Get the children out of the center and meet at the far end of the parking lot to be transported to 936 Mill Court, where parents/guardians will be contacted while the Director or Teacher in charge will call the fire department. Bright from the Start: Georgia Department of Early Care and Learning-Child Care Service at 404-657-5562 will also be called to report the incident.

- **Severe Weather:** Remain calm. Move the children away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.
- **Loss of Electrical Power:** Remain calm. Stay calm. Call the power company to report power loss. If in hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time.
- **Loss of Water:** Call the water company. Call parent/ guardians if water remains out of service for extended length of time. I have bottled water available for drinking, hands washing and toileting purposes in case the water is out for extended period of time and the children are unable to be pickup by their parent/guardian.
- **Serious Injury to a Child:** Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury. Report the injury to Bright from the Start - Child Care Services within 24 hours.
- **Loss of a Child:** Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Call the neighbor to help assist in the search. Look in the house, yard, and surrounding area. Fill out an incident
- **Death of a Child:** Call 911 or the police. Call the child's parents. Keep the other children calm. Report the death to Bright from the Start - Child Care Services within 24 hours.
- **Structural Damage/ gas leak:** Children will be taking to 936 Mills Stream Ct. until parent could pick child up.

Our fire evacuation plan is reviewed with the children and staff on a bi weekly basis. A copy of this Emergency Plan is posted for parent viewing.

### ***Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

### **Transportation Policy**

Safety is our top priority when transporting children to and from Kat's Little Angel. This policy is in force anytime children are transported by Kat's Little Angel. Staff/parents will adhere to all requirements. Staff will adhere to the policy guidelines even if no children are present when using a vehicle owned Kat's Little Angel.

#### **Parent Responsibilities:**

- Permission to Transport Consent Form must be signed and dated by a parent/guardian before a child will be transported by Kat's Little Angel.

- Parents are to inform Kat's Little Angel if their child does or does not need transportation.
- Parents must have child ready for pickup and someone must be home for dropoff.

Center/Driver Responsibilities:

- Drivers will be legally-licensed & have a safe driving record.
- Drivers will meet all required staff qualifications including a criminal background history check.
- Drivers are required to be CPR & First Aid Certified.
- Only insured, licensed, well-maintained vehicles will be used to transport children.
- Drivers will obey all traffic regulations.
- Drivers will NOT be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will have completed State Required Training within 30 days of employment and re-certify every 3 years.
- The number of passengers will not exceed the manufacturer's stated capacity for the vehicle.
- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.
- All children will be accounted for before leaving the facility, after loading the vehicle, after unloading the vehicle.
- All travel routes will be planned in advance & driver will be familiar with the planned route ahead of time.
- To prevent distractions the driver is not permitted to talk on the phone or play loud music.
- Doors will be locked at all times when vehicle is in motion.
- A cell phone will be available to drivers in case of an emergency.
- A first aid kit & list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- Children will be transported properly in a seat belt, car seat, or booster according to Georgia Regulations. Drivers/staff will ensure that all children are properly restrained before moving the vehicle.
- In the event of a break down, a back-up vehicle will be accessible to drivers.
- In the event of an accident when children are in the vehicle all parents will be informed by the director of the accident. Directors will notify the parents by phone when notified of the incident.

## **CENTER POLICIES**

Our center policies not included in this handbook are reviewed quarterly and updated as needed. They are available for review upon request to the center director.

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Kat's Little Angels Daycare Family Handbook**, and I have reviewed the family handbook with a member of the **Kat's Little Angels Daycare staff**. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Kat's Little Angels Daycare Family Handbook** that I do not understand.

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Recipient Signature

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Date

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Center Staff Signature

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Date