

Policies and Procedures Statement

Enrollment

An interview and tour of my home will be completed prior to your child being accepted into my care. If after the tour and interview we feel that my home will be a good fit, you will need to complete the required forms.

All children including children with special needs will be handled on a case-by-case basis. Your child's best interest and needs are always my main focus and concern therefore admission is at the discretion of the provider to be certain this facility is the best fit for your child and for you as a parent/guardian.

Enrollment application and forms are required for each child. The child's General Health Appraisal Form must be provided within 30 days of enrollment and this must be updated annually. All remaining enrollment forms must be fully completed and notarized prior or at the time of admission. I accept all children regardless of race, color, nationality or ethnic origin.

Documentation of immunization status or exemption must be provided prior to or on the first day of admission. If parent/guardian of a child wishes an exemption from requirement for immunizations due to religious or personal beliefs, you must complete and sign the current Colorado Department of Public Health and Environment immunization card which states the reason for such an exemption. The provider has the right to refuse to admit any child if a completed current immunization card is not submitted. If an epidemic outbreak were to be acknowledged by the Board of Health within your/our area your child will be excluded from ANY child care situation until the epidemic is lifted by the Board of Health because the parent chose not to have the child immunized. Admission is provider's discretion.

My own children are fully immunized. I accept children into care that may be exempt from some or all immunizations. Be advised that your children may be in care with children that are not fully immunized.

An **annual** fee of \$35 per child is charged at the time of enrollment **and** each year thereafter for band aids, rubber gloves, supplies and sunscreen.

Financial Information

I offer daycare during the hours of 7:00 a.m. to 4:56 p.m. Monday-Thursday and Friday 7 a.m. to 4:26 p.m. excluding closed holidays. Payment is paid in advance for the week, on Monday, upon arrival. The current rate is stated on the enrollment form. A late fee of \$5.00 per day will be charged if payment is not received on Monday. Reimbursement is not given for unforeseen closings, closed holidays, or absentness. You are expected to pay the weekly rate whether your child attends or not. You will be notified in advance for any planned vacation days I have scheduled. I will receive **10 paid days** of personal time per year. The parent/guardian is responsible for making their own arrangements for child care when I am on vacation or sick. All children must be picked up by 5:00 p.m. If an unforeseen event causes your delay, please call me immediately. If a child has not been picked up by 5:15 p.m. and I have not received a phone call, I will try to reach you. If the child is still not picked up by 5:30 p.m. and I have not received a phone call, I will begin to call the emergency contacts listed to have your child picked up. If I

am unable to reach any of the emergency contacts by 5:45 p.m., I will contact local authorities and obtain their assistance. In the event a child is continually picked up after 5:00 p.m., I will decide on a case-by-case basis if additional fees are required and or termination of my services. \$1 per minute is charged if you are late.

My child care home is closed on all observed holidays. There is no substitute care available for such holidays. Parents or guardians are responsible for making their own arrangements. There is no reduction in the normal child care rate for holidays. See Observed Holiday Schedule.

Disaster/Emergency Plan

In the event of an emergency you will be notified as soon as reasonably possible. If I am called away from the home for an urgent emergency a substitute will be called to take my place until you can pick up your child or I can return, dependent upon the emergency.

In the case of a serious emergency that requires daycare to close, I will contact parents/guardians (or emergency contacts) and continue to operate until all children have been picked up.

Evacuation: In the event of an evacuation specific to the Provider's Home, the provider and children will evacuate the home and gather at: 7918 W Harvard Drive Lakewood, CO 80227

In the event of a local evacuation, the staff and children will be transported or walk to:
The "Stone House" @ Bear Creek Open Space 2900 S Estes Street Lakewood, CO 80227

In the event that the provider and children must be evacuated due to an emergency in the immediate area, the staff and children will be transported to:
West Metro Fire Station #10 – 3535 S Kipling Street Lakewood, CO 80235

Reverse evacuation/shelter in place: Depending on the specific need for a Shelter in Place, we will use the basement or any other safe place inside to keep all in the home safe from any outside threat. I will lock all doors and notify parents ASAP.

Lockdown/Active Shooter: In the event of a necessary lockdown, I will keep children inside and lock all doors. I will notify parents ASAP and keep them apprised of the situation.

Severe weather/electrical power outage: In the event of a flood warning, bring children inside, call parents/guardian if an evacuation is necessary and let them know where they can pick up their children.

Severe thunderstorm, bring children inside, call parents/guardian if an evacuation is necessary and let them know where they can pick up their children.

Tornado, bring children inside. Go to the basement away from windows, call parents/guardians when tornado has passed or tornado warning has expired.

Electrical Power Outage depending on duration, time of day and time of year: bundle up children for warmth, if necessary call parents/guardians to pick up children.

In the event of a fire, evacuate children immediately, we will go to neighbor's house across the street, call 911 using cell phone or neighbor's phone; call parents/guardians to pick up children.

Lost child: In the unlikely event of a lost child, I will search the home, surrounding yards, and notify the parents/guardians and local authorities immediately.

Special needs evacuation: In the event of enrolling a special needs child, I will work with the parents to devise a plan that meets the ADA guidelines.

In the event that the provider and children are evacuated to a shelter due to a pre-evacuation or mandatory evacuation location, every attempt will be made to inform parents of the shelter location as soon as staff and children have been safely evacuated.

Meals & Rest Time

I will provide breakfast, lunch and 2 snacks per day to each child. Water is always available to each child. In the event a parent does not pick up their child by 5:00 p.m. the child will be fed and cared for until picked up.

I will work with each individual family on transitioning a child from bottle to cup or breast feeding to a bottle.

Infants – parent/guardian(s) **is required** to provide formula, breast milk and or baby food.

If your child has allergies you **may** be asked to provide their meals and snacks. This will be determined at the provider's discretion.

A nap/rest period is required of all children in child care who are in attendance for 4 hours or more. Each child will be provided with an individual and comfortable resting place such as but not limited to a cot, crib, couch, bed or mat of 2" in depth. I will provide a crib sheet and blanket for your child. If your child would like a small snuggly toy to sleep with, please clearly mark with your child's name, this will stay at childcare. The sheet and blanket will be washed each week to be washed or sooner if becomes necessary. Your child may share a room at nap time with another child but will not share a comfortable resting place such as but not limited to a cot, crib, couch, bed or mat of 2" in depth.

Safe Infant Sleep Policy

Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.

- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.

Sleep Environment:

- I will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
 - Crib slats will be less than 2 3/8" apart
 - Playpen weave will be less than 1/4"
- Infants will not be placed to sleep on any standard bed, waterbeds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight-fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep sacks (only those that allow free movement of arms and legs) or one-piece sleepers used in lieu of blankets may be used as alternative to blankets. Sleep sacks that swaddle or restrain the arms will not be allowed, unless the physician permission form is complete and on file.
- Swaddling of infants must only be allowed with a health care plan completed and signed by the child's physician.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Music is played in the infant sleep area; the music must not be played at a loud volume that would prevent infants from being heard by staff. Music equipment must not be placed under a crib or within three (3) feet of the sleeping infant.
- Smoking will not be allowed in or near Tiny Toes Home Daycare.

Supervision:

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently; every 10 minutes. We will check for:
 - Normal skin color
 - Normal breathing by watching the rise and fall of the chest
 - His or her level of sleep
 - Signs of overheating: flushed skin color, increase in body temperature (touch the skin), and restlessness
- When an infant is awake, they will have supervised "tummy time" (infants one month of age or older) up to twenty to thirty (20-30) minutes per day. This will help babies strengthen their muscles and develop normally. If the infant falls asleep during tummy time, immediately place him/her on their back in approved sleeping equipment.
- Infants will spend limited time in car seats, swings, high chairs and bouncer/infant seats when they are awake.

Potty Training & Diapers

I will work with each individual family to provide a positive potty training experience. A child will be changed immediately if wet or soiled. **Your child will need to be in a pull up, thick training underwear with plastic training pants or diaper** until he or she has not had any accidents for 4 weeks and goes to the bathroom on their own. This is for health and safety of all children in care.

Parents/guardians are responsible for bringing diapers, wipes, and diaper rash ointment for their child. Please do not send child in pull ups if you are not actively potty training.

Health and Safety

Children should have appropriate clothing, so they do not become either chilled or overheated. Light sweater or jackets should be made available, as well. Light clothing should be worn during the summer months. I will apply and provide sunscreen with written permission unless the parent/guardian(s) have a specific sunscreen product to be used on their child. If so, the child's name must be clearly marked on the sunscreen bottle. Infants will be shaded when outdoors.

Each child must have two complete sets of extra clothing available to change into at daycare.... accidents do happen. Please clearly mark all of your child's belongings. Please leave all personal toys at home.

This is a smoke free home.

If your child is injured during daycare, you will be notified of the occurrence. If injury is severe you will be called immediately.

As a licensed child care provider, I am required by law to report any suspicion I may have of child abuse or neglect. Please maintain an open line of communication with me at all times.

If you have licensing concerns, I hope you would provide me the opportunity to address your concerns. In the event you still have concerns, please contact Division of Child Care, 710 S. Ash Street, Denver, CO 80246 or you may contact them at 303-866-5958.

A copy of the rules and regulations for family child care homes can be found on the Colorado Department of Human Services website: <http://www.coloradoofficeofearlychildhood.com/>.

If an unauthorized individual arrives to pick up your child, I will call you immediately. The child will not be released to anyone not listed on the enrollment form. In limited cases or unforeseen emergency and you call me directly to have child released to someone not listed, I will verify by the individual's identification, this should be used rarely – please list designated persons on the enrollment forms. If parent/guardian is under the influence you will be discouraged from taking your child and encouraged to call someone to provide transportation for you and your child. If you choose to leave with your child the local authority (Police) may be called. If the individual designated to pick up your child is under the influence the child will not be released and an emergency contact or parent/guardian will be called to come pick up your child.

The parent(s)/guardian(s) are responsible for notifying me of any phone number changes and/or address changes, email address changes, job changes, etc.

In the event of a court order restraining one parent or legal guardian from the child, I must have a written note from the custodial parent or guardian and a copy of the court order. Without this I cannot prevent the non-custodial person from picking up the child.

The parent(s)/guardian(s) are responsible for providing a child restraint system to be used and kept by Kristi Stieduhar. This child's seat must meet the requirements of the Colorado Child Passenger Safety Law. I will provide and maintain a safe and reliable vehicle.

I routinely check for recalled toys, equipment and furnishings; such items will be removed and or repaired immediately.

In the case of ACTS OF GOD and/or TERRORIST ATTACKS the parents and or guardians will not hold Kristi Stieduhar/and or agent responsible. It is understood that every possible measure will be taken to protect each child.

Illness

I **do not** accept children who are ill. A doctor's note will be required for re-admission to the home if the provider feels the child is possibly still ill and/or contagious. Children must be 24 hours without fever – and without a fever suppressant – before returning to the child care home.

It is not unusual when a child starts in any type of group play or child care that he/she may seem to develop more illnesses than before. This is a normal process for developing immunity to common illness. Children who have been in child care are less likely to develop illness in their school age years compared to children who have not been in child care.

I am operating a "well child" child care. Please **DO NOT** bring your child to the daycare when he/she is ill. I WILL NOT admit children who are ill and possibly contagious. Admission is at the discretion of the provider.

A health care plan is required if your child has a chronic illness.

The following rules apply to symptoms your child may show during his/her stay at the child care home. A sick child will be cared for in an isolated room away from the rest of the group to minimize the chances of spreading illness. A parent will be notified of their child's illness and will be required to make arrangement for their child to be picked up within one hour of notification. If we have a field trip scheduled you will be expected to pick your child up immediately. If we are on a field trip I will tell you where to pick your child up. I do not assume or accept responsibility for any sick child. Please keep in mind that "well" children are demanding and sick children even more so. Please be fair to your child, the other children who come to the child care, and me.

Symptoms requiring your child to stay at home are (**but not limited to**):

*fever/ children be fever-free or on a course of treatment for **at least 24 hours before returning to school or day care without a suppressant**

*vomiting

*diarrhea (more than once and/or coming out of diaper or into clothing of an older child)

*lethargy (preventing child from participation in all regular activities)

- *rash (unexplained and/or with fever or behavior change)
- *purulent eye drainage
- *blood or mucous in diarrhea or stool
- *mouth sores with drooling
- *impetigo – contagious infection of the skin (until 36-48 hours after treatment begins)
- *strep throat (until 36 hours after treatment begins and no fever for 24 hours without a suppressant)
- *strep throat with rash (until 48 hours after treatment begins)
- *common cold (when accompanied by inability to participate in all regular activities, persistent crying, difficulty breathing, extreme irritability, green or yellow drainage from nose, fever)
- *ear infection (when accompanied by inability to participate in all regular activities, persistent crying, difficulty breathing, extreme irritability, green or yellow drainage from nose, fever)
- *child complaining that something hurts
- *child not able to participate in all regular activities and/or field trips
- *teething (extreme irritability and/or persistent crying)
- *ringworm

When your child is ill also please see attached “Illness Policy- How Sick is Too Sick?”

Per the Colorado Department of Human Services, any routine medication, prescription **or non-prescription** (over-the-counter) homeopathic or vitamin, may be administered by the provider **only** with a current written order from a health care provider with prescriptive authority and with written parent/guardian consent. Home Remedies may never be given to a child by a daycare provider.

Over-the-counter ointments and creams such as sunscreen, lip balm, skin creams and diaper ointments that are used for **preventive** purposes do not require a written authorization from the health care provider with prescriptive authority. However, parent written permission is necessary.

Over-the-counter ointments and creams such as a treatment for a skin condition such as broken skin, severe diaper rash or eczema requires a written authorization from the health care provider and written parent permission.

The medication must be in the original container, original pharmacy label that shows the prescription number, name of medication, date filled, prescribing health care provider's name, child's name, and directions for dosage. All over the counter and homeopathic medication must be labeled with the child's first and last name.

Medication will be stored in a locked cabinet or lock box inaccessible to children.

It is the responsibility of the parent(s) and or guardian to pick up and dispose of any unused medicine from the provider.

To prevent medicine from being forgotten at home or elsewhere, it is requested that the pharmacist to supply a duplicate bottle to remain at the child care facility.

Guidance/Discipline

I communicate with families on a daily basis.

I encourage children to learn teamwork and cooperation with one another. I help children learn peaceful approaches as ways to get along with one another.

Verbalizing feelings, redirection and explaining to children what they may do are some techniques I use.

Children will be expected to follow the rules of the child care home. In the event that concerns arise, the following intervention process will take place:

The child will be redirected.

The child will be reminded of the rules and reason behind the rules.

In a case where a child is endangering the safety of staff and/or another child the child will be removed from the group until the unacceptable behavior is under control. In the event a child needs to be removed from a situation and needs some time away from the group a time out will be given. 1 minute for each year of the child.

If a child becomes unruly and I am unable to manage their behavior, or staff and children are at risk, you will be contacted and required to pick up your child immediately. If a parent is asked to pick up their child a written notice of the incident will be provided. If you are asked 3 times to pick up your child for unruly behavior my child care services will be terminated immediately.

I provide care in a group setting; therefore, I must consider the welfare and safety of all children and staff. When a child or parent's behavior becomes out of control, I reserve the right to disenroll the child with or without notice. Every effort will be made to correct a situation before a final decision is made. If necessary a referral to an Early Childhood Mental Health consultant or other specialist will be suggested.

Written notice will be given upon termination.

Transitions at Drop Off & Pick Up Times

It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed.

Activities

If weather permits, children will go outside daily to play. Otherwise, physical play will be encouraged indoors. You may be asked to pay additional fees for special activities or programs outside of the daycare. Prior permission/notification will be obtained for field trips. You may contact me on my cell phone anytime if we are away from the home.

Parents need to give written permission for their child to participate in the following media use. We will sometimes watch G / PG rated movies and TV which are age appropriate. Children will

not watch TV for more than 120 minutes per day, except for an occasional movie. There is a computer available for older children to do homework. There are very strict parental controls and children will be supervised while using. They will not be allowed to use the computer for more than 30 minutes unless you give special permission for work on a big project. We have educational video games rated "E" for everyone. We will sometimes listen to music appropriate for children.

For older children parents will need to provide helmet, wrist protection, and knee and elbow pads when riding a scooter, bicycle, skateboard or rollerblades.

Termination of Services

Your child's best interest is always my main focus and concern. I ask that a three-week written notice be given regarding termination of my services. You are required to pay for the three weeks whether your child attends during this period or not.

There may be situations in which termination of services to an individual child or family is initiated by me. Although each circumstance is unique, efforts will be made to improve the situation prior to a termination of a service. If termination becomes necessary, a three-week written notice is generally provided, however, can be terminated at will by the provider.

Daycare Holidays & Vacations

The following holidays are observed and daycare will be **closed**. I will send home a reminder of closed holidays. There is **not** a discounted rate if I am closed for any of the holidays listed. It is the parents/guardian responsibility to make child care arrangements when my daycare is closed. **Please refer to the Observed Holiday Schedule.**

New Year's Day
Martin Luther King, Jr Day
President's Day
Memorial Day
Independence Day
Labor Day
Week of Thanksgiving
Christmas Break
Spring Break

I will take approximately, but not limited to, 10 scheduled days of vacation per year. I will notify you in advance of a scheduled vacation. You will be notified in advance for any planned vacation days I have scheduled. The parent/guardian is responsible for making their own arrangements for child care when I am on vacation or sick. I do follow the Jefferson County School schedule.

Other

All information shared with me will be kept confidential. My child care forms are also kept confidential. All parents and guardians must be aware that as a licensed provider my child care

forms are a requirement and must be made available, upon request to the licensing agency, to the child protective services worker, police and the child's parents/guardians.

Birthdays are a special time. On your child's birthday we will have a special party in his/her honor. Please let me know in advance if you would like to provide a special treat.

We may also celebrate Valentine's Day, Easter, Halloween, Thanksgiving, and Christmas.

Child Care Provider Information

Tiny Toes Home Daycare

Kristi Stieduhar - Owner

7917 W. Harvard Drive

Lakewood, CO 80227

(303)985-8587 – Home

(303)905-3947 – Cell

Tinytoesdaycare11@gmail.com