

Riceville Community School District's

Little Cats' Daycare



Parent Handbook

WELCOME

Welcome to Little Cats' Daycare! We are looking forward to meeting and working with your child on reaching their highest potential. Little Cats' Daycare is a place where your child will be in a safe and nurturing environment and will be encouraged to explore new experiences to promote their mental and physical growth.

Mission Statement

The Little Cats' Daycare provides a nurturing environment that encourages the development of the whole child. Staff incorporate activities that include social, emotional, physical, cognitive, and language skills into their daily schedule.

Goals

- To develop responsibility for one's own actions in self-help, health, safety, and interpersonal areas and to exercise appropriate independence
- To facilitate intellectual development by widening the child's experience in order to increase knowledge, basic concepts, and skills development
- To provide support and guidance for the child and family

This handbook will help you become more acquainted with our program. As you read through this book, if you have any questions or concerns, please feel free to contact us. Communication is very important as well as a trusting relationship between our families and our employees. Please call us at 641-985-2288 and we will set up a time to meet and discuss your questions or concerns. We also have an open-door policy so feel free to stop in at any time to visit your child.

Thank you for choosing Little Cats' Daycare and letting us get to know you and your child better and helping them grow. Together we can help your child reach their highest potential.

Sincerely,

Riceville Community School District Board of Education
Director and all the Little Cats' Daycare Staff

INTRODUCTION

About Little Cats' Daycare

Little Cats' Daycare hours of operation are 5:30 am to 6:00 pm. We are licensed by the Iowa Department of Human Services. Our Daycare is currently licensed for 85 children ages six weeks to twelve years of age.

Little Cats' Daycare is operated by a director(s) who answers to the Riceville Community School District's Board of Education and the Little Cats' Daycare Advisory Council. The Department of Human Services conducts annual licensing visits to assure the Daycare meets state standards and regulations.

Enrollment

Children are accepted on a first-come, first-served basis from ages six weeks to twelve years. We do not discriminate between race, culture, sex, religion, national origin, ancestry, or disability. Priority is given to those seeking full-time daycare, followed by part-time children and then drop-ins. There is a one-time enrollment fee of \$25 per child due before their first day. This fee is non-refundable.

Prior to enrollment, Little Cats' Daycare encourages all new families and children to tour the center as well as acquaint the families and children to the childcare environment, providers and schedules. At this time, the family handbook will be reviewed, and the parent/caregiver will have the opportunity for questions and answers. Parents are welcome to visit as much and many times as they would like prior to enrollment. The key to a great childcare experience is communication. Parents can choose to communicate person to person or to utilize the Procure application. Whatever the desired communication style may be, we welcome parent input and interest in the care of their child(ren).

Wait List

In the event of a wait list, there will be a \$25 fee per child to hold their spot on the list. This fee is non-refundable and will not be used as a credit towards future care.

Admission

The following forms need to be completed and submitted to Little Cats' Daycare prior to enrollment:

1. Registration Form
2. Child Health Exam Form
3. Immunization Record
4. Medical/Dental Emergency Treatment Consent Form
5. Release of Child from Daycare Form
6. Consent Form
7. Handbook Acknowledgement

Little Cats' Daycare may require additional statements from a parent/guardian or physician if needed. This information needs to be completed prior to your first day of attendance. This information will remain confidential and will need to be updated annually.

Little Cats' Daycare Programming

Curriculum

Little Cats' Daycare strives to meet the developmental needs of all children attending our program. Each room looks at children's individual needs to establish needs for that room. We feel this is essential to assist children in their development. The goals of our curriculum are multi-faceted. Our goals encourage children to be enthusiastic, self-confident, independent learners. We believe that play is the primary mode of learning. Our curriculum also respects individual learning styles and ever-changing interests. Through our curriculum we promote growth in all areas of development.

Social: To help children learn from adults and one another by observation, imitation, and interaction.

Cognitive: To promote curiosity and to help children acquire learning skills, such as the abilities to solve problems, make choices, ask questions, and express their ideas, observations, and feelings.

Emotional: To provide a safe and secure environment where children can develop pride, self-confidence, independence, self-control, and a positive attitude toward life.

Physical: To help children develop and enhance their small and large muscle skills and feel confident and comfortable with their own bodies.

Our curriculum goals are achieved through integrated, theme-based activities and conversations with adults and children. Opportunities exist within the classroom for the child to engage in one-on-one activities with the teacher, small group and large group activities along with individual play allowing for opportunities to experiment and explore. Whole group activities are for short periods of time and are suited to the age and ability of the children. Supervised free play and small groups predominate as a means of encouraging educational interaction.

Each room will post a calendar of activities outside their room to let parents know what the curriculum material is for the month. We will additionally give parents a newsletter to let you know what the children are working on. Each room also will post times when activities occur in the rooms.

Infants/Toddlers

In the Infant Room, we will target working on physical, cognitive, social, and emotional skills. We will also incorporate sign language to enhance your child's brain development.

Toddlers

In the Toddler Rooms, we work with children on color recognition, ABCs, counting, and shape identification. We will also focus on self-help skills and bathroom independence.

Preschool-Age

Our primary goals in the Preschool Room are social and emotional development, problem-solving skills, and early literacy skills.

Little Cats' Daycare offers a three-year-old preschool program on Monday, Tuesday, and Thursday mornings from 8:00-12:00. There is a one-time registration fee of \$75 that is non-refundable and due before the first day of school. If Riceville Community School cancels for any reason or starts late due to weather, there will not be preschool; however, you will still be charged for your scheduled hours. You may choose to use a sick day if you wish.

Arrival and Departure

Parents will be responsible for signing their child in and out on Procare using the Daycare's iPad. Procare records time of arrival and departure and who signed them in/out. Visitors will be required to sign in/out with their name, signature, date and time, reason for visit, and contact information on the visitor notebook located at the sign in table at the entrance.

Parents are encouraged to communicate with the Director or designee on a daily basis at drop off to convey any changes in schedule or circumstances that may affect their child's general disposition during the day, such as a family death, illness, upcoming vacation, etc.

Dress Code

Your child will have many opportunities to participate in a variety of activities at Little Cats' Daycare. Simple clothing that is washable will allow your child to comfortably participate in all activities from messy art projects to playground fun. We recommend tennis shoes be worn to ensure the safety of children on the playground. If flip flops/sandals are worn, we ask that you provide a pair of tennis shoes as well.

The children experience outdoor physical activity daily when the weather permits. Please be sure to provide your child with the appropriate clothing (hats, boots, mittens, etc.) for outdoor play throughout all seasons of the year.

Parents will need to supply a change of clothes and undergarments to be kept in the child's locker at Little Cats' Daycare in case of any kind of accident. Parents may want to provide multiple sets of extra clothing for their child(ren).

Holidays

The Daycare will be closed on the following holidays or other special designated days.

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Holidays that fall on weekends shall have a weekday in observance, designated by the Riceville Community School District Board of Education and the Little Cats' Daycare Advisory Council. Although New Year's Eve is not considered a holiday, the Daycare will close at 3:00 p.m.

Billing

The billing period is from Monday to Friday. Bills are sent through ProCare and are due by Friday morning at 9:00 am. Parents will be required to fill out a weekly schedule to include arrival time and pick up time for their child(ren) one week in advance. Schedules are due Wednesday by 3:00 pm for the following week. These are the minimum hours you will be billed for. It is necessary to develop a weekly commitment to adequately schedule staffing for your child. There is no reimbursement if a family does not utilize the full hours that they committed to on a weekly basis. For example, if a family commits to 20 hours for the week and only uses 15 hours, they will still be charged for the 20 hours of daycare. Any hours over the scheduled hours will be charged at the drop-in rate. The rate schedule is as follows:

○ Infants (under 2)	\$4.25/hour
○ Child (2-12 yrs)	\$4.00/hour
○ Drop-In Rate	Additional \$2.00/hour per child
○ Late Bill Charge	\$25/family
○ Late Schedule	\$25/family
○ Weekly Minimum	\$25/week per child (4-yr-ps& under)
○ Extended leave fee (non-refundable fee {not credit})	\$100/child (3 weeks-4 months)
○ Enrollment fee	\$25/child
○ Waitlist fee	\$25/child
○ PS Enrollment fee	\$75/child
○ 3-yr-old PS (non-member)	\$5.00/hour
○ Breakfast	\$2.25
○ Lunch	\$3.25

There is not currently a weekly minimum for any child(ren) in kindergarten and above during the school year. Weekly schedules are still required for each child enrolled at LCD or a no schedule fee will be added to your bill. All parents will be asked to fill out a contract for the summer (prior to school dismissal). During the summer, all children will be expected to follow the same expectations. Parents will have the choice to send their child for the summer (with a weekly \$25 minimum), pay the extended leave of absence fee, or withdraw from care.

Sick Days

Each child will be granted TWO sick days per fiscal year. It is the parent's responsibility to inform staff if they would like to use a sick day or not; otherwise, they will be used at the director's discretion. After the sick days are gone, parents will be charged per their scheduled hours. A courtesy call or message is needed.

Snow Days

For a child that already attends the Daycare, they will NOT be charged the drop-in rate for snow days. For any children not enrolled, drop-in rate will apply. If you choose not to bring your child to the Daycare on snow days, you will still be charged according to your schedule.

If school is canceled or school starts late due to weather, there will not be three-year-old preschool; however, parents are still welcome to send their child(ren). If they wish not to attend due to weather, parents may utilize a sick day or be charged according to their schedule.

Late Charges

Late charges will be posted to your account at 9:00 am Friday morning unless arrangements have been made ahead of time. If there are extenuating circumstances and you are unable to pay your bill on time, please contact the Director to make arrangements to set up a payment schedule. If there are circumstances in which you cannot make weekly payments due to the length of your pay period, etc., please talk to the Director to confirm your payment schedule.

Parents will be asked to provide a copy of their driver's license with intake paperwork. This is strictly used only in case the need for account collections should arise and only administration will have access to this.

Failure to make payment arrangements within 2 weeks of a late payment will result in removal of the child(ren) from the schedule.

Returned Checks

There is a \$30.00 per incident fee for returned checks, in addition to any bank charges that may be incurred because of the returned check. Parents will be required to pay cash after two returned checks.

Scheduling

Our staffing patterns depend on the staff-to-child ratios. Therefore, it is important to have accurate child schedules in order to maintain ratio. Parents are asked to fill out a weekly/monthly schedule to guarantee a spot. We understand that some places of employment require flexibility and parents/guardians often need to change the schedule. Please inform the Daycare of any schedule change no later than Wednesday the week before by 3:00 pm. If the schedule is not received by this time, a \$25 late fee will be added to your bill. Requests after Wednesday at 3:00 pm are not guaranteed a spot for the following week. Any request sent on the weekend will not be responded to until Monday morning. The child(ren) will not be able to attend without the Director's approval.

No Call/ No Show

Parents are required to call the Daycare by 7:00 am if their child is not going to attend so no penalty occurs. Little Cats' Daycare understands that sometimes situations arise that will change your schedule. We simply request that you inform the Daycare so we can adjust our meal planning and staffing. If there is no notification of the child's absence within one hour of scheduled time, staff will contact the parent/guardian. If there is no contact made, the emergency contacts will be called next.

Unscheduled Drop Off

If parents drop off a child without contacting the Daycare, they will be charged \$25 per child in addition to the hourly charge. This is particularly important because additional children change staffing requirements, and we must maintain a ratio in accordance with HHS rules.

Late Pick-Up

Little Cats' Daycare hours are from 5:30 am to 6:00 pm. Teachers and staff at Little Cats' Daycare may have commitments at the end of the day. In addition to the hourly rate, there will be a \$25.00 fee per child charge for every 15 minutes that your child is at the Daycare after 6:00 pm. If you are 15 minutes or more past your scheduled pick-up time, but the Daycare is still open, you will be charged the drop-in rate for the remainder of the time your child(ren) are at the Daycare. Please contact the Daycare if you are running late and will be unable to pick up your

child at the regularly scheduled time. Repeated tardiness to pick up a child may result in dismissal from the Daycare.

Child Care Assistance

Child Care Assistance is available through the Department of Health and Human Services (HHS) for families meeting income guidelines. The PROMISE JOBS program is also available to low-income families with a parent attending school to achieve employment. Information regarding program guidelines is available through contacting HHS. You may contact HHS at 563-382-2928 to inquire about qualifications or talk to the Director to assist you with applying for childcare assistance.

Parents will be responsible for all charges prior to the written approval date from HHS.

Extended Leave of Absence

Parents may reserve their child's placement within the schedule for a one-time extended leave of absence due to circumstances such as having the summer off, maternity leave, or another planned absence. The leave must be a minimum of three weeks and may not exceed four months. A \$100.00 per child non-refundable extended leave fee is due when the child leaves the Daycare to reserve the child's placement during the approved leave. This is a one-time leave and may not be extended or renewed. If the child does not return to Little Cats' Daycare at the end of the four-month leave, the child will be unenrolled from the program. If care is needed after the four-month period, the child may be considered a drop-in child based on availability and will no longer have a reserved placement.

Withdrawal From Care

A two-week notice is requested before termination of services.

Physical Examinations

All children must have a physical examination upon entering Little Cats' Daycare. Annual medical updates are required thereafter. If your child is school age, a copy of the physical examination is accepted or a health statement provided by the parent is acceptable if a physical examination form is on file from the previous year. **Your child will NOT be allowed at Little Cats' Daycare without this form. This is a state requirement of licensed daycare centers.**

Immunizations

State law requires immunizations to be recorded on a special form and signed by a health official. Exemptions are possible with proper documentation. Immunization records are checked annually by the Howard or Mitchell County Public Health Departments. **Your child will NOT be allowed at Little Cats' Daycare without this record. This is a state requirement of licensed daycare centers.**

Conditions That Require Temporary Exclusion

Little Cats' Daycare follows Iowa Health and Human Services (HHS) Child Illness and Disease Exclusion Criteria for Education and Child Care Settings. The criteria below are used to determine when a child should be temporarily excluded from care. The Director may also consult HHS or local public health officials when additional guidance is needed.

Chronic Condition

Any child with a chronic condition, such as asthma, must have an emergency plan form on file.

If an EPI pen is required, one must be provided when the child is in attendance at the Daycare and will be held by the lead teacher in the classroom.

Health and Illness Policy

In order to provide a healthy and safe environment for all children, Little Cats' Daycare follows Iowa Health and Human Services (HHS) Child Illness and Disease Exclusion Criteria for Education and Child Care Settings. We do not have the staff or facilities to care for a child whose illness prevents the child from safely participating in regular daycare activities or requires more care than staff can provide while maintaining the health, safety, and supervision of the other children.

If your child becomes ill while at Little Cats' Daycare, we will contact you to arrange prompt pickup. We expect your child to be picked up within one hour of being contacted. If we cannot reach you, we will contact the emergency contact person listed in your enrollment information.

Symptom-Based Exclusion Criteria

Fever: A child will be excluded if they have a fever of 101°F (38°C) or higher. The child may return when they have been fever-free for at least 24 hours without the use of fever-reducing medication. Temperature readings do not require adjustment based on where the temperature is taken. A fever explained by a chronic health condition, as documented by a physician or prescribing healthcare provider, does not require exclusion.

1. **Vomiting:** A child will be excluded if vomiting occurs more than twice in the preceding 24 hours. The child may return when vomiting has resolved overnight and the child can hold down food and liquids in the morning.
2. **Diarrhea:** A child will be excluded when ill with diarrhea. If the child wears diapers, exclusion is required when stool cannot be contained in the diaper. The child may return when diarrhea is improving. Bloody diarrhea should be evaluated by a healthcare provider before the child returns.
3. **Skin sores:** A child will be excluded if sores are draining fluid and cannot be covered with a bandage. The child may return when sores are crusting and the child is under treatment from a healthcare provider.
4. **Respiratory virus symptoms (including influenza, COVID-19, and RSV):** A child will be excluded if respiratory symptoms are not explained by another cause, such as seasonal allergies. The child may return when fever-free for 24 hours without fever-reducing medication and symptoms are improving overall.
5. **General illness:** Children with improving symptoms should generally be able to participate in childcare unless instructed to stay home by a healthcare provider or public health professional. A child should remain home if the child's needs while sick interfere with staff's ability to care for other children, if the child cannot comfortably participate in activities, or if the child has an acute change in behavior such as lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash. A child should return when symptoms are improving and the child can comfortably participate in daycare activities.

Disease-Specific Exclusion Criteria

1. **Chickenpox (varicella zoster virus): EXCLUDE.** The child may return when all blisters are crusted with no oozing (usually about 6 days) and symptom-based exclusion criteria have resolved.
2. **Fifth disease (parvovirus B19): NO EXCLUSION** unless the child meets other exclusion criteria. If excluded because of other symptoms, the child may return when the symptom-based exclusion criteria have resolved.

- a. Hand, foot, and mouth disease (enteroviruses): NO EXCLUSION unless the child has uncontrolled drooling with mouth sores or meets other exclusion criteria. If excluded, the child may return when the symptom-based exclusion criteria have resolved.
 - b. Head lice (pediculosis): NO EXCLUSION unless the child meets other exclusion criteria. Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss daycare because of head lice. Treatment recommendations: [cdc.gov/lice/treatment/](https://www.cdc.gov/lice/treatment/).
 - c. Impetigo (Staphylococcus or Streptococcus): EXCLUDE. The child may finish the day if lesions can be covered. The child may return after being seen by a healthcare provider, antibiotic treatment has been initiated for 12 hours, and blisters are covered.
 - d. Measles (rubeola): EXCLUDE. The child may return only on a date specified by public health authorities, four days after rash onset, and after symptom-based exclusion criteria have resolved.
 - e. Molluscum contagiosum: NO EXCLUSION unless the child meets other exclusion criteria. Do not share towels or clothing and use good hand hygiene.
 - f. MRSA and other multidrug-resistant organisms (MDROs): NO EXCLUSION unless sores are draining fluid and cannot be covered with a bandage or the child meets other exclusion criteria. The child should be under treatment by a healthcare provider. Keep sores covered until crusted, wear gloves during bandage changes, do not share towels or clothing, and use good hand hygiene.
3. Otitis media (ear infection): NO EXCLUSION unless the child meets other exclusion criteria. If excluded because of other symptoms, the child may return when the symptom-based exclusion criteria have resolved.
 4. Pertussis (whooping cough): EXCLUDE. The child may return after five days of antibiotics (or after the cough has been present for 21 days) and after symptom-based exclusion criteria have resolved.
 5. Pink eye (conjunctivitis): NO EXCLUSION unless a healthcare provider or public health official recommends exclusion or the child meets other symptom-based exclusion criteria. The child may return when the symptom-based exclusion criteria have resolved.
 6. Ringworm: NO EXCLUSION unless the child meets other exclusion criteria. Treatment may be delayed until the end of the day. The child may return after treatment has begun. Cover lesions if possible and do not share clothing, bedding, or personal items.
 7. Strep throat (Streptococcus pyogenes): EXCLUDE. The child may return after 12 hours of antibiotics and after symptom-based exclusion criteria have resolved.
 8. Little Cats' Daycare will follow any additional exclusion or return-to-care direction issued by Iowa HHS or local public health officials during an outbreak or for a specific communicable disease situation.

If a child attending Little Cats' Daycare has been exposed to or is being treated for a communicable disease, a notice shall be posted on the front doors of the Daycare and sent through ProCare. This notice shall include the symptoms of the disease and the period of communicability.

Medication Procedures

All medications require a permission slip signed and dated by the parent before medications can be administered to children. All medications will be administered by a person who has had medication

dispensing training. Training will take place annually by the Director of the facility. The following medication procedures apply.

If your child is on a prescription medication, the following procedures need to be followed.

Prescribed Medications

1. All medications shall be stored in their original containers with accompanying physician or pharmacist's directions and label intact and stored so they are inaccessible to children and the public.
2. The label must include the child's name, the name of the medication, the date of the prescription, the medication's expiration date, administration instructions, and storage instructions.
3. Whenever possible, the first dose of the medication should be given at home to see if the child has a reaction to the medication.
4. In case of medications that are administered on an ongoing, long-term basis, authorization shall be obtained for a period not to exceed the duration of the prescription.
5. Staff administering medications will be trained on administration before giving medications. All medication administration shall be recorded.

Over the Counter Medications

1. The medications will be in the original child-resistant container.
2. The child's first and last name will be legibly printed on the container.
3. Specific, legible instructions for administration and storage will be provided.

Please do not place any medications in children's bags. The parent must hand the medication to the staff. The staff will place all medications in a locked box located in the office area away from children.

Any medication left in the Daycare after its expiration date will be disposed of by flushing or putting down the drain or returned to the parent. Any medication remaining after the authorization to dispense has ended or the child no longer requires the medication should be returned to the parent.

Medication Administration

Little Cats' Daycare will administer medications to children with written approval from the parent and an order from a health care provider. Whenever possible, the first dosage of medication should be given at home to see if the child would have any type of reaction. Parents or legal guardians may administer medication to their own children during the childcare day.

Little Cats' Daycare will administer medications only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that meets the safety check.

Prescription medications must be provided in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication, the date of the prescription, the medication's expiration date, and administration, storage and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last name, specific and legible instructions for administration and storage supplied by the manufacturer, and the name of the health care providers who recommended the medication for the child (if applicable).

All medications will be stored out of the reach of children and at the recommended temperature.

Medications will not be used beyond the date of expiration on the container or beyond the prescription guidelines. Long-term medication prescriptions will need to be renewed annually.

Little Cats' Daycare also requests that parents supply a medicine dropper, measuring cup, etc. for dispensing medications if needed. The measuring device needs to be placed in a closed or sealed bag and labeled with the child's name.

Medication logs will be completed by the staff administering the medications. The documentation will be kept on file as well as recorded for the parent or legal guardian's reference. If a medication error occurs, the Poison Control Center and the child's parents will be contacted immediately.

Sanitation and Hygiene

Diapering will be done in a designated area. There will be no food handling in this area. Staff will follow diapering procedures and proper cleaning and sanitizing practices. Toilets in rooms will be kept separate from activity areas. Children less than five years of age and older children who require assistance will be accompanied by an adult. Toilets are adapted to encourage independent use by children.

If a parent wishes to use cloth diapers, they must provide a bag or bucket for disposal. Staff is not responsible for cleaning the diapers. Diapers must be taken home and cleaned daily.

Surfaces and toys will be sanitized and disinfected in accordance with Iowa Department of Public Health Regulations.

Staff Hand Washing

The Daycare shall ensure that staff demonstrates clean personal hygiene sufficient to prevent or minimize the transmission of illness or disease. All staff shall wash their hands at the following times:

- Upon arrival at the Daycare
- Immediately before eating or participating in any food service activity
- Before leaving the restroom with a child or by themselves
- Before and after administering medication or non-emergency first aid to a child
- After handling garbage

Children Hand Washing

The Daycare shall ensure that staff assists children in personal hygiene sufficient to prevent or minimize the transmission of illness or disease. Children's hands shall be washed at the following times:

- Immediately before eating or participating in any food service activity

- After using the restroom or being diapered
- Before and after playing in sensory tables
- Before and after meals or snacks

Maintenance of Sleeping Equipment

Each crib, cot, or mat is to be labeled with the name of the child who uses the equipment. All surfaces will be cleaned and disinfected before use by another child. Bedding will be washed one time per week. Bedding will be stored so there is no contact between sleeping surfaces of another child.

Staff Requirements

The Daycare Director and staff have educational backgrounds and/or experience that meet licensing requirements. Full-time staff members are trained in CPR/First Aid, Universal Precautions, and Mandatory Reporting and Child Abuse. Staff members are also required to have additional training hours dependent on job title and employment status and are encouraged to attend training which would enhance the childcare environment and experiences of the children served.

Supervision and Ratios

No child will be left unsupervised while at Little Cats' Daycare. Standards for staff ratios are based on what a child needs in order to have a reasonable amount of quality care and to allow for one-to-one interactions.

Age of children Minimum Ratios

Two weeks to two yrs	1:4
Two years	1:7
Three years	1:10
Four years	1:12
Five to ten years	1:15
Ten years and over	1:20

When there are mixed-age groups in the same room, the child to staff ratio will be consistent with the age of the youngest child attending. Ratios may deviate from the norm when children are resting, during activities, for transportation purposes, and to accommodate during special circumstances. These regulations can be found in the Department of Human Services Licensing Standards and Procedures.

Active Supervision

Active supervision is made a priority at LCD in efforts to create a safe environment and prevent unnecessary injury. Staff are required to take Essentials within the first 90 days of hiring. There is a module that specifically addresses active supervision. Children should be seen and heard at all times. Provider positioning must allow movement to interact and supervise all children throughout the classroom. Providers use name-to-face recognition by visually identifying each child and periodically performing classroom counts to ensure children remain present and within view. Providers are encouraged to continuously converse about their actions and intentions in regard to placement in the classroom to prevent the creation of unsupervised space. During play time, providers are taking turns actively moving around the space to see all children and proactively intervene to prevent issues. While sitting and playing with children, staff are

positioning their body to be able to see the play space and all children. While providing basic care routines like diapering or meals, providers keep their eyes moving to supervise all the children in the room. Children transition to and from the bathroom, gym, and playground and staff actively supervised by one staff leading and one bringing up the end of the line so that children always have eyes on them and counting before leaving the classroom and before returning. There are opportunities for LCD classes to leave the center for field trips and walks. An extra staff member beyond ratio accompanies the group and supports the group to provide additional eyes for active supervision. They travel with a class list, first aid bag, and emergency contacts.

Classroom provider to child ratio must be maintained at all times both indoors and outdoors at the center. Cell phone usage is prohibited while providers are considered within ratio at the center. If and when a provider is in need of leaving the classroom at any time, he or she must utilize the walkie-talkie to request a floater or administrative support to take his or her position.

When outdoors on the playground, one provider from each classroom is responsible for floating around the play area. Providers are encouraged to switch and rotate providers who are actively moving with those who may remain more stationary. When supervising an area in which multiple classrooms are utilizing the playground, providers are responsible for all children within their view, not just children associated with their own classrooms. Water play at the center which may include water tables, slip-and-slides and sprinklers usage requires touch-supervision. LCD does not take field trips to swimming pools or any body of water.

Unlimited Access

Parents are entitled to unlimited access to their children during the Daycare's hours of operation unless parental contact is prohibited by a court order.

Access Policy

Little Cats' Daycare is responsible for ensuring the health and safety of the children as well as others present within the Daycare.

Any person in the Daycare who is not a staff member or parent shall not have unrestricted access to the children for whom that person is not the parent, guardian, or custodian.

Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any childcare responsibilities. Individuals not employed by Little Cats' Daycare, but those who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by paid staff and will not be allowed to interact with the children on the premises.

Sex Offender Policy

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) and who is required to register with the Iowa sex offender registry, shall not operate, manage, be employed by, or act as a contractor or volunteer at the Daycare and shall not be on the property of the Daycare without the written permission of the Director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the Daycare.

The Director is not obligated to provide written permission and must consult with their HHS licensing consultant. If written permission is granted, it shall include the conditions under which the sex offender may be present.

Confidentiality

Confidentiality is of utmost importance at Little Cats' Daycare. The Director will share any information pertaining to children, their families, financial situation, and other sensitive information only on a need-to-know basis. Parents, as well as the Department of Health and Human Services licensing agents, have unlimited access to this information upon request.

Developmental Screenings

Within 60 days of enrollment and then annually thereafter children are screened with an approved developmental screening tool to identify achievements and determine if additional evaluation and/or intervention strategies are needed. These tools help teachers monitor a child's development across various domains including communication, gross motor, fine motor, problem solving and social skills. Infants, toddlers, and preschoolers are all screened using the age-appropriate CDC checklists. Lead teachers observe children through play while screening. The results are used by staff to tailor their lesson plans to encourage the developmentally appropriate activities for each child and the class as a whole. The results are used to determine if a child is delayed in ways that may need additional evaluation or interventions. School age children are screened using age specific Iowa State University Ages and Stages within the first 60 days of enrollment and then annually thereafter. Results are used to determine if further assessment is warranted and to create customized lesson plans.

Behavior Policy

Positive behavior is what we strive for at LCD. We as teachers do our best to exemplify positive behavior. The children are commended daily for positive behavior. Please review the behavior expectations listed below. Both parents are asked to review and understand the behavior policy at enrollment and annually thereafter. The teachers will explain behavior expectations to all children on the first day of childcare. Behavior expectations are as follows.

Participants must:

- Respect themselves, other children, staff, facility and supplies/equipment.
- Positively encourage self and others.
- Follow directions
- Have fun!

Discipline policy

Little Cats' Daycare providers offer developmentally appropriate positive guidance, redirection, and modeling to take a proactive approach to reduce the likelihood of the behavior, offer clear and consistent rules as well as involve a child in problem solving to foster a child's ability to become self-disciplined. Providers will encourage children to develop respect for people and property, take responsibility for their actions and support children with developing self-control, coping skills and problem solving. Children are screened for delays and concerns within the first 60 days of enrollment and annually thereafter. In addition to screenings, observations and annual parent teacher conferences can help staff determine each child's individualized needs and provide accommodations and supports tailored to the unique child.

Discipline policies have been developed to encourage and strengthen positive behavior. One of the primary goals of our program is to assist children with developing appropriate social skills. These skills include interacting appropriately with others in order to maintain an environment in which all children feel safe and secure. It is important for children to display respect for oneself and others while attending the center.

Guidance is non-punitive at LCD. State law and LCD policies prohibit the use of corporal punishment; punishment that causes humiliation, fear, pain or discomfort; locking children in an area or using restraints; associating with illness, toilet training, food or rest; or the use of verbal abuse, threats or derogatory remarks about a child's family. Any use of the above-mentioned disciplinary actions would be grounds for termination

All providers are responsible for maintaining a safe childcare environment. Upon hiring, providers take Essentials and Passport which both have Modules pertaining to positive behavior and guidance, module 12 and module 6 respectively. Policies are reviewed and signed annually by staff. Additional classes are offered, The Nurtured Heart for example. Providers are to take initiative for following discipline policies and procedures or bringing any concerns to the director. LCD providers are to care for each child in the same manner. In addition, providers are responsible for being good role models in regard to being a good friend and teaching children to be respectful of property and others.

If your child engages in behaviors that are unsafe and/or disruptive which will endanger himself/herself or another participant (staff or another child), the following procedures will be followed. The LCD Director has the right to intervene at any time during this process. As parents, you have the right to request a meeting with the LCD Director.

1. The child will be given an explanation by the teacher of his/her aggressive behavior and will be given a warning that includes further consequences if the behavior continues. If the aggressive behavior continues, the child may be removed from the classroom. The teacher or director will verbally inform the child's parents of the child's actions, upon the arrival of the parent or a phone call.
2. On the second offense, the parent(s) will be contacted about the specific incident at the end of the day or sooner as deemed appropriate by the teacher.
3. On the third offense, the parent(s) will be contacted, and the child must be removed from the daycare immediately for the remainder of the day. At this point, seeking assistance for the child's behavior is strongly recommended. The teacher can provide information on how to access community resources. A meeting with the child's parents and the director may be needed for the child to return to daycare.

When challenging behavior occurs, LCD relies heavily on parent participation to correct the issues. Parents will be required to sign all incident and/or behavior reports. If necessary, they may receive calls during the day. Parents are responsible for communicating with LCD about issues or changes at home that may contribute to challenging behavior. Parents and staff will work together to find solutions to better meet the needs of children experiencing challenging behaviors. Consistency between parents and staff towards challenging behaviors can be helpful to make the classroom run more smoothly.

Permissive Methods of Discipline

Aggression or Fighting

Children displaying aggression or fighting will be assisted with problem solving. Positive guidance will be utilized versus punishment with consideration that a child may not yet have the capabilities of understanding the situation and carrying out problem solving techniques. If aggression or fighting arises:

- Children will be separated if more than one child is involved.
- The child injured physically or emotionally will be comforted.
- The child displaying aggression or fighting will be allowed to de-escalate and the provider will support with positive guidance on an individualized basis.
- Completed incident or observation cards will be completed and signed by the parents of the children involved.
- If there is a pattern of recurrence, the center director will evaluate the environment and caregiver supervision and make changes accordingly.

Medicines or drugs

Medications or drugs will not be used unless prescribed by a health care provider and with specific instructions on usage of the medication.

Time Away

“Time-away” will be used if other management of techniques are ineffective. “Time away” may be used for children over 18 months of age who may harm themselves or others. “Time Away” will be used on an individualized basis as this technique of behavior management is not always effective for every child. The “Time Away” period will be used to enable a child to de-escalate and return to his or her baseline.

Expulsion Policy

The daycare WILL NOT tolerate aggressive behavior (i.e. hitting, kicking, biting, property destruction, etc.) The purpose of this policy is to protect the rights of the teachers and the rights of other children who sometimes become victims of an aggressive child. As a general rule, aggressive behavior does not include running, jumping, sitting still, or other childlike activities. We hope this policy does not affect anyone, but we must protect the teacher’s rights and the rights of children in our care.

LCD supports the teachers and staff when a concern is brought to leadership by working together as a team to resolve the issue. The director will come alongside the staff to provide suggestions, resources, and further training to make adjustments to things like classroom management, arrangement, staffing conflicts, or positive discipline strategies.

During times of challenging behavior, services, modifications and resources may need to be accessed. These may vary for the parties involved though may overlap.

Child- AEA evaluation, CCR&R consultation, find the trigger and make adjustments to environment, staff, class

Family- Doctor, community resources, websites and/or reading material related to the behaviors, AEA evaluation

Staff- Offer classes, adjust environment, change support staff, admin present in class, AEA, CCR&R

If the child continues to exhibit chronic unacceptable behavior and requires a great amount of staff guidance, we will meet with parents to address the problem and work together to find a solution and/or resources. Little Cats' Daycare encourages parents to share any observations, questions, or suggestions they may have in dealing with the child with the Director. If a workable solution cannot be found, it may result in dismissal from our program. If a child should need to leave the program, LCD would give parents contact information for any local resources and also the CCR&R parent referral line.

Biting

Children biting other children is one of the most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in all persons involved.

Biting is a very common behavior among children ages birth to three years. It is important to think positively of children who bite. Biting is a form of communication. Children are usually trying to let others know their needs whether it be that they are hungry, want a toy, etc.

Here are some reasons young children may bite:

- Not provided developmentally appropriate care and guidance
- Do not have a strong attachment with a consistent, responsive caregiver
- Too many transitions through the day
- Cared for in large groups
- Large, undefined spaces
- Lack the language skills necessary for expressing needs or strong feelings
- Overwhelmed by sounds, light, and activity level
- Need more active playtime, choices, and materials
- Over-tired
- Teething or have a need for oral stimulation

Whatever the cause may be, biting causes strong emotions with all involved. We feel it is important to have a plan of action for biting before it occurs. When a child bites, the following procedure will occur:

1. The biter will be removed from the area where the biting occurred. The staff will tell the child, "Biting is not ok." A calm voice will be used.
2. The staff will now focus on the child who was bit. First aid will be given at this time according to staff's first aid training on bites.
3. The staff will then talk to the child who bit in a calm voice explaining on the child's level why it is not ok to bite. "I understand you want the toy, but it is not ok to bite others. It hurts them which makes them sad."
4. Redirect the child to another play area.
5. An accident/incident report will be written for both children involved. The biter's parents will additionally be notified by the Director or designee. All incident reports will be put in the children's files to ensure privacy.

When biting occurs, the Director will talk with the staff about when the biting occurred. The biting may involve a routine time, etc. The biting incidents or attempts to bite will be charted so the Director and staff can see if something can be changed. This may involve a schedule change,

environmental change, etc. The Director needs to additionally assess where the staff was located in the classroom when the biting incidents occurred. Staff may need to be closer to the children during certain times of the scheduled day. The staff will teach all children in the class “It is ok to say no” or “Don’t hurt me” to someone who is going to bite you.

The parents of the biting child will have a conference with the Director and staff involved. At that time, the Director will talk about the changes and measures being done to help stop the biting. The Director will make it clear that if the biting continues, the child may be asked to leave the Daycare during the biting phase. A warning will be put in writing before the parents are asked to remove the child from the Daycare.

Accident/Incident Reports

If your child is hurt or has an accident, parents will be notified via Procure, and a paper copy of the accident/incident report will be filled out and filed in their portfolio.

We ask parents to sign the incident report when picking up the child stating that they were informed of the situation. If parents would like a copy, parents must notify staff.

Suspected Child Abuse

All suspicions of child abuse or neglect will be immediately reported to the Department of Human Services. Staff, serving in the caretaking role of children, are mandated reporters of child abuse. Reporters of suspected child abuse are protected by law if the report was made in good faith.

Please keep in mind it is not the staff’s job to decipher abuse or neglect. It is simply the staff’s job to report any possible cases. The HHS is responsible for determining abuse.

Emergencies

The safety of the children in attendance at the Little Cats' Daycare is the first priority. Immediate attention will be given to each situation as it arises, and it will be handled accordingly. Practice drills for fire and tornado situations are practiced on a monthly basis.

Requiring physician and/or dental attention:

- If the child is in critical condition, unconscious, bleeding, or disabled, a call for quickest medical attention is made. Please keep emergency contacts updated on all enrollment forms. Accident report forms *will* be filled out on all accidents.
- See Riceville Community School District’s Medical Emergency Response Team policy for more information.

Blizzard:

- The Director or a staff member will monitor weather conditions. If complications prevent a child from being picked up by the parent, the staff on duty will remain in the Daycare with the child until the parent makes other arrangements.

Fire:

- All children are removed from the immediate danger through the nearest exit and taken to the Bus Barn. Parents will immediately be notified. Fire drills are practiced monthly as stipulated by Iowa law.

Tornado:

- The Director or staff will listen for weather announcements of threatening weather. If there is a tornado warning, the children will be escorted to the designated area until the threat of the storm is over. A staff member will remain with the children until a family member arrives. Tornado drills are practiced monthly.

Emergency evacuation:

- If, due to an emergency, we are forced out of the Daycare, shelter will be taken at the Bus Barn until parents are able to pick up their child.

Every staff member will have training on emergency plans for the above situations. These plans will be reviewed periodically and with each new employee.

Weather Related Cancellations

Little Cats' Daycare does not usually close due to weather-related conditions. If the decision is made that the facility will close due to weather conditions, parents or legal guardians will be notified by social media and ProCare. Efforts will also be made to contact families by phone.

Little Cats' Daycare Facebook Page

Riceville CSD Facebook Page

ProCare

Intoxicated Parent

If an employee observes that a parent or authorized pick-up person appears to be intoxicated at the time of pick-up, the parent/authorized pick-up person will be given the option of Little Cats' Daycare contacting an alternative pickup. Little Cats' Daycare cannot hold a child.

However, law enforcement will be contacted if a parent/authorized pick-up person chooses to leave with a child and is clearly under the influence.

Injuries or Illnesses Requiring Medical Attention

Staff members are trained in CPR, first aid, and universal precautions. In case of an emergency, 911 will be contacted immediately. The parent will be contacted as soon as possible. If we are not able to reach a parent, we will contact an alternative emergency contact. A staff member will stay with the child until a parent or emergency contact assumes the responsibility of the child. If a caregiver is removed from the facility, a substitute staff member will be called in to maintain the staff-child ratio.

In addition, while school is in session, LCD will follow policies and protocol laid out by the Riceville Community School. See Riceville Community School District's Medical Emergency Response Team policy for more information.

Video and Surveillance Policy

In order to ensure the safety and security of all children, staff, parents and visitors at Little Cats' Daycare, the premises are equipped with a 24-hour video and/or audio surveillance system installed in all classrooms and hallways. LCD may conduct video and/or audio surveillance of any portion of the premises at any time. In order to respect the privacy of all children, parents, staff and visitors in the Center, and to comply with all policies regarding confidentiality, the video and/or audio surveillance is for internal purposes only. If at any time it is necessary, as determined by the center director, for parents or guardians to review video and/or audio of their child, such viewing will only be permitted of their child, as near as may be possible, on the center premises and in the company of an authorized representative of LCD. Any video and/or audio recording shall not be released to any other person or entity unless required by Court Order, subpoena or appropriate State or Federal law or if written permission is granted by the

affected party or the affected party's parent, guardian, or authorized representative. Certain State or Federal laws may mandate that LCD release certain information when requested by childcare licensing, law enforcement agencies, child protection agencies or government health officials.

Missing or Abducted Children

Staff will perform periodic counts of their children when outside of the facility to prevent lost or missing children. When there is more than one teacher in the room, a sweep of the room will be done by the second teacher before leaving the room.

If it is determined that a child is missing or lost, staff will notify the director who will search the building and playground, and a lock down will be announced. Little Cats' Daycare will immediately notify the local police, HHS, the director, parents or legal guardian, and the Child Abuse Hotline of where the child was last seen. An incident report will be completed by the staff and kept on file and reported to HHS as needed.

The doors at LCD are locked at all times and anyone who wishes to enter the building must ring the doorbell. All guests are required to check with the director before entering the facility. Please be aware that proper identification may be required before a child will be released from the center. Upon admission, the parent of a legal guardian provides the center with a list of individuals who may pick up their children. Children will not be released to individuals not on the list.

Authorized Pick-Up

All guests are required to check in with the director before entering the facility. Please be aware that proper identification may be required before a child will be released from the center. Upon admission, the parent of a legal guardian provides the center with a list of individuals who may pick up their children. Children will not be released to individuals not on the list.

Children will only be allowed to be picked up by the custodial parent or legal guardian, or those listed on the authorized pick-up sheet. If someone not authorized comes to pick up a child, we will contact the parents, and they may give oral authorization once. Any pick-up person who the staff does not know will be asked for identification. Upon pick up, the parent will need to add that person to the pick-up list or make a separate note for the occurrence. No child will be released without permission from the parents. Staff may require identification from a person taking a child. The police will be contacted if an unauthorized person seeks custody of the child.

Smoking, Prohibited Substances, and Weapons

Smoking, vaping, electronic cigarettes and the use of tobacco or nicotine products is prohibited at all times on ANY PROPERTY of the Little Cats' Daycare and the Riceville Community School including but not limited to inside the building, on the grounds, in staff vehicles while at work, and any vehicles used to transport children. Staff are prohibited from wearing clothing that smells of smoke while working. Alcohol and illegal drugs and guns or lethal weapons are also prohibited.

Field Trips

On occasion, short walking field trips may occur to help enhance the children's experience and expand their real-world knowledge. These trips are a privilege and can be taken away if staff feel it necessary. These may be short walking trips to the library, park, grocery store, or fire station.

All field trips will be cleared with the Director two weeks in advance and must meet the following guidelines:

- Age appropriate for the children
- Additional and approved supervision of the children to reduce ratio
 - In the event that the Daycare becomes short staffed and ratio is unable to be met, parents will be notified if a child has to stay behind.
- First aid supplies and emergency contact information will accompany all field trips.
- Parents will be notified one week in advance.
- All consent refusals will be respected and followed on field trips.
- Supervision will be met by staying in ratio plus having an additional staff member whenever leaving daycare grounds.
- There will be touch “supervision,” meaning children will be in sight and within arm’s reach at all times when around water.

Transportation

Little Cats' Daycare may transport children over the age of 4-years-old on field trips within city limits. The child must have written permission from the parent/guardian prior to the field trip.

Invitations

Often children can feel left out if they are not invited to another child’s party. To keep the positive self-esteem for our children, invitations to personal parties need to be handled from home rather than at Little Cats' Daycare.

Personal Property

Items brought from home can create difficulties with sharing and also puts the child’s possessions at risk for being lost or stolen. We highly suggest that items are not brought from home. Little Cats' Daycare provides a variety of toys and activities for the children to enjoy during the day. If a child does bring an item from home, it will be placed in the child’s cubby/locker until they are picked up at the end of the day. Little Cats' Daycare is not responsible for lost or misplaced items a child brings from home.

Nutrition

Breakfast and lunch will be provided by the Riceville Community School District’s Food Service Program. There will be an additional charge for meals provided by the school. Each family will set up a lunch account through the school. An application for free and reduced meals will be available. Meals will be paid separately from the childcare bill. Snacks are provided by Little Cats’ Daycare at no additional charge. Staff may ask for snack donations periodically throughout the year. Snack and mealtimes are as followed:

Breakfast: 8:00 – 8:30
Lunch: 11:00 – 12:00
Snack: 2:30 – 3:00

Little Cats' Daycare always welcomes donated items from parents to share with the group for afternoon snacks. These items can be crackers, fresh fruit, cheese or meat slices, yogurt, or other prepackaged healthy snacks.

Infant and Toddler Feeding

Infants are fed on demand. The infant must be developmentally ready, and solid foods should be introduced one at a time at home to detect allergies. Parents/guardians must introduce new foods at home before the Daycare will offer the food to the child. Each infant's eating schedule will be discussed with their parents. Infants will always be held while they are eating from a bottle, as propping bottles is not allowed at Little Cats' Daycare. Juice will not be offered to infants.

Formula brought from home must be brought in the manufacturer's container and labeled with the child's first and last name. Formula will be made according to the instructions provided on the container. Breast milk or formula will be warmed in a glass of warm water and temperature tested before feeding. Baby food will be served from a bowl or cup and not from the container. Solids will be fed by spoon only, not bottle. Uneaten food will be discarded. Only formula or breast milk, provided by the caretaker, will be served to infants under 12 months of age. Children 12-24 months will be served whole milk, provided by the center. Children over the age of 24 months will be served skim or 1% milk, provided by the center. Any exceptions to this require a physician's statement.

Breast Milk Storage

All breast milk must be labeled with the child's first and last name and date the milk was expressed. Frozen breast milk will be thawed under running cold water and used immediately. Any thawed breast milk not consumed by your child will be discarded.

Food Allergies

Little Cats' Daycare takes special care to ensure that all food allergies are properly cared for. LCD and RCSD require an Allergy/Food Exception Statement be filled out by a licensed physician in order for the Daycare to substitute allergen foods for your child. If this statement is not filled out, the parents will be responsible for providing substitute foods.

Food items should not be brought from home unless pre-approved by the Director due to allergies. Snacks for special occasions must be store bought, not homemade, and be peanut/nut free. Non-food items such as stickers, crayons, or small toys are encouraged in lieu of sugary snacks to help promote our wellness policy.

Physical Activity

The daily schedule provides time for large motor skill activities both indoors and outdoors, weather permitting. Children will go outdoors each day unless the temperature is above 90 F° including humidity or below 10° F including wind chill. Staff also has time scheduled for both fine and gross motor development throughout the day.

Playground Rules

1. Staff members are to be stationed wherever children are playing, watching for potential hazards and encouraging and interacting with the children.
2. Attention should be directed to the children at all times.
3. Staff should direct children to follow the play area rules.
4. Equipment will be installed and utilized according to the manufacturer's instructions for anything in the outdoor environment that requires assembly including anchoring.
5. Rubber mulch is provided for fall surfacing. Daily staff should make sure there is enough mulch under or around climbers, slides, and swings.
6. Daily inspection for safety hazards such as broken bottles and toys, discarded cigarettes, stinging insect nests.

7. If a piece of playground equipment is to break, staff will contact the director as soon as possible and it will be repaired or replaced.
8. If there is an injury on the playground, staff will follow the first aid procedure and complete an incident report.
9. Playground equipment will be inspected on a monthly basis.

All providers are responsible for maintaining a clean, safe childcare environment. Providers are to take initiative for discarding broken toys/equipment or bringing such concerns to the director. LCD providers are to care for the building environment daily. In addition, providers are responsible for being good role models in regard to cleaning up after themselves and teaching children to be respectful of property. Providers receive a training orientation when hired and annual training thereafter.

Play Areas and Equipment

Regular inspections of play areas indoors and outdoors of the facility are important in preventing injuries. The indoor and outdoor play area and equipment should be inspected daily for the following:

- Missing or broken parts
- Protrusion of nuts and bolts
- Rust and chipping or peeling paint
- Sharp edges, splinters, and rough surfaces
- Stability of handholds
- Visible Cracks
- Stability of non-anchored large play equipment
- Wear and deterioration

Observations shall be documented and filed. Problems shall be corrected. Monthly playground inspections are completed and on file in the licensing binder. A monthly safety check of all the equipment within the facility is also completed to provide an opportunity to notice issues with equipment that require maintenance.

Strangulation Prevention

Little Cats' Daycare's top priority is the safety and wellbeing of all children. To best ensure safety, staff will make sure:

- Strings and cords long enough to circle a child's neck are not accessible.
- Window blinds and draperies will not have looped cords.
- Tension or tie down devices will be used to hold cords tight.
- Dramatic play items with handles or straps will be removed or shortened.
- Ties, scarves, necklaces, and boas will be used by children under 3 only if directly supervised.
- Pacifiers attached to a string/ribbon will not be used.
- Parents will be asked to remove strings from children's hooded sweatshirts.
- If lanyards are used by staff, they will be the breakaway type.
- Children do not use lanyards.

Our windows have curtains and roll down blinds with a tight continuous loop bolted to the wall according to manufacturer instructions that children cannot access.

Rest Time Policy

During naptime, all children enrolled at Little Cats' Daycare, regardless of age, need to have at least 30 minutes of quiet time each day. Toileting needs are attended to before and immediately following naptime. Shoes may be removed if the child wishes. Special blankets, pillows, stuffed animals, etc. are allowed. They do not have to sleep but need to lie quietly so that other children can rest and fall asleep. After a minimum rest time, the child who has not fallen asleep will be given something quiet to do (books, lacing cards, small puzzles, pattern blocks, paper, and crayons/markers, etc.). If at all possible, we will try to follow parent's wishes about rest time.

Safe Sleep

Infants 12 months and under are placed on their backs to sleep. Infants that roll to their stomach will be gently rolled back to their backs unless they are able to roll back to their back. Any infant arriving asleep or falling asleep out of his or her crib will be immediately moved to his or her crib to maintain a safe sleep environment. A child cannot sleep in another position without a waiver from the child's primary physician as such due to medical necessity. The waiver must be specific and include primary physician signature, date and expiration date. Only one infant will be placed in each crib. Before being put to sleep all hazards are removed from the child, including bibs and hoodies. Childcare providers need to maintain the ability to see and to hear all sleeping infants while moving throughout the classroom. Sleeping infants will be checked every 15 minutes.

Soft and loose bedding will be kept out of sleep environments. These items include but are not limited to such things as pillows, bumper pads, comforters, bibs and any type of blankets. Items or materials will not be draped or attached to the cribs. We ask that blankets be kept at home and not brought to the center for children under the age of one. Crib mattresses will be firm and fitted with tight sheets. Crib bedding will be washed weekly and crib sanitized. Infants will not share cribs. Infants who do not have a designated crib due to lower attendance will be placed in a crib with new bedding to eliminate sharing of germs. Infants will be monitored for overheating. The classroom environment temperature will be kept comfortable, such as that of a lightly clothed adult.

Extra clothing or sleep sacks will be used as an alternative to blankets if extra warmth is needed. Swaddling will not be practiced at LCD. We encourage families to dress their infants in appropriate clothing to support with maintaining temperature if this is a concern. Pacifiers may be used during sleep with parent permission, but should not be attached to the infant's clothing, string, cord or stuffed toy.

Supervised "tummy time" will be encouraged to assist with the development of strong back and neck muscles to prevent the development of flat areas on the back of the head. Safe sleep practices are shared with families prior to enrollment during classroom tours and they annually review all policies and sign that they understand.

Each crib, cot, or mat is to be labeled with the name of the child who uses the equipment. Additionally, the name tag will have a green sticker for babies that can roll back to tummy to back and red stickers with those that cannot, to differentiate who can stay on their back if they roll in their sleep. Staff sign the handbook with all policies when they are hired and additionally are trained in the infant classroom on safe sleep practices. Also, the red and green sticker system key is posted on the white board for anyone who enters the infant room. All surfaces will be cleaned and disinfected before use by another child. Bedding will be stored so there is no contact

between sleeping surfaces of another child. The owner's manual and manufacturer's instructions are stored in the office filing cabinet.

Grievances/Problem Solving Procedures

Parent complaints or problems are of concern to the Daycare. Our policy is to give the parent an opportunity to voice their side of the issues and give full consideration to the issues or concerns. In order for Little Cats' Daycare to help with a problem or concern, we must know about it. We ask that the concerns be brought to the Little Cats' Daycare Advisory Council directly, not through Facebook, social media platforms, or in the community, etc.

- If the parent has a concern or problem, the parent should speak to the Director.
- If the issues/concerns are not resolved after addressing them with the Director, the parent should then refer the issues to the Little Cats' Daycare Advisory Council. Current Daycare Advisory Council members' contact information is available upon request at the Daycare. Attending a Little Cats' Daycare Council Meeting is highly recommended so all Daycare Advisory Council members may be aware of the issues or concerns. A parent should notify the Director if the parent intends to speak at a meeting or talk with the Little Cats' Daycare Advisory Council.
- The Council may utilize up to five days to make any decisions or further address issues. The Council will follow up or respond within five days of a meeting as well. Any decision rendered by the Council, as a whole, must be considered final and binding.

Little Cats' Daycare Advisory Council

- Little Cats' Daycare Advisory Council meetings are the 3rd Wednesday of each month unless otherwise posted to change. Once proper procedures are followed as listed above, special interest or concerns will be handled on an individual basis, and special or closed meetings will be scheduled to protect the interests of the parent or family involved. You will be notified of any meeting that personally involves you as a family or parent.
- Little Cats' Daycare Advisory Council positions can be filled at any time during vacancies. Parents are welcome to become part of the Council. Any vacancy shall be filled by a majority vote of the existing Little Cats' Daycare Advisory Council members.
- The Little Cats' Daycare Advisory Council shall update the Riceville Community School District Board of Education on a quarterly and annual basis.

Review and Revision of Policies and Procedures

Little Cats' Daycare will review and update policies annually in July or immediately upon regulation changes. Little Cats' Daycare will notify parents via ProCare of such changes and make copies available to parents upon request. When a child is enrolled in the Daycare, parents or legal guardians will sign an acknowledgement form stating they have read, understand, and agree to abide by the policies and procedures of Little Cats' Daycare. When a new staff member begins employment at the Daycare, they will also have to sign that they have read, understood, and agreed to abide by the content of the Little Cats' Daycare's policies.

Little Cats' Daycare holds the right to make modifications to these policies and procedures when determined conditions warrant change.

These policies will be reviewed and edited at the discretion of the Little Cats' Daycare Advisory Council and approved by the Riceville Community School District Board of Education.

