



Day Care Policies

Visitations: All parents are encouraged to visit their child at any time during hours of operation to observe their child or the child care facility and program activities without having to secure prior approval.

Communication: A monthly newsletter will be sent home along with a monthly curriculum outline. This is to keep parents informed on your child's daily activities. Please be sure to read your daily notes and newsletters that come home.

Conferences: Guardian or parent may ask for conferences at any time. Please text me or email during the day. If there are any questions concerning your child's adjustment, happiness, care, progress, etc. please contact me.

Release and Authorization for Pick Up: You must let us know in advance if someone other than the parent authorized on the enrollment form will be picking up your child. **(Please see "Alternate Guardian Pick-Up List" enclosed in this packet.)** Anyone picking up your child needs to provide their driver's license for your child's protection. See attached **Alternate Guardian Pick-Up** form. A valid person must be 18 years or older to be authorized to pick up your child. Any person picking up a child in an impaired condition will be encouraged to find alternate transportation home for their child. Legally, a child cannot be withheld from a Legal Guardian but if a child's safety is put in jeopardy then the proper authorities will be notified.

Departure: Make this transition safe and quickly for your child. We are not allowed to leave the children in the room unattended to take your child out to your car.

Naptime: Naptime is approximately from 1:00 until 3:30. Even though the children are not asleep all this time, this time is used for down time. While the children are resting during naptime, I use this time to prepare our afternoon activities. Children should not be dropped off during this time because of disruption to the other children sleeping. Please bring your child before or after their scheduled naptime.

If you need to reach me, please feel free to text or email me at teresacaterisano@gmail.com.

If you need to pick up your child for any reason during their scheduled afternoon naptime, please let me know in advance by calling or text me. The children will be resting in the classroom and wake very easily when someone knocks at the door. Please come to the front of the house and I will have your child ready. This way we won't disturb the others while they are sleeping.

Behavior around Animals: The animals at Little Friends, LLC are accustomed to children and are gentle creatures. Children will always be closely supervised near animals and we will be teaching them how to care for and behave around them. Safety is the highest priority and that begins with following basic procedures of safe behavior.

Please read and discuss the following items with your child.

- Always treat animals gently and calmly. Never hurt, tease, frighten, surprise or corner an animal.
- Attempting to lift or push animals can cause injury and animals may react unpredictably.
- People can get sick when they forget to wash their hands right after touching an animal or its habitat. Younger

children are more likely to get sick because their immune systems are still developing. They also are more likely to put their fingers or other items into their mouths, which can cause them to become infected.

- Insects can sometimes be fascinating for children. Some children enjoy playing with and picking up insects. It is very important to teach your children that insects are not playthings, especially bees and wasps.
- There are certain areas that are out of bounds and the children will respect the rules and follow all instructions regarding these.

Meals and Snacks: Meals and snacks will be served at stated times. We will provide fruit, vegetables and other healthy snacks. Parents should send their child with a bagged or boxed lunch that meets the child's dietary needs. Children must be in attendance at 7:30am for breakfast to be served until 8:30am; attendance at 11:00am for lunch to be served at 12:00pm and snack will be provided at 4:00pm. Please refrain from bringing in a late breakfast or lunch for your child. This will interrupt the other children's daily schedule.

Mealtime Conversation: Conversation with the children is encouraged during meal times. We discuss what we are eating and how it is prepared. Pleasant conversation will create a comfortable atmosphere while we eat.

Permission to use Playground Equipment and Toys: Our playground is enclosed, and resilient surfacing is used for the child's safety. We have playground equipment and toys inside and outside of the home. While every effort is made to provide age appropriate equipment, if it is used improperly it could result in injury. Supervision is used at all times and equipment is cleaned and properly stored for the safest environment. Children are taught to slide down the slide on their bottoms and not to go down headfirst since this can cause a child to tumble down therefore resulting in an injury.

Holidays/Celebrations: We will celebrate many holidays through the year. A sign-up sheet will be provided for parents that wish to help with the party supplies. The parties begin at 4:00, and all parents are welcome to join us. Birthdays are celebrated, and the Birthday parent may furnish the supplies they wish.

Dress Code: Please dress your child accordingly for the weather We will be going outside with rain and snow and it is important to be in washable clothes that will allow your child to play comfortably in the playground activities. We will wear smocks for painting, but accidents do happen, and I will not be responsible for any stained clothing, but all efforts are made to cover their clothing. A complete set of clothes should always be available in your child's cubby and clearly marked with their name.

Closed Toe Shoes: All children must wear socks and close-toed shoes! Rubber sole shoes are best for their safety. We also discourage the use of wearing sandals only because of the playground chips, trips on carpet or falls on concrete when they run. Children will not be allowed to be around animals without closed-toed shoes.

Toys from Home: If your child would like to bring his own toys, books, etc., he/she will be expected to share. If there is a sharing problem, the items will be put up. If your child brings a security toy or blanket, please inform me that it is a security item and it will not be shared. Please do not bring anything that is dangerous to small children or that is valuable or breakable. Please be sure to keep small items such as balls, marbles, gum, coins, etc. at home; these are chokeable items and are not allowed whatsoever in the daycare. This is for your child's safety.

Minor Injury of a Child: As a provider, we take our business very seriously and best efforts are always taken to ensure the safety of every child in my care. We will administer First Aid care as necessary for your child and will communicate with you about the incident. An accident report will be completed, and the parent will need to sign this statement.

Immunizations: Colorado law (Board of Health rule 6 CCR 1009-2) requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases, unless an exemption is filed. All children attending the daycare must have a Certificate of Immunization on file. The list of required vaccines and forms are provided here, <https://www.colorado.gov/pacific/cdphe/schoolrequiredvaccines>.

Illness and Exclusion Policy

Providers are required by state regulations to have on file a health statement, which includes a record of the child's up-to-date immunizations and the signature of the child's source of medical care. If a child's health care summary is not complete at the time of enrollment or within 15 days after enrollment, child care services will be ceased or until complete documentation is received. Each child who has not had a physical within the last year must have one before child care can be provided. **This physical may be done by a doctor or a public health nurse. I must have on file a signed form authorizing emergency care. This information will be found on the back of your child's Admission Statement.**

VERY IMPORTANT! We do not under any circumstances accept sick children into care with the following symptoms and/or conditions, but not limited to only these symptoms and/or conditions:

- Fever within the last 24 hours and is on medication to reduce it
- Temperature of 100.4 or over
- Severe coughing, sore throat or productive cough
- Nasal Discharge with Green or Yellow drainage
- Watery eyes, which would indicate a possible sinus infection or conjunctivitis
- Pinkeye with any collective matter, or itching, redness, regardless of antibiotics
- Vomiting within the last 24 hours
- Diarrhea, Stools colored Grey or white
- Undiagnosed rash, spots or sores
- Difficult or rapid breathing
- Influenza
- Yellow skin or eyes
- Head Lice, Ring Worm, Chicken Pox, Measles, Impetigo

When a child becomes ill while in our care and is unable to participate in normal daily activities, (other than emergency situations), the child will be isolated from the other children, the parents will be notified, and the child will need to be picked up within one hour of notification. A child will be accepted back into care when the illness/symptoms have cleared up, the child has been on antibiotics for 24 hours, a physician has seen the child and has ruled out any serious illness and **a note to return to daycare** can resume normal activities. If medication is required, it will be administered as follows: the home must administer the medication as stated on the label directions. Many of the above symptoms might seem fairly minor to a parent but the ultimate decision whether a child should return will be up to the provider for the health and safety of all the children in care. In case of medical emergency, first aid will be administered. If medical attention is required, I will call the local ambulance service, which at that time will transport the child to the local hospital that you have provided on file.

Closings and Emergency Policy

Bad Weather Days: If weather conditions cause Poudre schools to close due to bad weather, we will be closed that day. Schools are asked to close for the safety of all our children and their families. We will resume care as soon as the schools resume and feel it is safe to return.

Emergency Preparation: Little Friends, LLC conducts fire drills and inspects smoke detectors on a monthly basis. In the event of an emergency, the children will exit the back door or the front door to far away from the house always. A roll call will be done.

Severe Weather Preparation: In the event of severe weather, the fire marshal has determined that my office in the basement of the house is the safest area to keep the children. The children will sit on the floor with pillows and blankets. An emergency kit of supplies such as flashlight, first aid kit, wipes, food, drinks and snacks will be readily available. This is where we will be located until the danger has passed. I will have my cellular phone with me where you can reach me at (214) 277-1394.

Transportation: No transportation is offered at Little Friends, LLC in the event of an emergency evacuation, the children will be put into my truck with proper seat restraints and we will proceed to the nearest police/fire station as mentioned above. All parents will be notified at the time where to come pick up their child.

Waiver: Provider reserves the right to change or waive any part of this contract at any time, if in the provider's sole judgment such change, or waiver is appropriate. However, a waiver in one instance shall not prevent provider from enforcing these rules at any other time.

Day Care Policies

This is to verify that I have received the Day Care Policies for the Little Friends, LLC.

I have had the opportunity to read it and ask any questions regarding these policies.

Child: _____

Parent Signature: _____

Date: _____