

**USD 412**

**Hoxie First Steps Daycare**



**Policy Handbook  
2023-2024  
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# **WAITLIST**

## **Policy:**

A waitlist will be formed when full enrollment has been reached in the daycare.

## **Procedure:**

1. The number of children in the daycare is governed by the KDHE licensing regulations.
2. Children are accepted into the daycare on a first come basis, after USD 412 staff's children are accepted.
3. USD 412's staff's children will receive first priority on the waiting list.
4. The child's name is entered on the list according to the date of the initial phone call.
5. When an opening for the daycare occurs the provider will contact the parent or guardians of the first child on the waiting list by telephone.
6. Children will be removed from the waitlist upon the following reasons:
  - parents or guardians request
  - Family has moved away or phone number is out of order (client is unreachable)
7. Priority is given to full-time spots needed and at the discretion of daycare needs.

## **Consideration:**

KDHE Licensing Regulations

## **Exceptions:**

None

# **ATTENDANCE**

## **Policy:**

Regular attendance at Hoxie First Steps Daycare is important for your child to settle in well. Routine becomes part of their day.

## **Procedure:**

Parents/Guardians will notify daycare staff by 8:00 am if your child is not coming

## **Arrival:**

Upon arrival, parents/child must:

- wash child/children's hands
- put all belongings in child's cubby (including shoes)
- relay any messages to staff member
- tell your child good-bye (do not drag on good-byes)

## **Departure:**

Upon departure, parents must:

- make personal contact with a staff member

## **Daycare staff will:**

- phone parents or guardians when a child has missed three consecutive days of daycare
- Establish with parents or guardians the reason for the absence
- If after two weeks the daycare's staff have been unable to reach the parents/guardians, the child will be dismissed from the program.

## **Consideration:**

None

## **Exceptions:**

None

## **Program Structure**

### **Policy:**

Daycare personnel will adhere to KDHE Licensing Regulations

### **Procedure:**

### **Hours of Operation**

The daycare will operate Monday through Friday 12 months of the year. Hours of operation will be 7:30 am to 4:30 pm. Activities within the program will be monitored and adjusted accordingly, in consultation with parents, daycare staff and other involved professionals to promote ongoing development.

### **Consideration:**

None

### **Exceptions:**

None

# PROGRAM OF ACTIVITIES

## Policy:

Our facility has been carefully designed and approved to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety, nutrition, and nurturance. KDHE regulations regarding activities will be followed, as well as child care food program guidelines.

## Procedure:

### Staff will provide:

- A clean, well-maintained and safe environment
- Nutritious food for meals and snacks
- Opportunities to build on child's areas of development and meet milestones
- Opportunities for both rest and exercise
- Opportunities for indoor and outdoor play
- A daily schedule as follows:

7:30am-8:00am: Arrival/Settling in/Free play

8:00am-8:30am: Breakfast (7:30am-8am breakfast for kids coming to daycare before going to school @8am)

8:30am-9:00am: Free play

9:00am-11:00am: Outdoor play/Structured play/Craft activity

11:00am-11:45am: Free play

11:45am-12:15pm: Lunch

12:15pm-1:00pm: Free play/Wind-down/Story

1:00pm-3:00pm: Nap/Quiet time

3:00pm-3:30pm: Snack (3:30-4pm snack for kids coming from school)

3:30pm-4:30pm: Free play/Outdoor play/Structured play

### Consideration:

None

### Exceptions:

None

## **STAFFING**

### **Policy:**

Daycare personnel will adhere to KDHE licensing regulations. At times the daycare will be closed for staff training and professional development. There will be NO fee deductions for these closures as it is enhancing the quality of care each child will receive.

In the event in which enough staff is not available to care for all children in attendance, USD 412 staffs' children will take first priority. In order to stay within KDHE child care ratio regulations, the daycare may not be able to accept all children if substitutes are not available. If no employees or subs are available, the daycare facility will be closed to all children.

### **Procedure:**

## **STAFF**

Our child care staff are trained and certified. Staff must continually update their education through workshops, conferences, independent study, and researching topics of interest.

## **STUDENTS**

From time to time, the daycare will accept students seeking work experience and Early Childhood Education practicum students. We will introduce them to you and your child as they arrive at the daycare. They will have all required training and background checks completed before entering the daycare facility.

## **VOLUNTEERS**

An interview is carried out by the supervisor. This includes a background check and required trainings. To ensure that security is maintained, the number of volunteers and students will be limited.

### **Consideration:**

Staff are to renew their required trainings and certifications per KDHE regulations and stay up-to-date with the requirements. The daycare facility renews their license yearly, thus staff must stay in compliance annually as well or as recommended per guidelines.

### **Exceptions:**

None

## **EMPLOYEE QUALIFICATIONS**

### **Policy:**

Daycare personnel will adhere to the KDHE Regulations. Daycare staff's qualifications will also be described in their job description.

### **Consideration:**

USD 412's daycare facility staff need to update their licenses/certifications, complete KDHE continuing education hours every year, and renew their Pediatric First Aid/CPR Certification every 2 years.

### **Exceptions:**

None



## **STAFFING RATIOS**

### **Policy:**

The daycare personnel will adhere to the KDHE Licensing Regulations.

### **Procedure:**

See attached tables from KDHE regulations p. 44-46.

Hoxie First Steps Daycare will only accept up to 3 infants (6 weeks-18 months) with one daycare provider and up to 4 infants with two providers, per discretion of daycare lead staff.

### **Consideration:**

None

# **SUBSTITUTES**

## **Policy:**

Daycare personnel will adhere to KDHE licensing regulations.

## **Procedure:**

Qualified substitute child care staff will be called in when regular staff are away in order to maintain proper staff to child ratio required by provincial licensing.

## **Consideration:**

USD 412's child care facility needs to renew their license every year. Substitutes working in the daycare are required to keep their continuing education, trainings, and certifications up-to-date as well per KDHE continuing education training guidelines.

## **Exceptions:**

None

# GUIDANCE AND TREATMENT OF CHILDREN

## Policy:

Daycare personnel will adhere to the KDHE regulations.

## Procedure:

Activities within the program will be monitored and adjusted accordingly, in consultation with parents, daycare staff and other involved professionals to promote ongoing development.

Positive guidance techniques will be used to encourage appropriate behavior. They include:

- a. Establishing clear, consistent, and simple limits
- b. Stating limits in a positive way
- c. Focusing on behavior, rather than on the child
- d. Stating what is expected, rather than pose questions
- e. Providing real choices
- f. Allowing time for children to respond to expectations
- g. Reinforce appropriate behavior, with both words and gestures
- h. Encourage children to use the teachers as a resource when they cannot resolve issues on their own.

Inevitably there will be occurrences of inappropriate behavior. It is at these times that there may be a need for intervention by the caregiver. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- a. Gain attention in a respectful way
- b. Remind children of more appropriate behavior
- c. Acknowledge feelings before setting limits
- d. Redirect or divert when appropriate
- e. Model problem-solving skills
- f. Offer appropriate choices
- g. Use natural and logical consequences
- h. Provide opportunities for children to make amends. Children must apologize when a wrong is done. Encourage opportunities for children to restore relationships after an incident of hurt or harm.

## Discipline (0-18 months)

The child will be firmly told 'no' and their attention will be redirected.

Discipline (18 months-11 years old)

The provider will tell the child to sit in an assigned chair then discuss the behavior that caused the issue with the child. If the behavior is severe, further steps will be taken; such as calling a parent/guardian.

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

**Consideration:**

None

**Exceptions:**

None

# REPORTABLE INCIDENTS

## Policy:

Daycare personnel will adhere to KDHE Licensing Regulations. The KDHE Licensing Regulations lists reportable incidents and their definitions. Note that an incident must be reported when a person has witnessed a reportable incident. This is found in the KDHE Regulations. Child care licensees must report when a child is involved or may have been involved in a reportable incident while in care.

## Reportable Incidents

aggressive or unusual behavior, attempted suicide, choking, death, disease outbreak or occurrence, emergency restraint, emotional abuse, fall, financial abuse, food poisoning, medication error, missing or wandering person, motor vehicle injury, neglect, other injury, physical abuse, poisoning, service delivery problem, sexual abuse, unexpected illness

## Procedure:

The KDHE Licensing Regulations requires a licensee to notify a child's parent or emergency contact and the local county medical health officer when a child is or may have been involved in a reportable incident.

## How can incidents be reported?

Complete the incident report form. The completed form can be faxed, e-mailed, or mailed to KDHE Child Care Licensing. Retain a copy of the incident report for your records.

USPS-1000 SW Jackson, Suite200, Topeka, KS 66612

Fax- (785) 559-4244

Email-kdhe.cclr@ks.gov

## Consideration:

USD 412 licensees have 24 hours to notify the medical health officer

## Exceptions:

Reports must be filed if the following occurs:

-If an EMT is called and the child is taken to the hospital or an injury is incurred because of the medical condition

- One report is required even if multiple children are involved
- If a child is bitten and the bite requires medical care by a professional
- If a natural disaster occurs that impacts the facilities ability to operate
- If there is a delay in seeking treatment for an injury, a report will be submitted to KDHE child care licensing the next business day after the licensee has been notified of the medical treatment for the injury.

# **CHILD ABUSE: STAFF RESPONSIBILITIES**

## **Policy:**

- Required by law to report suspected or disclosed abuse.
- Responsible to report suspicious and/or disclosures, staff DO NOT determine if abuse has occurred.
- Failure to report abuse can result in prosecution under the Family and Child Service Act.
- Staff is not permitted to contact the parents, unless specifically directed to do so.
- Reporting procedures are designed to protect the child. Our concern is the safety and well being of the child.

## **Procedure:**

1. Inform lead daycare provider and/or Supervisor of your call and the reasons.
2. Call the police or Department of Children and Families to report any child that looks like they have been abused, mentally, physically, or emotionally.
3. Document the reasons why you felt you had to make the call.
4. Do Not contact the parents of the child that you have concerns about.

## **Consideration:**

None

## **Exceptions:**

None

# COMMUNICATION POLICY

## Policy:

Daycare supports an 'Open Door' Communication Policy.

## Procedure:

1. Parents/Guardians are welcome to drop in and observe the program at any time. If consultation with a child care provider is desired, please let us know ahead of time so that the child care provider can give you their undivided attention.
2. Telephone communication is encouraged.
3. Parents can expect ongoing communication with staff concerning:
  - their child's behavior, care, and general operation of the facility
4. Parents are asked to make themselves familiar with the Parent Handbook which states the Policies and Procedures which apply to:
  - the care of the children
  - the program
  - the general operation of the facility
5. Parents concerned with the care of their child, or any incidents at the facility are urged to speak with the child care provider, the lead child care provider, and then school administration.

## Consideration:

None

## Exceptions:

None



# RELEASE OF CHILDREN POLICY

## Policy:

A child will be released to the parent or his or her legal guardian unless otherwise indicated on the registration form.

## Procedure:

1. The staff must be notified of any alternate arrangements.
2. Children will not be released to anyone under the age of 16.

## NON-CUSTODIAL PARENTS

-Parents must provide a copy of any custody order and photo of non-custodial parents.

-If the non-custodial parent insists that the child is released to them, the caregiver will:

- a. Calmly state the daycare's release of children policy
- b. Ensure all children and staff are safe
- c. Contact custodial parents
- d. Call DCF or police if parent tries to leave with the child

## Consideration:

None

## Exceptions:

None

## **LATE PICK-UP POLICY**

### **Policy:**

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee of \$1.00 per minute. Transportation to and from USD 412's daycare is the responsibility of each parent. If you have transportation difficulties, please notify staff immediately. USD 412 will make arrangements with school staff to walk children back and forth between the school and daycare for the children who are attending preschool at the grade school.

Child/ren must be picked up within 30 minutes of the posted closing time. If your child is not picked up by 30 minutes after the closing time of the daycare and the provider has to call the police or DCF, the parent will be charged the providers wages for that day (i.e. provider is paid \$12/hour for 10 hours, the parent will be charged \$120 for that day).

### **Procedure:**

1. Staff will make all attempts to call contact numbers including emergency contact numbers.
2. If staff are not successful in contacting anyone authorized to pick up they will call DCF and the child will be released to them.
3. Hoxie First Steps Daycare staff will not take a child home.
4. Lead teacher will write down details of the incident so it can be put on the parents' next months' billing.

### **Consideration:**

None

### **Exceptions:**

None

# **EMERGENCY TRANSPORTATION/MEDICAL ATTENTION POLICY**

## **Policy:**

For children who require immediate medical attention, staff will call emergency services to respond.

## **Procedure:**

1. Staff at Hoxie First Steps Daycare will phone for emergency transportation and/or medical attention when they deem it is necessary for a child or children in their care.
2. The staff at Hoxie First Steps Daycare will then call parents or emergency contacts to inform them.
3. Staff will take the child's file with them during emergency transportation unless a parent is present.

## **Consideration:**

None

## **Exceptions:**

None

# FEES POLICY

## Policy:

Fees are to be paid by the 10<sup>th</sup> of the following month. Fees are based on enrollment, not attendance (NO fee decreases for sick/missed days or days child is not in attendance when daycare is open).

## Procedure:

1. It is the parent/guardian's responsibility to keep child/family information current with Hoxie First Steps Daycare.
2. Parents are responsible for all monthly fees
3. Monthly fees must be paid by the 10<sup>th</sup> of each month following the month of child care. Daycare staff will give parent the monthly bill on the last day of child care of the previous month.
4. If fees are outstanding after the 15<sup>th</sup> of the month, the child will not be accepted at the daycare on the 16<sup>th</sup> or any other day thereafter until fees are paid in full.
6. Fees are as follows:
  - Infants (0 months-18 months): \$30/day
  - Toddler/Preschoolers (18 months-attending kindergarten): \$25/day
  - School-aged children (attending kindergarten and older): \$5/day for before and after school care; \$25/day for non-school days/summer
  - Drop in care: \$35/day infants, \$30/day toddler/preschoolers, \$30/day school aged
7. Employees of USD 412 are eligible to pay fees through payroll deduction. The amount due will be communicated to the parent and the USD 412 district clerk by the daycare provider.
8. Non-Employees will remit fees directly to the daycare provider. Checks will be payable to USD 412.

\*If a child is 'kindergarten age" (5 years old) but still in preschool, that child will be in the toddler/preschool fee rate until the child attends kindergarten.

\*Fees are subject to change.

## Consideration:

None

## Exceptions:

None

# DISCHARGE

## Policy:

Hoxie First Steps Daycare requires 1 month notice for a child to be withdrawn from the daycare. If a child is taken out of care right away, the parent is responsible for paying that month's fees. Please use a discharge form (attached to the application package or ask your lead teacher). Discharge procedure will be used for every child discharged.

## Procedure:

Children will be discharged for the following reasons:

- Family is moving
- Parents or guardians have removed the child
- Behavior
- Not adjusting to daycare staff/environment

If your child's discharge is initiated by the facility, the following action will already have been followed.

After the first incident, the parents will be contacted and the problem discussed and a course of action decided upon. The staff of the facility will speak to the child at the time the incident occurs and discipline administered. The parents will be asked to review the behavior with the child at home. Documentation will be placed in the child's file.

After the second incident, the staff to discuss the situation will contact the parents immediately and the child will be redirected according to center policy. Documentation will be placed in the child's file along with a written summary of the discussion held with the parents of the child. The parent will be advised at this time that if the inappropriate behavior continues there will be grounds for immediate dismissal and the child is placed on probation.

If a third incident occurs, the parents will be contacted and asked to come to the facility and remove the child from our care. Documentation will be placed in the child's file once again and payment would be due only for services rendered to the point of discharge.

\*Examples of serious misbehavior may include, but not be restricted to, the following: biting, hitting, kicking, bullying, name calling, pushing and shoving, rude and aggressive behavior, consistent failure to follow facility rules of expected behavior.

\*\*\*Serious misbehavior can result in immediate dismissal of child/ren from care per lead provider's discretion.

\*\*\*\*at the lead provider's discretion, a child may be dismissed immediately.

## Consideration:

None

## Exceptions:

None

## **ADJUSTMENT PERIOD POLICY**

### **Policy:**

At the time of enrollment, each child will have a 2 week adjustment period. At the end of the 2 week period, staff and parents will discuss if their child is adjusting well to the daycare providers and environment.

### **Procedure:**

If the child has adjusted well according to both parent and provider, the child will continue care.

If the child has not adjusted well according to either the provider or the parent, the child will be dismissed from care effective immediately.

\*At the provider's discretion, a child may be dismissed immediately.

### **Consideration:**

None

### **Exceptions:**

None

## **CLOSING/VACATION**

### **Policy:**

Hoxie First Steps Daycare is closed for all statutory holidays.

### **Procedure:**

USD 412's daycare will be closed for the following holidays:

Labor Day

Day before Thanksgiving Day thru Day after Thanksgiving Day

*2023 - Closed December 25th-29th*

*2024 - Closed December 23rd-27th*

*2025 - Closed December 22nd-26th*

New Year's Eve & New Year's Day

Independence Day

Memorial Day

Daycare will also be closed:

USD 412 Daycare staff professional development.

\*Days are subject to change per discretion of the lead daycare provider and school administration.

### **Consideration:**

None

### **Exceptions:**

None

# **INTOXICATION POLICY**

## **Policy:**

If a parent/guardian or emergency contact who appears to be intoxicated arrives at the daycare to pick up a child; the daycare staff will not release the child.

## **Procedure:**

### **Daycare staff will:**

- Offer to call a relative or friend to pick up the parent and child.
- Inform the parents that if he/she chooses to drive with or without the child, the staff will inform the police immediately.
- Call DCF if they believe the child is in need of protection.

## **Consideration:**

None

## **Exceptions:**

None



# HEALTH, SAFETY, AND NUTRITION

## Policy:

Our daycare has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety and nutrition. Eating nutritious food is an important part of each child's day. This daycare participates in the child care food program and follows their guidelines.

## Procedure:

### Daycare staff will provide:

- Offer a clean, well-maintained, safe environment with nutritious food for meals and snacks
- Opportunities for learning how to take care of their bodies, develop self-help skills, and build on areas of development and meet milestones
- Welcome mothers to breast-feed their child and provide support for breast-feeding
- A comfortable and relaxed environment for children and parents
- Infant Formula
- Encourage children to eat a variety of foods but be sensitive to individual food preferences and cultural preferences
- Post children's allergies in the kitchen. (Parents must make staff aware of any food allergies)
- Inform parents of any significant changes in the eating habits of their child.
- Model healthy attitudes towards food and meal times.
- Model healthy attitudes towards washing hands before and after meals
- All babies will be held during bottle feeding.
- Toddlers are required to lie down or sit down when having a bottle.
- Staff will discard any unused liquid in bottles or cups to prevent the spread of germs.
- Staff will allow children time to eat and drink at their own pace.
- Staff will respect the parent's decision as to when and what solid foods will be introduced.

### Consideration:

None

### Exceptions:

None

# **ALLERGIES**

## **Policy:**

Parents/guardians need to inform the daycare staff in writing if their child has any allergies.

## **Procedure:**

1. Required forms will be provided by staff as soon as allergy is reported.
2. Allergies will be posted in the kitchen for all staff to see.
3. A care plan card will be written up on the steps to take if the child has an allergy attack.
4. Extra training will be provided if deemed necessary.
5. Parents will be informed immediately of any allergy attack and the steps taken.

## **Consideration:**

None

## **Exceptions:**

None

# ILLNESS POLICY

## Policy:

We value our clients' health as well as the health of the staff, without healthy staff we are unable to provide effective care.

## Procedure:

You will need to keep your child at home or make alternate arrangements for the following conditions:

- Fever over 100.4°F
- Infected eyes or skin
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- Immediately report to staff any contagious or communicable disease.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a croupy cough or congestion to the point that he/she has heavy breathing.

**If a child becomes sick at daycare, the parent or if the parent is unable to be reached the person authorized to pick up the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible, but will not administer medication.**

Please keep the child at home until he/she is well enough to attend. Before returning to daycare after illness, your child must meet the following requirements or they will be sent home:

- fever free for 24 hours without medication
- diarrhea free for 24 hours
- free from vomiting for 24 hours
- free from rash and itching
- free from eye drainage or have been evaluated by doctor

Any medicine required to treat the illnesses stated above will mean that the child is too ill to attend daycare.

## Consideration:

None

## Exceptions:

None

# **NON-PRESCRIPTION AND PRESCRIPTION MEDICATIONS POLICY**

## **Policy:**

Administration of medications in daycares is regulated by KDHE. This policy protects children, parents, and staff. Daycare staff are not formally qualified to make 'judgment calls' as to when medications are appropriate.

## **Procedure:**

- All medications are kept in a locked cabinet in the kitchen out of the reach of the children.
- Parents must inform staff of any side effects or reactions that medication may cause to child.
- An authorization form to administer prescription medication must be completed by the parent.
- Parent authorization must be provided before staff can administer non-prescription and over the counter medications such as Tylenol. Parent must complete authorization form.
- A 'medical consent' form will be filled out by a parents for each prescription required
- Medication must be brought to the facility in its original container with instructions on how to administer it.
- Label for prescriptions must clearly show the following information:
  - Child's name
  - Name of medication
  - Dosage
  - Route (oral, nasal, rectal, eye, ear, or injection)
  - Physician's name
  - Care of medication (shake well, refrigerate)
  - Date to end administration of medication
- Any baby bottles containing medicine will not be given to the child at daycare.

## **Consideration:**

None

## **Exceptions:**

None

# **IMMUNIZATION**

## **Policy:**

Hoxie First Steps Daycare is required by KDHE to keep an up-to-date copy of each child's immunization record.

## **Procedure:**

1. Upon enrollment the daycare staff will ask for a current immunization record for each child.
2. If a parent has decided to not have their child inoculated, the following procedures then apply:
  - The parent must provide a signed and dated letter stating that they have chosen not to immunize their child and that they understand the importance of immunizations, side effects and dangers of not being immunized.
  - If an outbreak occurs, the parent will be asked to remove the non-immunized child from the facility until it has been determined that the child's health is no longer at risk.
  - The provider will let all parents know that there is an unimmunized child at the daycare prior to the child's first day of care.

## **Consideration:**

None

## **Exceptions:**

None

# **EMERGENCY PREPAREDNESS PLAN**

## **Policy:**

In case of emergency, Hoxie First Steps Daycare has an Emergency Preparedness kit. This kit contains enough emergency supplies to take care of all the children in the daycare and the staff for at least 24 hours. Emergency kit includes: children's paperwork, sign-out sheet, first aid kit, water, cell phone, diapers, wipes, formula, 3 baby bottles, non-perishable snacks, and emergency instructions.

## **EMERGENCY EVACUATION PROCEDURE**

1. In the event of an emergency that requires us to evacuate the daycare, we will take our emergency kit and all the children to our emergency meeting place: Hoxie Grade School, 1100 Queen Ave., Hoxie, KS, 67740. Phone number: 785.675.3254.
2. We will elicit the help of USD 412's staff to get the children to our meeting place. Our first priority is to get them away from danger as safely and quickly as possible.

### **Utility Failure**

If there is a minor utility failure such as electricity not working or a water leak, children will remain in the building adhering to their normal schedule while the problem is fixed.

In the event of a major utility failure, or failure causing the building to be too cold or too hot, or no access to running water, the facility will be closed prior to drop-off time. If the failure happens while children are in care, they will be evacuated.

#### **Infants-**

- Providers will take the emergency kit, cell phone, and children will take their water bottles.
- infants will be taken out east door to the outside play area.
- 911 will be called if necessary. When in the outside play area, roll call will be taken and parents will be called to pick up their child immediately. Children must be signed out by a parent/guardian before leaving.
- The daycare provider/school administration will contact the correct specialist to help with the utility failure immediately.
- Facility will remain closed until the utility failure is fixed.

#### **Toddlers-**

- Providers will take the emergency kit, cell phone, and children will take their water bottles.

- Toddler will be taken out the north door to the outside play area.
- 911 will be called if necessary. When in the outside play area, roll call will be taken and parents will be called to pick up their child immediately. Children must be signed out by a parent/guardian before leaving.
- The daycare provider/school administration will contact the correct specialist to help with the utility failure immediately.
- Facility will remain closed until the utility failure is fixed.

**Preschoolers-**

- Providers will take the emergency kit, cell phone, and children will take their water bottles.
- Toddler will be taken out the north door to the outside play area.
- 911 will be called if necessary. When in the outside play area, roll call will be taken and parents will be called to pick up their child immediately. Children must be signed out by a parent/guardian before leaving.
- The daycare provider/school administration will contact the correct specialist to help with the utility failure immediately.
- Facility will remain closed until the utility failure is fixed.

Children with special needs will have their own emergency plan. This plan will be made by the daycare providers and parents together and according to the child's needs before enrollment.

**Intruder/Terrorism/Active Shooter**

- If there is an intruder, terrorist attack, or active shooter in our area we will immediately go on building lockdown.
- Children and staff will lock all exterior doors and move to the most interior room and lock the door.
- 911 will be called by the daycare provider
- Provider will take roll call of the children to make sure that they are all safe. The count will be given to authorities when they arrive.
- Children and staff will stay like this until the local authorities declare the threat is gone.
- After the threat is gone, children will be relocated to USD 412's Grade School Gym and roll call will be taken upon arrival to ensure that all children are accounted for.
- Provider will call all children's parents for immediate pick-up. All children must be signed out by their parent/guardian before leaving.

Children with special needs will have their own emergency plan. This plan will be made by the daycare providers and parents together and according to the child's needs before enrollment.

## **MISSING CHILD**

### **Procedure:**

If a child missing or has run away:

- Provider will call the children immediately to line up and roll call will be taken
- Provider will call 911 and then call missing child's parents.
- If outside, the children will return indoors immediately and will be put on lock down until authorities declare the area safe or the child is found. Roll call will be taken again when inside to ensure that all children are safe.
- When the authorities arrive the provider will speak with them and give them all information regarding when the child was last seen, what they were wearing, what the child looks like, their age, and the child's family background if needed.
- All further instructions will be followed according to local authorities.

Children with special needs will have their own emergency plan. This plan will be made by the daycare providers and parents together and according to the child's needs before enrollment.

## **FIRE**

### **Procedure:**

#### **Infants**

- Providers will take the emergency kit and cell phone.
- Infants will be put into a stroller or carried by providers.
- Provider will roll or carry the children out of the south door and across the street to USD 412 Grade School.
- Roll call will be taken and parents will be called immediately.
- All further instruction will be followed according to the fire department, upon arrival.

#### **Toddler**

- Providers will take the emergency kit and cell phone.
- Toddler will be put into a stroller or will walk and hold a provider's hand.
- Provider will take the children out of the south door and across the street to USD 412 Grade School.
- Roll call will be taken and parents will be called immediately.
- All further instruction will be followed according to the fire department, upon arrival.

#### **Preschool**

- Providers will take the emergency kit and cell phone.
- Toddler will be put into a stroller or will walk and hold a provider's hand.
- Provider will take the children out of the south door and across the street to USD 412 Grade School.
- Roll call will be taken and parents will be called immediately.



-All further instruction will be followed according to the fire department, upon arrival.

Children with special needs will have their own emergency plan. This plan will be made by the daycare providers and parents together and according to the child's needs before enrollment.

## **TORNADO**

**Tornado Watch:** Tornado(s) are possible in the watch area.

**Tornado Warning:** Tornado(s) have been sighted or indicated by radar in Sheridan County.

**Daycare Facility Safe Place:** Interior bathroom

**USD 412 Safe Place:** Hallway

**Alternative Safe Place:**

**When in a tornado watch:**

### **Procedure:**

- When informed by local authorities of a tornado watch-provider will prepare for the evacuation of children to USD 412's safe place. Provider will prepare the emergency kit and make sure the children are prepared for a quick evacuation.
- Provider will determine when children need to be evacuated.
- Infants will be put into a stroller or carried by providers.
- Provider will roll or carry the infants out of the south door and across the street to USD 412 Grade School.
- Toddler will be evacuated holding hands in a line with their provider. Toddlers who cannot walk quickly will be put into a stroller or carried by another provider.
- Preschoolers will be evacuated holding hands with a partner, following the provider in a line.
- All students with a handicap will be evacuated the safest way possible. The provider and guardians will establish an individualized safe evacuation plan for each student with a handicap.

**When in a tornado warning:**

### **Procedure:**

Daycare staff will immediately evacuate the children to USD 412's safe place or to the alternative safe place, depending on the time frame.

## **Staying in the facility:**

### **Procedure:**

If the tornado threat is too close to evacuate the children, all children will gather in the most interior room (bathroom). Sitting against the wall and/or in bathtub with their head down. Infants will be held.

### **Recovery:**

- Superintendent will assign a team to check the facility for damage. Any damage identified by the team will be reported to school administration.
- Children will remain in the designated safe place until parents are able to pick them up.
- Parents will be called to pick up children immediately after local authorities decide it is safe.

Children with special needs will have their own emergency plan. This plan will be made by the daycare providers and parents together and according to the child's needs before enrollment.

## **Chemical Release in Building**

### **Procedure**

#### **Infants**

- Provider will take the emergency kit and cell phone.
- Infants will be put into a stroller or carried by providers.
- Provider will roll or carry the children out of the south door and across the street to USD 412 Grade School.
- Roll call will be taken by the provider and 911 will be called to inform authorities of the chemical release.
- All children will be checked by a nurse to ensure no child is suffering from chemical poisoning.
- Upon arrival to USD 412 Grade school, parents will be called to immediately pick up their child after being checked by a nurse. Children must be signed out by a parent/guardian before leaving.
- The facility will be closed until deemed safe. All further instructions will be followed according to the authorities upon arrival.

#### **Toddlers**

- Provider will take the emergency kit and cell phone.
- Toddlers will either be carried or walk in a single file line with the provider.
- Provider will roll the children out the south exit and across the street to USD 412 Grade school.

- Roll call will be taken by the provider and 911 will be called to inform authorities of the chemical release.
- All children will be checked by a nurse to ensure no child is suffering from chemical poisoning.
- Upon arrival to USD 412 Grade school, parents will be called to immediately pick up their child after being checked by a nurse. Children must be signed out by a parent/guardian before leaving.
- The facility will be closed until deemed safe. All further instructions will be followed according to the authorities upon arrival.

### **Preschoolers**

- Provider will take the emergency kit and cell phone.
- Preschoolers will either be carried or walk in a single file line with the provider.
- Provider will roll the children out the south exit and across the street to USD 412 Grade school.
- Roll call will be taken by the provider and 911 will be called to inform authorities of the chemical release.
- All children will be checked by a nurse to ensure no child is suffering from chemical poisoning.
- Upon arrival to USD 412 Grade school, parents will be called to immediately pick up their child after being checked by a nurse. Children must be signed out by a parent/guardian before leaving.
- The facility will be closed until deemed safe. All further instructions will be followed according to the authorities upon arrival.

Children with special needs will have their own emergency plan. This plan will be made by provider and parents and according to the child's needs before enrollment.

Field Trip Emergency Plan

### **Field Trip Emergency Plan**

In case of emergency, Hoxie First Steps Daycare has an Emergency Preparedness kit. This kit contains enough emergency supplies to take care of all the children in the daycare and the staff for at least 24 hours. Emergency kit includes: children's paperwork, sign-out sheet, first aid kit, water, cell phone, diapers, wipes, formula, 3 baby bottles, non-perishable snacks, and emergency instructions. This kit will accompany the provider on all field trips.

Upon an emergency during a field trip, the provider and children will return to the daycare facility or safe place (USD 412- 1100 Queen Ave., Hoxie, KS) as soon as possible. If needed, the provider will call 911. Parents will be called to come pick-up their child at the location of the emergency if necessary. Parents must sign-out their child at the time of pick-up.

## **DIAPERING AND TOILETING POLICY**

As the diapering of infants and the toileting of toddlers involves close adult-child contact, the care providers will be responsible for changing diapers and assisting with toileting. As this is an opportunity for one to one time with the child, the provider will involve the child by explaining what is being done and encouraging the child to interact/help as much as possible.

### **Daycare staff will:**

- Follow KDHE recommendations for diapering and toileting procedures
- Change diapers on the changing table
- Sanitize the changing table after each use
- Wash provider and child's hands after changing diaper or toileting

Washable diapers or training pants will not be rinsed out. They will be placed in a plastic bag and returned home with the parents.

Disposable diapers will be placed in a covered container that will be emptied daily.

Child sized toilet seat on a regular toilet will be used as needed.

### **Consideration:**

None

### **Exceptions:**

None

## **CLOTHING AND POSSESSIONS POLICY**

### **Policy:**

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears comfortable clothing that is appropriate for the weather.

### **Procedure:**

#### **Infants:**

##### **Parents must provide:**

- 3 changes of clothes
- an adequate supply of diapers
- jacket
- Wipes for sensitive or allergy prone skin

#### **Toddlers and Preschoolers:**

##### **Parents must provide:**

- 1 change of clothes
- An adequate supply of diapers, pull-up, or underpants
- jacket

### **Consideration:**

None

### **Exceptions:**

None

## **WALKS AND FIELD TRIPS**

### **Policy:**

The daycare may take children off premises for walks or field trips. Hoxie First Steps Daycare will inform parents ahead of time about field trips.

### **Procedure:**

1. Staff/child ratios will be maintained on walks or field trips.
2. First-Aid kit and children's paper work with up to date information will be brought on all walks or field trips.
3. Access to a working phone must be available within 5 minutes walking distance of the field trip site.
4. An emergency plan must be developed prior to the field trip. All staff and volunteers in attendance at the field trip must be familiar with the emergency plan. All emergency plans should contain the telephone number of parents, ambulance, hospital and doctor, as well as what actions are to be taken in the event of an emergency occurring.
5. A signed informed consent form must be received from the parent/guardian of the child prior to any field trips.

### **Consideration:**

None

### **Exceptions:**

None

## **PHOTOGRAPHS**

### **Policy:**

Pictures taken in the daycare will be used for the enjoyment of the program participants, and for program promotion as needed. A consent form must be signed by the parent prior to the child being photographed.

### **Procedure:**

Each parent will be asked to sign a photograph consent form.

### **Consideration:**

None

### **Exceptions:**

None

## **SLEEP POLICY**

### **Policy:**

Infants and toddlers all come with their individual sleeping patterns. Hoxie First Steps Daycare will try to meet those patterns while getting them into the routine of the daycare.

### **Procedure:**

-Each day after lunch will be rest time. The length of naps depends on the individual child. Other naps are on an as needed basis.

- Infants, less than one (1) year age, will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions. Hoxie First Steps Daycare needs to fill out an exception with the state and be approved before the provider can comply with doctors recommendation.

- When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. The American Academy of Pediatrics recommends that infants be placed on their back to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics.

-Sleeping infants shall have a supervised nap/sleep period. The caregiver shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant every 15 minutes during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping/sleeping or when they awaken.

-Room temperature will not exceed 75° F.

-During nap time, toddlers will sleep on a cot. They will have their own blanket and pillow.



-Providers will visually check on sleeping children every 15 minutes.

-Naps are not mandatory for children who have outgrown them. Those children will have quiet time during naps. They may read books, do puzzles, or other appropriate activities.

**Consideration:**

None

**Exceptions:**

None

## **NO SMOKING**

### **Policy:**

Smoking and the use of smokeless tobacco is prohibited in all schools, school district buildings, on school property, buses, and district vehicles. Hoxie First Steps Daycare and its fenced grounds are situated on school district property and fall under the school district policy.

### **Procedure:**

Anyone wishing to smoke must do so outside of USD 412 school grounds.

### **Consideration:**

None

### **Exceptions:**

None

## **Transportation Policy**

### **Policy:**

Hoxie First Steps Daycare will not be transporting children in vehicles.

### **Procedure:**

None

### **Consideration:**

None

### **Exception:**

Provider and children will walk to destinations identified on Off Premise Locations form. For Hoxie First Steps Daycare children who attend USD 412 preschool: School staff will escort children by walking them from preschool to daycare at the end of morning preschool session. School staff will escort children by walking them from daycare to preschool for the start of afternoon preschool session and end of school day.

## **Supervision Policy**

### **Policy:**

Children will be supervised at all times by the providers seeing and/or hearing them.

### **Procedure:**

Ages 6 weeks-17 Months: Care will be provided Monday-Friday, 7:30 am to 4:30 pm

Ages 18 months-2.5 years: Care will be provided Monday-Friday, 7:30 am to 4:30 pm

Ages 2.5 years-4 years: Care will be provided Monday-Friday, 7:30 am to 4:30 pm

Ages 5 years and up: Care will be provided Monday-Friday, 7:30 am to 4:30 pm

After school care will also be provided from 3:35 pm to 4:30 pm. Before school care will be provided from 7:30 am to 8:00 am.

### **Ages 6 weeks-17 Months:**

Children in this age group will always be supervised during play in the same room as the provider and never allowed to play in a different room than the provider is in. When outside, children in this age group will be closely supervised by the provider. There are no areas in the backyard where children cannot be seen. During naptime, children ages 6 weeks to 12 months will be placed in a pack n play or crib with a tight fitting sheet. The crib or pack n play will be in one of the two napping rooms or in the main daycare room. These children will be visually checked on every 15 minutes. During naptime, children ages 12 months to 17 months will nap on a nap cot with a tight fitting sheet or if needed, in a pack n play with a tight fitting sheet and will be placed a minimum of 2 feet apart in one of the two napping rooms or the main daycare room. The door to the napping rooms will remain open during nap time. These children will be visually checked on every 15 minutes. When children ages 6 weeks to 17 months wake, they will be tended to immediately.

### **Ages 18 months-2.5 years:**

Children in this age group will always be supervised during play in the same room as the provider and never allowed to play in a different room than the provider is in. When outside, children in this age group will be closely supervised by the provider. There are no areas in the backyard where children cannot be seen. During naptime, children in this age group will nap on covered nap cots or if needed, in a pack n play with a tight fitting sheet and placed a minimum of 2 feet apart in one of the two napping rooms or the main daycare room. The door to the napping rooms will remain open during nap

time. These children will be visually checked on every 15 minutes. When these children wake, they will be tended to immediately.

### **Ages 2.5 years-4 years:**

Children in this age group will be allowed to be in a room adjacent to the provider, given that they are within hearing distance of the provider. When outside, children in this age group will be closely supervised by the provider. There are no areas in the backyard where children cannot be seen. During naptime, children in this age group will nap on covered nap mats or cots and placed a minimum of 2 feet apart in one of the two napping rooms or the main daycare room. The door to the napping rooms will remain open during nap time. The children will be visually checked on every 15 minutes. When these children wake, they will be tended to immediately. If a child in this age group doesn't nap, they will be provided with a quiet activity to do while the other children sleep.

### **5 years and up:**

Children in this age group will be allowed to be in a room adjacent to the provider, given that they are within hearing distance of the provider. When outside, children in this age group will be closely supervised by the provider. There are no areas in the backyard where children cannot be seen. Children of this age group will not be allowed to play in outdoor play area without the provider present, unless the provider is able to see and hear them. During naptime, children in this age group will nap on covered nap mats or cots and placed a minimum of 2 feet apart in one of the two napping rooms or the main daycare room. The door to the napping rooms will remain open during nap time. The children will be visually checked on every 15 minutes. When these children wake, they will be tended to immediately. If a child in this age group doesn't nap, they will be provided with a quiet activity to do while the other children sleep.

## **Building Description**

All the rooms in the building of Hoxie First Steps Daycare are on one main level. This level is reached by a ramp to the front door on the south side of the building and a staircase to the back door on the north side of the building.

**Outdoor Play Area:** this area is located out the back door, using a staircase, on the north side of the building. This area is fenced in and has a concrete slab and a large, open play area. The children can be seen at all times from any place in the backyard.

**Dining/Eating Area:** This room is the entry for the daycare building. It is located on the south side of the building. This room contains a table and chairs, high chairs, the children's lockers/cubbies, crafts, and quiet activities for children to do if they do not

take a nap. This room will be used during snack and lunch time. This room is also where parents can find our posted policies, sign in/sign out book, calendar of events, and announcements.

**Kitchen:** This room is on the north side of the building. Children over the age of 18 months may be in the kitchen to help with food prep. Adults are able to see children in the dining/eating room, play area #1, and play area #2 from the kitchen.

**Play Area #2:** This room is adjacent to the kitchen on the north side of the building. It contains the changing table and primary infant play area.

**Play Area #1:** This room is on the north side of the building, adjacent to the Play Area #2. This room contains toys, books, shelves, and furniture. This room will be used for play.

**Infant Sleeping Room:** This room is located on the south side of the building. This room will be used for infants 0 months/6 weeks-12 months/18 months old for napping only. No play will take place in this room. This room contains one closet that is used to store playpens, and infant items, or other toy items as needed.

**Children Sleeping Room:** This room is located on the south side of the building. This room will be used for children 12/18 months and older. This room contains one closet that is used to store cots, mats, blankets, pillows, and toys. This room will be used for the designated afternoon nap time, and play for other times of the day.

**Child's Bathroom:** This bathroom is located between the two napping rooms. Children will use the restroom to go to the bathroom and wash their hands.

**Office/Storage Room:** This room is located on the south side of the building, adjacent to the daycare/quiet room. This room is for adults only. It contains a computer, printer, extra supplies (food, toilet paper, paper towels, Kleenex, etc). It contains one closet for art and craft supplies. This room will have a safety lock or gate to prevent entry by children.

**Staff Bathroom:** This room is located within the office/storage room. This room is for staff to use the restroom and wash hands. No children are allowed in this room. This room contains extra first aid supplies. This room also has one closet that contains extra cleaning supplies.

**Laundry Room:** This room is located on the north side of the building, adjacent to the kitchen. It contains the washer/dryer, cabinet with laundry supplies, and an accordion door housing the furnace and water heater. Children will not be allowed in this room.

**Consideration:** None

**Exception:** None

## Personal Information

Please provide information on your child and family which will help the provider learn about your child and the best ways in which to care for them (write in space below):

-Likes/Dislikes:

-Fears/Worries/Phobias:

-Allergies:

-Medical conditions:

-Favorite foods/toys/cartoon/book/etc.:

-Typical daily routine in your household/your child's schedule/school hours:

-Naps or quiet time or other:

-Habits (good and bad):

-Special things (favorite blanket at naptime, binky, prayer at meals, toilet time method...goes on own/needs reminded/help, held or rocked before nap, light/heavy sleeper, shy/outgoing, etc.):

-Other:

# Contract Agreement

I have read the daycare handbook and agree to follow the rules and policies. I will inform others who may be dropping off/picking up my child from daycare of this daycare's rules and policies. I agree to pay for child care services as outlined in the Fees and Payment section of the handbook.

Child/children names &  
DOB: \_\_\_\_\_

Days in child care: Monday      Tuesday      Wednesday      Thursday      Friday

And Times      \_\_to\_\_      \_\_to\_\_      \_\_to\_\_      \_\_to\_\_      \_\_to\_\_

Daily rate of: \_\_\_\_\_

Other notes/Schedule of other programs (Preschool, school, etc)/Attending daycare on non-school days (winter break/spring break/summer break)?:

Mother's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_

Father's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_

Provider's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_