
KAT'S



Daycare

Family Handbook

2025

Where Every Child Is an Angel



Revised 12/29/2024

Kat's Little Angels



Welcome!

Dear Family,

Kat's Little Angels believe that every child is an Angel and could be a 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
Owner/ 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. In addition, we provide a wide range of age-appropriate learning opportunities to promote a child's imagination and develop and grow intellectually, socially, and emotionally while developing physical skills necessary for day-to-day life to become lifelong learners.

Hours of Operation

Childcare services are provided 24 hours, Sunday- Saturday, January- December. The morning shift consists of 6:00 am to 6:00 P.M. Evening care from 6:00 pm to 12:00 midnight. Overnight consists of 12:00 midnight to 6:00 am. We operate on 9-hour shifts. Any time passed; the 9-hour shift will include fee. For dayshift, a \$10 fee will be added per hour for any shift past 9 hours in between the hours of 6 am to 6 pm, \$20 fee will be added for any shift past 9 hours in between the hours of 6 pm to 6 am.

Holidays

We will give you written notice in advance if we will 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 the enrollment fee must be paid prior to your child's first day of attendance. This ensures 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 to your address, telephone, work telephone number, etc., please notify the Director to update your records.

An enrollment fee of \$125.00 and a supply fee of \$25.00 per child is due at the time of enrollment. These fees 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. Therefore, 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 participate in the program, participate in events, and provide feedback. 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, except for 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 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 employment arrangements with staff (i.e., babysitting). Additionally, any agreement 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. In addition, all caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

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

Communication & Family Partnership

Daily Communications. Daily notes through the Procure app from center staff will keep you informed about your child's activities and experiences at the center.

Bulletin Boards. Bulletin boards are located throughout the center and provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Website: Information will be available on our website, including 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 regularly use 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. (due to covid we are not allowing family in the classrooms)

Conferences. Parent and teacher conferences occur [twice] a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and learning styles. In addition, 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. (due to covid we are not allowing family in the classrooms)

Open Door Policy does not mean the doors will be unlocked. However, 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. However, 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 more extended discussion, kindly arrange an appointment.

Naptime is between 9:30 am-2:30. Therefore, no child will be allowed to enter the center between 9:30 am & 3:00 pm 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 daily 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 differences 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 to modify and adjust what we are doing in our classroom 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.

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

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.

There will be supervised field trips from time to time, **and we encourage you to join your child on the trip.** *The child's Parent/guardians must sign permission Slips for each trip.*

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are inappropriate 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. Therefore, 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. Current and future teachers will meet with you during the transition 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. In addition, 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 typical 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] an 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 with a positive experience with an increased understanding of the world.

Electronic Media

Electronic Media are limited to 20 minutes or less per day per child. In addition, 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. However, 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.

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

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 maybe 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, 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 be 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 using 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. **It is mandatory to provide pull-ups for your child that are equipped with Velcro strips on the sides. This will facilitate our teachers' ability to tend to your child's potty-training requirements effectively. Please be advised that there will be an additional fee of \$50 per week if your child is three years old and has not yet been fully potty trained. Please note that we reserve the right to discontinue care if your child is not potty trained by the age of three.**

Diapering Procedures

Diapers will be checked and changed 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, respectful of other people, property and 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's Little Angels 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 zero tolerance for 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 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.

Physical Restraint

Physical restraint is not used or permitted for discipline. However, 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. Then, 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 child's best interest 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 on Monday when you drop your child off, with no deduction for absences, holidays, or closures due to 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, (the **rate will not be prorated**). Tuition is due even if your child does not attend for a week, whether the child is in attendance the full time or a portion of the time. This is to secure a spot at the center. However, if your child is absent on a Monday, or there is a holiday on a Monday, tuition fees should be paid by noon on the same day. If you do not make the payment by Wednesday, your child will not be allowed to stay. Payment is due as outlined in the *Enrollment Agreement*. Please place all payments in the drop box that is on the office wall. Payment can be made with cash, money order, and credit card. Your receipt will be available the next day. (**Credit card payment will not be taken over the phone, and there will be a \$3 fee or 3.9% processing which ever one is greater, each time you use your care. There is No Refund for (any reason) once payment is made**).

Late Pick-up Fees

Late pickup is not a standard program option and will only be considered an exceptional occurrence. Late fees and early drop-off fees of \$2.00 per minute will be assessed beginning at the pickup time and before the drop-off time that was agreed upon and will be due upon arrival.

Please make sure if your time changes, you need complete a new Parent Information Sheet (PIS) form to avoid any additional fees.

Special Activity Fees

There will be additional fees associated with special activities or field trips from time to time. 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 noon, a late fee of \$40.00 will automatically be added. (These fees will not be waived.) If your account has not been paid in full within 3 business days, the Director has the right to refuse services until payment or a payment arrangement has been made. Repeated late payment may be grounds for termination.

If payment is more than 5 business days past due, we may attempt to recover payment in small claims court, and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions, including court and attorney fees. Tax form will not be given out if there is a balance on the account.

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. In addition, 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 receive CAPS or other assistance, you will be responsible for the full tuition if your child does not attend. This fee is to secure your child's spot. If your child will not attend for two weeks or more at a time, you will have to pay a holding fee of \$100.00 to secure your child's spot (the 1st week is regular tuition and thereafter will be \$100.00. Please let the offices know in writing). **This is only once a year.**
- **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. **If you receive CAPS or any other government assistance and continuously (3 times) do not sign your child in and out, you will be required to pay one week's childcare fees.**
- **Diapers, Pull-Ups, & Wipes** - There is a charge of \$3 per diaper, \$4 per pull-ups, and \$5 for wipes if the center must provide your child with it.
- **Potty training**- there will be an additional fee of \$50 per week if your child is three years old and has not yet been fully potty trained.
- **Parking**-Please Park in the parking lot. There will be a \$50. Fee if you park anywhere other than the parking lot for any reason. **(These fees will not be waived.)**
- **Masks**- everyone 2 and up is required to where masks. Paper masks are \$2 and the cloth masks are \$5 **(If your child masks is too big we will replace it with a cloth masks and bill you for it)**
- **Government Assistance**- If you received CAPS or any other government assistance it is your responsibility to know your renewal date. **If for some reason the State does not pay your tuition, you will be responsible for the tuition.**

All miscellaneous charges must be paid when you pay your child's tuition. If you fail to pay these fees, the Director has the right to refuse services until payment has been made or your service made be Terminated. Please be aware that if you have an outstanding balance on your account, it will delay the release of your tax form. To receive your tax form promptly, please ensure that your balance is paid in full..

- **Weekend / Holidays – Weekend and Holidays services are extra and must be paid in full when you drop your child off for service.**
- **We would like to emphasize that all sales are considered final, and as such, we do not have provisions for issuing refunds.**

ATTENDANCE & WITHDRAWAL

Absence

If your child will 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. **No child will be allowed to enter the center between 9:30 am & 3:00 pm unless that is your designated time frame for a drop-off time.**

If a school-age child will not be attending before or after school care, or **if you drop your child off when they usually ride the bus to school if you pick your child up from school early, please notify us** at 912-235-2534 or katlilangeldaycare@gmail.com.

Transfer of Records

Whether transitioning to the next program setting or 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. However, your child's early pickup is your responsibility to arrange.

Termination of Care

Kats Little Angels reserves the right to terminate childcare for the following reasons (but not limited to):

- Failure to pay invoices as they are due.
- Failure to complete required forms, as required.
- Lack of parental cooperation
- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.
- Lack of compliance with handbook regulations
- False information given by parent either verbally or in writing.

- Disciplinary reasons as outlined previously.
- Failure to ensure that the gate is always closed and latched and that your child does not operate it for any reason. This rule also applies to the office door.

DROP-OFF AND PICKUP

General Procedure

Parents are expected to accompany their children to get their temperature check and sign them in on the procare app and attendance sheet. Parents are also expected to accompany their children to class after washing the child's hands.

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. Therefore, to make the best use of these opportunities and be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Children 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 pickup person of our policy.

If a child has not been picked up by the assigned 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 daycare 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. ((due to covid we are not allowing family in the classrooms)

- **Toddlers:** Pack of diapers/ Pull-ups and wipe, and at least two changes of clothes per day (uniform).
- **Older Toddlers:** at least two changes of clothes (uniform), masks or more per day if going through the toilet training program. At least pack of pull up or training pants.
- **After School Care Children:** books for homework, appropriate play clothes

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheets, 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.

Mealtime

The dining table is set with disposable plates and flatware at mealtime. 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 premade and labeled with the child’s first and last name. We cannot mix formulas. Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength for emergency uses only. Solid foods will only be introduced after 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 under 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 childcare 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 childcare and is supplied with an adequate lunch if required for school.

HEALTH

Immunizations

According to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, immunization is required, 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 the 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 you may not bring a sick child to the center to protect other children. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child (within an hour of the initial call) 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 –.
- 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.
- Coloration in mucus

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.
 - A bandage can cover the involved areas 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. In addition, 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

We only give medications that are for life-threatening conditions. (For instance, Epi-pens, inhalers, and breathing treatments.) And 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 independently. 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 have a medication authorization form that the parents must fill out and sign.
- **Non-prescription medications** require a note signed by the family. In addition, 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 the parent will be called immediately

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, our legal responsibility is to notify the local Board of Health or the Department of Public Health. We will inform 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.

Pandemic Procedures

The health and safety of our children, families, and staff are our top priority. Therefore, in an attempt to mitigate the spread of this virus in our childcare community, the following changes, in alignment with CDC and the FSSA recommendations, will be implemented as follows:

Dropping Off and Picking Up of Students

To provide for the health and safety of the children, staff, and families, changes have been made to our drop-off and pick-up policy until further notice.

1. The children will be dropped off and picked up at the [designated spot].
2. Parents and other visitors will be asked not to enter the child's classroom (See #7 for exceptions).
3. Temps will be taken for each child before the child is allowed to go to class each day.
 - a. If their temp is 100.4, or higher, they will not be able to stay.
 - b. They must stay home until they are fever-free and symptom-free for a minimum of 72 hours before returning to school.
4. Parents are asked to check their child in using the parent communication app.
5. All children will wash their hands before entering the classroom.
6. Masks are required for all children ages 2 and up. The child will not be allowed in the classroom if they do not have a mask or are too big.

Illness Policy and Monitoring

Students will have their temperatures checked daily. Once upon arrival and then after lunch, or before, if a staff member notices any change with your child's behavior and/or coloring, or if your child complains of not feeling well.

1. Any student with a fever of more than 100.4 must remain out of school for 72 hours after the fever has broken without fever-reducing medications. We will not allow a doctor's note for returning before the 72 hours.
2. Any student showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc., will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.
3. Students with a cough and a fever will be required to be seen by a medical professional within 24 hours. In addition, students must remain out of school for 7 days, plus an additional healthy 3 days.
4. Parents will be required to contact the office within 24 hours to inform the center what the illness may be and/or if the child is being tested for COVID-19.
5. If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state "That the child _____ was seen and was evaluated for _____... The child does NOT have COVID-19 and is able to return to childcare without placing another child or adult at risk" We must also have what the child has and why the child is coughing (i.e., allergies, bronchitis, etc.).
6. If the child, or anyone in the home, was in direct contact with anyone diagnosed with COVID-19, or has been diagnosed themselves, [Center Name] must be contacted immediately by phone at [phone number].
7. If anyone in the home has been tested for COVID-19 and awaiting results, the child should remain at home until the results have been given. Again, the director should be notified of this circumstance immediately, as well as the results of any testing.

8. The health department will inform both the parents and Kats Little Angels staff of the recommended quarantine period and give directions on any possible closings of a classroom or program and the length of time for either.

Keeping Healthy

Kats Little Angels will take every precaution for your child to stay healthy and ask that the parents help with this.

1. Consistent handwashing and cleaning of the center will be performed throughout the day.
2. Students and staff will be required to wash their hands and/or use hand sanitizer several times throughout the day. This may cause a child's hands to become more dry/raw than normal. We ask that you use lotion on their hands nightly to help keep the child's hands from becoming overly raw.
3. We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend Kats Little Angels.
4. We ask that all families practice social distancing as recommended and/or required by State and Federal guidelines.
5. During a time of a pandemic, Kats Little Angels will only care for the allowed students in accordance with the state, federal and local government.

Closing of Kats Little Angels

If Kats Little Angels is informed of a child or parent testing positive for COVID-19, they will first contact the licensing consultant and the Health Department. The health department will make any directions for additional cleaning and disinfecting, quarantine recommendations, and/or closures after talking with those affected. [Center Name] has every intention of remaining open during these uncertain times but may close as directed by state or local officials at any time during the pandemic.

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 various activities, including painting, outdoor play, sand, weather, 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. Therefore, all drawstrings from children's clothes should be removed as a precaution.

Sandals, flip-flops, and crocs are inappropriate for center play and make it difficult for your child to participate in some activities. In addition, 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. Therefore, we strive to keep your child safe at all times.

Injuries

Safety is a significant concern in child care, so daily safety inspections are completed inside and outside the center to prevent injuries. A trained caregiver will administer first aid 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. In addition, 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. As a result, it is something that most young children will try at least once.

When biting happens, our response will be to care for and help the bitten child and 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 child's family 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. Likewise, tobacco use 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. In addition, 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 is capable of inflicting bodily harm by the manner it is used or intended to be used. 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. 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 custody rights. 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.

Evacuation

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at Marcus Pl & Madrid Ave. unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside at Shannon Ave & Marcus Pl Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final

head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.

9. Do not re-enter the building until you are given the “ALL CLEAR” command. Many times, the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. DECAL will be notified with-in 24 hours by the Director or designated person in charge.
11. Medical supplies including children’s medication and emergency contact information should be taken when facility relocates.

Lockdown

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. If phone is available in classroom, Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation resolved and police give the all clear.
9. DECAL will be notified with-in 24 hours by the Director or designated person in charge.
*Notify parents/guardians about any lockdown, whether practice or real.

Shelter-In Procedures (Tornado/Severe Weather i.e. thunderstorm, ice storm, etc.)

1. An emergency radio with extra batteries is located: inside the office.
2. If a severe weather watch is issued staff will gather children at the shelter-in place located at: 1140 Shannon Ave.
3. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. Staff will keep children calm by reading books and singing songs.
6. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will make contact with all parents to let them know of the situation.
7. No children are allowed to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
8. When the threat has passed, staff may continue with the daily schedule.

Lightning

1. If outside- move indoors immediately.
2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: wires and metal pipes can conduct electricity)
3. Move away from windows. Cover windows with shades or blinds, if available.

Fire

1. If heavy smoke or flames are seen or if the fire alarm is sounded staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at: ___.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
9. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
10. If the building cannot be reentered, then all children will be taken to the designated evacuation area located at name: Shining Stars Daycare Center address: 1427 East 37th Street.
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
12. If the program will be closed for an extended time, then DECAL will be notified with-in 24 hours by the Director or designee in charge.

Carbon Monoxide Poisoning

Symptoms of carbon monoxide poisoning:

- Sudden flu-like illness
- Dizziness, headaches, sleepiness
- Nausea or vomiting
- Fluttering or throbbing heartbeat
- Cherry-red lips, unusually pale complexion
- Unconsciousness

If you suspect carbon monoxide poisoning:

- Get the victim out and into fresh air immediately.
- Call **911** or emergency medical help at once.
- Get everyone else out.
- Open the windows.

To prevent carbon monoxide poisoning:

1. Be alert for the symptoms of carbon monoxide poisoning.
2. Install and maintain carbon monoxide detectors.
3. Never operate internal combustion engines indoors.
4. Never use a charcoal grill indoors.
5. Have all fuel-burning appliances, flues, vents, and chimneys checked regularly.

Communicable Disease

1. A child shall not be accepted nor allowed to remain at the Center if the child has the equivalent of a one hundred and one (101) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.
2. Parents will be notified of a contagious illness by: Kathy Blige.
3. Other parents will be notified of a contagious illness by: Kathy Blige.
4. The health department will be notified on any communicable diseases as outlined on the communicable disease chart.

Structural Damage

1. Staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at: 1427 East 37th Street.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
9. Building will only be reentered if emergency personnel gives the all clear.
10. If the building cannot be reentered, then all children will be taken to the designated evacuation relocation site at name: Shining Stars Daycare Center address: 1427 East 37th Street.
11. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.
12. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
13. DECAL will be notified with-in 24 hours by the Director or designated person in charge.

***Loss of Water**

1. Bottled water will be provided to wash hands, flush toilets and for drinking
2. A supply of bottled water is kept: in the kitchen and in the storage out back.
3. The Director or designated person in charge will contact the water company for assistance if applicable. The phone number is: 912-651-6460.
4. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
5. If the water will not be restored with-in 3 hours then all parents and emergency contacts, if necessary will be contacted via phone to arrange for pick up.
6. The program will remain closed until water is restored.

***Loss of Electricity**

1. Flashlights are kept in first aid kit for emergency use.
2. Curtains and blinds will be opened to provide light.
3. The Director or designated person in charge will contact the power company for assistance. Number: 1-888-655-5888
4. If the Center also loses the cooling system, then see emergency plan below.
5. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
6. The Director will make a determination on if the Center can operate safely. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
7. If the program will be closed for an extended time, then DECAL will be notified with-in 24 hours by the Director or designated person in charge.

***Loss of Heat**

1. Children will be made comfortable by putting on coats and outer garments.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation
4. If the temperature of the building drops to 65 degrees Fahrenheit or lower the program will then close. All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick up.

***Loss of Cooling System**

1. Children will be made comfortable by removing excess clothing and opening windows.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
4. If the temperature of the building rises to 85 degrees Fahrenheit or higher the program will then close. All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick up.

*** If the program will be closed for an extended amount of time do to the loss of any above utilities DECAL will be notified.**

Heatwave

1. Follow the weather watch chart as provided on Bright from the Start website regarding outdoor play.
<http://www.decal.ga.gov/documents/attachments/Weatherwatchchart.pdf>
2. Ensure everyone drinks plenty of water.
3. If loss of air-conditioning occurs, follow emergency plan for loss of cooling system.

Please note:

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.

Loss of a Child (i.e. loss on site or during a field trip)

1. Teacher should let the Director know immediately that a child is missing.
2. The teacher will conduct a head count to ensure all children are accounted for.
3. Teacher will write down a description of what the child was wearing.
4. The playground, Center vehicles and bathrooms will be immediately checked.

5. The classroom cabinets and closets will be checked.
6. If child is not located call 911 or emergency personnel. Numbers posted next to: phone.
7. The Director or designated person in charge will contact the child's parents.
8. Director will notify other parents regarding the incident as necessary.
9. DECAL will be notified with-in 24 hours by the Director or designee in charge.

Death of a Child

If a child appears unresponsive:

1. Call for assistance from Director or other staff person.
2. Remove all children away from the child.
3. Do not move the child.
4. Call 911 or emergency personnel. Numbers posted next to: phone
5. Contact parents and tell them only that the child is being transported to the hospital located at Hospital: Candler address: 5353 Reynold Street.
6. Director will notify other parents regarding the incident.
7. DECAL will be notified with-in 24 hours by the Director or designee in charge.

Serious Injury

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive. The first aid kit is located: in each classroom under the sink in the lock cabinet.
4. Call for assistance as needed.
If necessary, Call 911 or emergency personnel. Numbers posted next to: phone.
5. Contact parents and tell them only that the child has been injured and is being transported to the hospital located at Hospital: Candler address: 5353 Reynold Street24.
6. Take the child's emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
7. Director will notify other parents regarding the incident, as necessary.
8. DECAL will be notified with-in 24 hours by the Director or designee in charge.

Bomb Threat

1. Check caller ID if available.
2. Signal to another staff member to call 911, if able. (Write "BOMB threat" on piece of paper, along with phone number on which call was received.)
3. **Before you hang up**, get as much information from caller as possible.
4. Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

Chemical or Radiation Exposure

1. If emergency is widespread, monitor local radio for information and emergency instructions.
2. Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
3. If inside, stay inside (unless directed otherwise).
4. If exposed to chemical or radiation outside:

- Remove outer clothing, place in a plastic bag, and seal (Be sure to tell emergency responders about bag so it can be removed).
- Take shelter indoors.
- If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

Dangerous Person

1. If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of dangerous or potentially dangerous person.
3. Initiate **LOCKDOWN**. (See lockdown procedures)
4. Call 911 from a safe place.

If the person is in building:

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

If children are outside:

- And dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If it is not safe to return to the classrooms, evacuate to designated evacuation site.
- And dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

If children are inside:

- Keep children in classrooms and initiate **LOCKDOWN**

Reunification at facility/with family members

When returning children to the facility:

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.
4. DECAL will be notified with-in 24 hours by the Director or designated person in charge.

When returning children to families at evacuation site:

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by: phone, text, email, and website.
3. Staff will periodically take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents should be recorded in a notebook/clip board.
5. DECAL will be notified with-in 24 hours by the Director or designated person in charge.

Special Accommodations

- Medical supplies including children’s medication and emergency contact information should be taken when facility relocates.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.
- Keep a weather radio with extra batteries in a central location.
- Maintain an emergency or “ready-to-go” file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms. The Director or designated staff should be responsible to take the emergency file. Additionally, there must be a designated back-up staff person should they be off site or unable to fill this responsibility.
- Take and maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child’s photo to aid in reunification.
- Become familiar with the National Emergency Family Registry and Locator System (NEFRLS) and the National Emergency Child Locator Center which have been developed to help reunite families who are separated during an emergency.

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 drop-off.

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 acknowledgment, 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.

X

Child Name

Recipient Signature

Date

Center Staff Signature

Date

