

Welcome to The CHILD Center!

Our Philosophy:

The CHILD Center is a nurturing, developmentally based child care center. It is our belief that we provide your child with the following opportunities:

1. The Opportunity to be Happy: This is achieved through a warm and caring atmosphere which fosters creativity and growth.
2. The Opportunity to be Challenged: Activities and curriculum are provided in all areas of development (social, physical and educational) to encourage your child to develop his/her individual talents and excel to their highest potential.
3. The Opportunity to be Prepared: The CHILD Center hopes to create a solid foundation for your child through real life experiences and exposure. Learning through hands on activities and field trips as well as a structured learning setting contribute to this foundation.

Our professional and experienced staff will provide guidance to your children with the following objectives.

1. Emotional Development
2. Social Development
3. Physical Development
4. Intellectual Development
5. Creative Development

Mission Statement

The CHILD Center provides a secure and enriching environment for children, thus allowing them to learn and grow into individuals. This environment allows our parents to pursue their own careers knowing their children are safe in a quality center.

Hours of Operation

Monday – Friday

6:30a.m. – 6:30p.m.

We are closed to observe the following holidays:

New Year’s Day	Memorial Day	Independence Day
Labor Day	Thanksgiving	Christmas

We will also close at one o’clock on Christmas Eve.

Security

Entry Code: We have a door code you will receive when you enroll your child. The front door is always locked. If you don’t have a code you will need to ring the doorbell.

Sign In/Sign Out: All children are required to be signed in and out every day. You will get a code and a password on your child's first day, and someone will show you how to use the computer. Please do not let the children on the computer, it is for adults only.

Video Cameras: All the rooms are equipped with security cameras. As a parent you have the right to request to watch the camera at any time. Please let the director know and she can show you the footage.

Authorizing Non-Parent Pick Up: If someone other than the parents will be picking up your child, a written notice must be left with the director in the morning. We require picture identification from anyone other than you picking up the child. We will not allow your child to leave with an unauthorized person under any circumstances. Please understand that this is for the protection of the child. If there is a custody situation, please provide the director with proper legal documentation.

Inclement Weather

If the center will be closed due to circumstances out of control (snow and ice). We will announce it on Facebook and Keloland.

Late Departures

We close at 6:30p.m. All children must be picked up by this time. If you are late there is a \$10.00 charge plus \$1.00 for every minute your child is here. The fee will be assessed up to the minute that you and your child are in the building. The fee is per child.

Enrollment Procedures

The CHILD Center accepts children ages four weeks to twelve years.

All children are grouped in their own age group.

We are state-licensed and have annual state and city health inspections.

Our daycare admits children of any race, color, religion, nationality or ethnic origin to all the rights, privileges, programs, and activities made available to children at the center. The center will not discriminate on the basis of race, color, religion, nationality or ethnic origin in administration of its educational policies, admission policies and/or other child care center related programs.

All new enrollments will pay a \$20.00 registration fee in advance. If your child leaves the center for more than four weeks at one time, you will be expected to repay your registration fee. The registration fee will cover the expense of paperwork and to reserve your child's spot. This fee is not refundable.

At the time you enroll you child, the director will explain how the program works and your responsibilities. You will be asked to fill out some forms that give our staff information they may need to give your child individual care.

All children are required to have current immunization records and parents must keep the director informed of each additional immunization. The director audits the record quarterly and the state audits the records twice annually.

The procedure for withdrawal is to give the center a two week notice and have your account paid in full. A parent's satisfaction form is appreciated before your child's last day.

References are available upon request.

Payment Policies

Payments are due on Monday. Late payment will result in a \$10.00 late fee added to amount owed and overdue.

Parents are allowed to pay extra or in advance and have a credit carry over to the following week on their account. There is no refund on weekly tuition for early dismissal, unless prior arrangements are made.

Termination of Care

The first two weeks will be considered a trial period for the parents and the provider. After the trial period, it is necessary for notice of at least two weeks before withdrawal of care. Parents will be expected to pay the provider for two weeks following the withdrawal notice even if the child is not in care for the two weeks.

Transportation

Transportation is provided to and from surrounding elementary schools during the school year. Transportation is also provided to and from all field trips and scheduled events. The price of transportation is included in the weekly tuition.

We transport to the following schools:

Discovery	Hayward	Jefferson
Garfield	Hawthorne	Lowell

All children in our care are safely secured with the child seatbelt restraints. Each van carries only the number of children allowed by the vehicle passenger capacity (15). The CHILD Center follows all requirements of South Dakota law to ensure the safety of your child.

Field Trip/Van Rules

The Lady Bug and School age children may go on field trips. We may ask for a fee for your child to participate and to cover the cost of the field trip.

Children need to be at the center before the time of the field trip so that we may leave on time. If your child will be at daycare that day you are required to pay for the field trip so the child is not left behind.

We have rules that need to be followed by the children in order to make it a positive experience for all. Please be aware and supportive of these guidelines.

1. All children must display appropriate behavior at all times. The following behavior is unacceptable on any trip:
 - a. Running ahead of the group
 - b. Running away from the teacher
 - c. Not following Directions
 - d. Not listening
 - e. Showing disrespect to adults
 - f. Throwing temper tantrums
2. All van rules must be obeyed. You must fill out a transportation sheet which lists these as well:
 - a. Get on and off the van one at a time
 - b. Everyone must use quiet voices, sit facing the front and keep their arms and legs to themselves
 - c. Everyone MUST wear a seatbelt. The seat belt needs to be tight around their waist. They are not to unbuckle until the teacher tells them to.
 - d. Hands and feet must remain in the van
 - e. No eating food or candy
 - f. No bouncing or rough housing
 - g. No bad language
 - h. Be polite to the driver and your friends at all times
 - i. The CHILD Center can and will refuse to transport a child if he/she repeatedly disobeys the rules or his/her behavior becomes a problem

Data Privacy

The only persons permitted to see your child's record (name, address, phone number, health information, emergency information, etc.) will be the parent/guardian, The CHILD Center's employees, or state licensing examiners.

Information will not be given to others without parent or legal guardian consent. It is the policy of the center not to disclose the names of children who may have caused injuries to others. This is a safeguard for each family's data privacy. We will not verify your child's enrollment to anyone via the phone without consent. Requests for names, addresses and phone numbers of children at the center will be released to other families at the center if written permission has been given.

Daily Information

Daily information charts are found in bumblebees, ladybugs and school age. They let you know special information that the teachers would like you to know. Center staff will complete the daily charts with information appropriate to your child's age group. The younger rooms have daily sheets to be taken home every day.

Communication

We have an open door policy. Parents are encouraged to visit and observe their children at the daycare at any time. Please remember that your child's behavior might be different during your visit.

Parents are welcome to request a conference with the director or teacher at any time. It is very important to us to have good communication. Please let us know of anything that is needed to care for your child.

Safe Sleep Practices

Here at the CHILD Center, we practice safe sleep. In the infant rooms, children are always placed in a crib on their backs to sleep. If a child falls asleep somewhere other than a crib then that child is immediately moved to a crib for sleep. Regulations state that we cannot allow blankets or pillows in the cribs with a sleeping child. Also, we cannot allow a child to sleep in bouncy seats, car seats, swings or other infant holders, other than a crib, while in our care at the CHILD Center. Sleep Sacks or Swaddlers and pacifiers are more than welcome in the crib with the children, however no other blanket, pillow, or other soft items are allowed in the crib. We apologize for any inconvenience this may cause, however this is for the safety of the children. If your child needs to be placed in another position for sleep, the daycare MUST have a doctor's note stating the medical reason why this child cannot be laid on their back for sleep. Also the parent will be asked to sign a waiver excusing the daycare from any accident that may occur by not placing the child on his or her back to sleep as stated in the State Regulation.

Birthdays and Holidays

Children are allowed to celebrate their birthday in the classroom with their friends. If you would like to send a special snack, please let us know that way we can let you know how many children will be there. We will furnish juice/milk to go with the snack. Please no candy. For holidays we will have a party. There will be a sign up sheet close to the holiday party if you would like to sign up to bring something.

Our Illness Policy

When a child is too sick or contagious, the child should not be brought into the daycare center. In order to protect your child and the other children, we have set some guidelines on illness. If at any time the teacher feels that the child is too sick or contagious, the parents will be notified. The child will then be isolated in the office until he/she can be picked up. If the child is diagnosed as contagious, we will notify the other parents and the health Department.

When to keep your child at home:

1. A temperature of over 101 degrees
2. Conjunctivitis, which is an eye infection commonly referred to as "pink eye." The eye is generally red with some burning and there is a thick yellow drainage being secreted.
3. Bronchitis: This can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful, but it gradually becomes productive.
4. Rashes that you cannot identify or that have not been diagnosed by a doctor.
5. Impetigo of the skin. Shows up as red pimples, these eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The lesions occur in moist areas of the body such as the creases of their neck, groin, under-arms, face, and hands or at the edge of a diaper.
6. Diarrhea: Watery or greenish bowel movements that look different and are much more frequent than usual. More than three stools in an hour.
7. Vomiting: More than just spitting up

8. Severe cold with fever, sneezing, and nose drainage.
9. If a child seems really sick without obvious symptoms. In this case, a child may look and act different. There may be unusual paleness, irritability, lack of interest and tiredness.
10. If a doctor has diagnosed a throat infection.
11. Head Lice: until child and home have been treated.
12. With contagious diseases, a child must be kept home. Some of these are:
 - A. Measles (Red of German)
 - B. Chicken Pox
 - C. Mumps
 - D. Rosella

If a child has one of the above and it requires an antibiotic, the child should not be brought back to the center for at least 24 hours after the 1st dose of medication has been administered, or a doctor's approval.

If the child has a slight fever of less than 101, a cold, an allergic rash, diaper rash, prickly heat, dietary or medication diarrhea, he or she can be brought to the daycare center.

Please notify the CHILD Center any time you child is diagnosed with a contagious disease including, but not limited to strep throat, lice, hand-foot-mouth, pink eye, and impetigo. We need to post a note so the other families know that their children have been exposed.

We will sent your child home if they have any of the following:

1. Develops a fever of 101 degrees or above
2. Vomiting (more than just spitting up)
3. Diarrhea (three or more in an hour)
4. Head lice
5. Symptoms of Pink Eye
6. Symptoms of Chicken Pox
7. Hand, foot and mouth
8. Impetigo
9. Croup
10. Any other symptoms we feel needs to be seen by a Doctor
11. Measles and Mumps
12. Ringworm
13. RSV

Medication Policy

If your child needs medication at daycare, you will be asked to fill out a medication form. We have to have written permission to administer medication. All medication will be stored in the kitchen. We have medicine boxes to put it in. We have a box in the fridge and one above the stove.

Qualifications of Staff

Each child care worker must be at least 18 years of age and are supervised by owner, director, assistant director or teacher; and that secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult.

The curriculum is planned by a staff member that has specific education and experience.

Any volunteers used to fill staff member positions will meet the requirements for the position they are filling.

No staff member or volunteer will have a substantiated report of child abuse or neglect.

No staff member or volunteer will have a conviction of a felon within the past five years, a sex offense, a crime of violence, or a crime against children.

No staff member or volunteer's name will be located on the Sex Offender Registry.

Staff Training

Staff training is always ongoing. The full time staff have to get 20 hours of training a year and any part time staff will be required to get 10 hours.

Mandatory Reporting

As childcare providers we are required by law to be Mandatory Reporters. A mandatory reporter is an individual or agency who is required by law to report any instance where he or she has reasonable cause to suspect that a child under the age of 18 has been abused or neglected. We must report the instance to the state's attorney of the county in which the child resides or is present, the Department of Social Services or law enforcement officers. Safety is our number one priority for the child in our care. If a staff member of the CHILD Center suspects a child to be physically abused, sexually abused, neglected, or emotionally abused, whether by a parent or caregiver of any kind, it is their duty, by law, to make a report to the proper authorities.

In-house Child Abuse

Any situation in which a staff member is suspected of being involved with child abuse or neglect, will be dealt with on an individual basis. Employability will be evaluated following an investigation involving Social Services of Child Abuse and Neglect. This is not something that is taken lightly in any incident.

Emergency Evacuation Plans

As stated on the employee annual in-service training guide, all teachers and children do a minimum of four fire and one tornado drill annually. These on site drills ensure the safety of all children in case of a real emergency. There are written tornado and fire evacuation plans in every classroom, as well as self-luminous exit signs above each possible exit.

Nutrition

It is of the highest priority that child receive the proper nutrition at the appropriate age. This enables them to grow and strengthen properly. We serve 2 meals and 1 snack daily.

Our serving times are as followed:

- Breakfast 6:30-8:30am
- Lunch 11:00-12:00pm
- Snack 2:00-2:30
- School age Snack 3:00-3:30pm

If your child has an allergy to a food, a form must be filled out by a doctor and a copy will be placed in their file. Lunch and snacks can be brought from home and will be stored in the refrigerator until lunch time and we will fix it for the children.

In the infant room you are required to bring breast milk and baby food. If your child needs a different kind of formula you must provide it. We supply member's mark formula (Sam's Club brand of milk based Enfamil). We also will supply rice and oatmeal baby cereal. Infants will be held during bottle feeding.

Outside Policy

We understand children are susceptible to minor illnesses and that you may request your child remain indoors throughout the day. Our policy states that all children, weather permitting, spend a few minutes outside in the fresh air. All efforts will be made to bundle your child in appropriate clothing brought from home. We will not go outside if the temperatures are below 15 degrees above zero including wind chill or above 100 degrees, including heat index.

Discipline Policy

The CHILD Center has various forms of discipline. None of which are physical punishment, but rather a positive redirection of negative or disruptive behavior.

The main form of discipline found most successful to work in young ages is the "time-out" form of discipline. Basically, this entails taking the child from the negative setting and having them sit in the time-out area designated by the teacher. They are to remain in the area for one minute per year of age, isolated from the prior situation. After the allotted time is completed, the teacher will go over to the child and ask them why they are in time-out. The hope is that they will remember why they were in time-out and realize that when they acted negatively they will be unable to interact with the other children for a time. The teacher will assist the child in discovering more positive behavior chores.

Other forms of discipline may include re-direction, reinforcement, or extinction – which is ignoring the negative behavior for a time, in the hopes that it will discontinue.

The Center will reward the positives and ignore the negatives. Star charts will reward good behavior and tangible rewards will be given. There is a prize box in the office for the children when they fill their charts.

All of these forms of discipline have been found successful and have been fully researched.

Miscellaneous

The CHILD Center will report changes of circumstances which may affect ability to comply with licensing rules i.e. new program location, building renovation or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director.