



**11680 Commercial Drive #700
Fishers, IN 46038
Owners, Sarah & Kevin Negangard
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www.villageplaycare.com

Parent Handbook

Welcome to Village Playcare!

We are excited to welcome you and your child to Village Playcare, Drop-in+Hourly centers. We are here to provide you with on demand childcare and explorative fun for your children.. Visit our **drop-in center** if you need to go to an appointment, work a few hours, get your hair done, take in a movie, squeeze in some shopping, or you just want to go out for dinner. Once you are registered, you can drop in for children older than 18 months, however online reservations are always recommended to ensure a spot. We also offer a discount to online reservations. We are open as early as 8:00 am Monday (closed every other Monday) through Saturday. We are open until 8pm Monday- Thursday, and open until 9pm on Fridays. We are open on Saturdays, but check our schedule for the most up to date hours as they will vary. Children must arrive by 6:00pm during the weekday, and 7:30pm on Friday and Saturday.

Village Playcare is a legally licensed-exempt facility, as we provide non-routine, short-term care for children.

We are closed every other Monday. Please always check our calendar, or online reservations to ensure that we are open.

***Drop In Families:** please note that we always appreciate reservations ahead of time, so that we can ensure adequate staffing! Think of it as “call ahead seating”! Even if you are on the way, please call or reserve in the parent portal to give us the heads up!

Mission Statement:

At Village Playcare, our mission is to provide a safe and stimulating environment, nurturing care and fun! We believe that children are talented, capable people who... Construct their knowledge of the world through investigation and exploration, story, and play. Are born with a sense of wonder and a natural curiosity about the world around them. Need to express their feelings, ideas and experiences in many ways. Benefit from active, creative play to enrich their development.

Our Philosophy:

We believe in providing premier drop-in childcare to children 3 months to 12 years of age. We provide a safe, clean, fun environment for kids, so that parents can guilt free take care of what they need/want to. Our approach is unique to the traditional childcare. For a small membership fee, after the one hour minimum stay, we charge to the minute. Safety is our priority, and that is why we designed our facility around this. We have cameras throughout the facility for our employees and administrators to view, our play area is locked to only allow access to authorized persons, we have a strict drop-off and pick-up policy for every child and our staff participates in routine trainings for emergency situations. Village Playcare provides childcare on a non-routine basis therefore we are license exempt.

A few examples of when our drop-in service can be utilized: -Medical/Dental appointments -Shopping; grocery and/or leisure -Volunteer work -Luncheons -School events for older siblings -Parents evening out -Leisure activities -Home projects -Car shopping -House hunting -Personal errands -Time to RELAX!

About our Staff:

All our staff are experienced teachers, childcare givers or mother’s themselves. At minimum, Village Playcare requires all full-time staff to be certified in adult and pediatric first aid and CPR, complete universal precautions trainings, and safe sleep (if in the infant room). We always have at least one staff that is CPR certified on site.

Please note: some of these guidelines may not pertain to our high-school workers

Police background checks and reference checks are conducted on all staff. We pride ourselves on providing a safe, loving and friendly atmosphere for your child to play and learn. Our staff members strive to make your children feel welcome at our center, and are confident that your children will enjoy themselves so much that they will beg to come see us again!

About our Centers:

Village Playcare has one location in Fishers, IN. We are located in the Five Guys shopping plaza, next to Sports Clips. 11680 Commercial Drive, Suite 700, Fishers, Indiana.

Types of Services:

Drop-In Childcare:

We have a beautiful facility designed for optimum safety and child enjoyment. Children can create their own fun and participate in staff directed activities, or explore an area on their own. We offer a bright, clean, open concept child care area that promotes continuous teacher observation and allows children to choose the activity area that they are interested in. Children can choose from art, games, dress up, building centers, or perhaps they will just want to cozy up with a book. Older children can work on more detailed art projects, play age appropriate games and even complete their homework. They are free to choose if they will join a group activity, or play independently. Each month we will have special activities so be sure to check our calendar. We encourage the kids to bring their p.j.'s in the evenings so they are all ready for bed when you pick up. Village Playcare also offers a breakfast, lunch, dinner and snack menu to accommodate your on the go schedule.

Flexible Part Time Care:

Coming soon! – check website under “Programs/Rates.” We want to determine the needs of the local parents- please let us know your Flexible Part-Time care needs, and we’ll determine a plan.

Daily Rates: Coming soon!- check website for updates under “Programs/Rates” If you need more than a few hours in one day, you can take advantage of our Daily Rates! Daily rates are for up to 8 hours of care in one day and after 8 hours, regular hourly rates apply.

General Information:

Operating Hours: * *Please refer to our website or Facebook page for the most updated schedule.*

We are closed EVERY OTHER MONDAY, and on the following holidays:**

New Years Eve (Close at 5pm)	Labor Day
New Years Day	Halloween (Close at 5pm unless on a Friday/Saturday)
Easter Sunday	Thanksgiving Day
Memorial Day	Christmas Eve
July 4 th	Christmas Day.

****There may be other days that we are closed, please check out Facebook page, Website or parent notifications updates.** Please watch for postings as depending on the date of the holiday, we may close for the entire weekend. Additional early closings may occur periodically for cleaning or staff meetings. These dates will be announced well in advance.****

Weather Related Closings:

The safety of our staff and customers are always our top priority. If we determine the weather is too severe and unsafe to drive in, it may be appropriate to close the facility early or cancel for the following day. If this occurs, families of children currently in our care will be contacted & informed of the decision. This will allow children to be picked up within a reasonable time. We will typically follow an HSE schedule for delays/weather closures etc, but we may open later, once the roads are safe. Our Facebook Page and an Email will be updated with the weather related closings.

Ratios:

We maintain the following ratios (teachers:children) for the State of Indiana, and usually have more staff than what is required:

1:4 infants to steady walking 1:5 Toddlers 1:7 30-36 months 1:10 3 years	1:12 4 years 1:15 5 years/Kindergarten 15 1:20 1 st grade and above
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*** Children will be supervised at all times.** We are very conscious of our ratios to ensure the safety of children in our care. We designed our space to be open concept so that there are more eyes on all children, at all times. We maintain a roster of “on-call” staff members in the event we are busier than expected, and have design our facility to have constant supervision over all children. We reserve the right to turn children away if we are at capacity- and always recommend reserving online, and it is required for infants due to the low teacher ratio. If you make a reservation for an infant that you cannot keep, you must call as soon as possible to cancel. Failure to show up or cancel appointments results in a loss of the reservation fee.

WHAT TO BRING	SHOULD NOT BRING
<p>-Socks- (gripper socks recommended, for younger kids who will play on our jungle gym. Infants/early walkers may wear shoes).</p> <p>-All personal items clearly labeled with child’s name. Including infant food/any bottles.</p> <p>-Sippy cup/ Water bottle (we can fill it up)</p> <p>-Infants/toddlers: All diaper changing necessities including diapers, wipes, creams, powders, etc., in a labeled ziplock bag. At least 1 change of clothes, especially if potty training. *See section below for infant feeding requirements)</p> <p>-</p>	<p>-Any meals or snacks containing nuts (meals can be purchased, snacks are offered free of charge) * please bring a meal/snack if your child has allergies beyond nut)</p> <p>-Personal toys and items from home (Village Playcare is not responsible for any lost or damaged items brought into the center) **See school age exception below</p> <p>EXCEPTION: School age children are permitted to bring in homework assignments to work on. School age children may use devices at the homework table if required for school work. TWEENS (7-12) may use a table in a designated area. We are not responsible for any content reached from their personal device. Cell phones must be kept at the front desk- and they can let a staff member know at any time if a parent needs to be contacted.</p>

Pick up and drop off Policy:

Arrival:

Children and families are greeted by a staff member. Parents/guardians need to sign in using the electronic fingerprint system. You pre-register online via our website. We’ll set you up with the fingerprint scanner, and any additional forms at check-in. Anyone on your pickup list will be required to have a photo taken and register their fingerprint in order to be able to pick up your children. You may also be required to sign in on a sign in sheet if the computer system is down for any reason and leave details including a contact phone number for the day, an approximate time of return and any special instructions. After you have signed in, help your child put their things in a cubby. Then a staff member will greet them at the gate and guide them to the handwashing area. Be sure to communicate any special instructions to your child’s teacher and check in with your teacher. Any allergies need to be mentioned at each visit.

Departure:

Children shall be dismissed only to parents or an authorized pickup person, unless the Administrator or Staff Member in charge has been informed of a change in writing. When children are signed in, be sure to let us know if someone other than you will be picking your children up. You will need to add this person to your authorized pick up list in your file. The pickup person will be required to take their photo and fingerprint upon pick up if they are not in our system yet. Photo ID is required on the first visit. Please go directly to your teacher's classroom and discuss your child's day with your teacher when you come to pick up.

Payment Policy:

We accept Visa, Master Card, and American Express. We do not accept checks or cash.

Rates:

Our current Rate Schedule can be found on our website. All fees are due upon the pickup of your child, unless we have a credit card on file. We prefer having a credit card on file as we use Tuition Express. This allows for a very quick check-out.

Late Fee: A late fee will be assessed if the child is picked up more than 5 minutes after our closing time. After 5 minutes. \$1 per minute will be charged until pickup.

Reservation Fee: A \$10 fee may be charged for an infant reservation that's not cancelled within 12 hours. We understand that emergencies an illness occur- please let us know as soon as possible. We reserve the right not honor reservations for families who continuously miss their scheduled time.

Drop-In Care: Parents need to prepay for the estimated length of time the child will be at Village Playcare in advance of service. Upon check out, the difference will be charged or credited to your account. You can sign up for Tuition Express and we can automatically bill you upon departure from the center. Please see the rates on our website.

Part time care: coming soon! If your child is attending Village Playcare part time, the payment is made when reservations are made. As long as changes are made within 24 hours, a full refund will be issued.

Communication:

We use a communication system through KidReports. Through an app, parents can check in on their child and communicate with the teacher. Although we look forward to updating parents- our number one priority is to give the children our full attention and focus. However, we certainly want parents to feel comfortable, and understand that if you left your child upset, or they are new to the center, we are happy to send you an update or "happy" photo! If you know that you'll be later than expected- you can drop us a note and we'll let your older child know so that they don't get worries. It's a valuable feature to keep open lines of communication and most importantly- ease any fears that a pa parents might have- especially during the first few visits. You can register for Kid Reports on our website.

Enrollment:

Each child must have on file the Step #1 Procure enrollment (completed online), Step #2, Village Playcare Registration Agreement, immunization forms, medical authorizations (if applicable- must be updated annually) This form must be reviewed and updated annually. You must also provide all up to date contact information, including cell phone numbers and email addresses if you have them. Be sure to give an extra 15 minutes at the first drop off to have your photo and fingerprints entered into our system. It is the parent's responsibility to update any changes in their children's information.

Membership:

The Village Playcare charges an annual membership fee of \$60 per family for the first year. This is optional but allows the family the opportunity to have discounted rates.

PHYSICAL AND IMMUNIZATION REQUIREMENTS

Please complete the Registration Form answering if your child is restricted to certain activities; Village Playcare will do our best to follow those guidelines. For the safety of others, VP requires all children to be up-to-date on their immunizations prior to using our services. Please bring in a copy of the most current immunization record or have your email it to us at info@villageplaycare.com. If you are unable to retrieve this information prior to your child's first visit, your child will still be accepted only if the following are complete:

- A signed Registration form with the Immunization section completed
- A signed Immunization Agreement form stating that you will provide to us a copy of this information within 30 days; otherwise your child will not be accepted until received. If the child is EXEMPT for religious reasons, you can submit that in writing on your first day- we'll have a form. For a medical exemption, you must use the Indiana State form must still be completed by a physician (a copy is fine).

All forms must be updated and it is the guardian's responsibility to do so. I know providing this documentation to us may be an inconvenience to you as parents however, your children's health and safety is our number one priority.

Our curriculums have been developed with your children in mind. We have created fun and exciting activities that will not only bring excitement to your children, but will intellectually invigorate them as well. Due to the nature of our business, our daily schedule and activity listing is used as a guideline only.

Custody Agreements:

Parent's who do not live in the same household full time with their children will need to create their own Procure account if they have different authorized persons for pickup/ emergencies.

Abuse and Neglect Reporting:

Village Playcare is in full compliance with state and federal laws which mandate the reporting of all suspected cases of neglect, sexual and physical abuse to the proper authorities. All teachers have taken the state course on abuse and neglect reporting.

Meals

The Village Playcare provides mid-morning, afternoon, and late evening snacks free of charge. These are typically cheerios for young toddlers, goldfish/pretzel type of snacks for older. A more substantial snack is available for purchase if your child needs on (options will be at check-in)

Parents are encouraged to bring in your child's meal; however, Village Playcare is not responsible for its nutritional value or meeting the child's daily food needs. We are a nut free facility.

Lunch can be purchased for \$4. Options vary, but typically include: Sunbutter/Jelly Sandwich, Uncrustable Jelly Sandwich, Organic Lunch Kit (Lunchable style, turkey cheese, etc). A fruit, applesauce or side such as veggie straws are included. Dinner can be purchased for about \$5 (depending on our current restaurant partnership). You'll have the option to choose your child's meal at check-in. We typically partner with a local restaurant. The charge will be added to your total fees for the day. If you have a picky eater- feel free to call us to see our options for that week! Or we plan to update on Facebook too.

It is our policy to serve meals at a cost to any children present during scheduled mealtimes where a meal from home has not been provided.

Friday and Saturday are always pizza nights.

****Parents of children with a documented food allergy, religious conflict, or other circumstance that prevent them from being offered all menu items are strongly encouraged to provide all meals and snacks from home for their child. In addition, Village Playcare also requires the parent to inform the front desk staff member of any food limitations AT EVERY CHECK-IN. Any food limitations will be noted on the child's name tag.**

Toilet Training:

We are more than happy to work with your child to help transition them during the potty-training phase. We are equipped with a child's toilet to make this less intimidating for the little ones. Just let us know what stage your child is at and we will make every effort to accommodate their needs. However, if they are in the early stages of potty training, it is advisable to send them in a pull-up and with extra clothes. Children will often be so busy playing that they don't want to take a break to go potty! We recommend that you begin this training process at home in order to maintain consistency for the child. Two sets of spare clothing in a labeled clear ziplock bag need to be left in your child's cubby.

Naps:

Infants nap on their own schedule. If they are younger toddlers, they can nap in the infant room on a mat. Children have a quiet time for approximately 2 hours in the afternoon if they are toddlers and an hour if they are preschool age. (12-2pm) Cots or mats are provided and children can bring their own blankets. We turn down the lights and offer more quiet activities for the children who are only there a short amount of time. All activities are still available for kids who aren't napping- we simply make the atmosphere more conducive to kids who need a little break or want to nap.

This may vary on Saturdays, or teacher in-service days when school is out. We limit the number of school age children there during the week on those days- but our schedule may slightly change.

Outdoor Play Policy: We occasionally play outside on nice days. We have a small fenced in area. There will always be a teacher with them.

Evening Care:

Village Playcare is available for evening care of your children. Our center is secure. The front door is always closed and locked. **Have your children in the center by 7 pm for extended evening hours as we will not open the doors after 7:00pm unless it is for a parent picking a child up.** Children may sleep if they are tired on mats, or cribs depending on their age. Quiet time is two hours before close on Fridays and Saturdays. Feel free to send pj's, a sleeping bag and pillow, if you wish. Kid's all love the slumber party atmosphere! (Access to the center is limited only to parents/guardians of children in attendance.)

Behavior Problems/Disenrollment Policy:

Fostering trust and respect between teachers, children and their peers is a key part of our program. Children need to feel safe in their environment in order to have a great learning experience. Our teachers work to create this trust and a positive experience by establishing clear, simple and consistent rules, modeling the appropriate behavior, assisting in interactions with children and helping them foster communication and problem-solving skills. Children learn to develop self-control and manage impulses.

Safety is our first priority at Village Playcare. If a child demonstrates behavior that endangers the safety and well being of others (i.e. biting), their behavior will be documented and a meeting will be set up with the parents/guardians to come up

with a plan of action. If, after attempting to work with the child and they are still endangering other children, Village Playcare will notify the parents and the child may be suspended of privileges. Other reasons for disenrollment include, but are not limited to: failure to pay for services upon check-out, parent not communicating with the staff regarding child's care, parents not being accessible if necessary (i.e. Not answering cell phones), and parents not complying with Village Playcare policies and state day care rules. Our small, open concept space isn't the right fit for every child. At our discretion we can suggest that a child disenrolls, either temporarily or permanently. Sometimes the open concept space can be overwhelming for certain children. We need to always make sure that our staff can devote time to all children.

Biting Policy:

Biting is a natural part of child development that many children experience. It is normally a temporary behavior that is most common for older infants and toddlers. Biting occurs for many different reasons. A child may be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers are also just developing verbal skills and self-control. Sometimes biting can occur for no apparent reason. At Village Playcare, we will encourage children to "use their words" and staff will maintain constant supervision and interaction with the children at all times. We have a special handout for parents about biting that is available for anyone who requests it.

Safety is a concern for children at Village Playcare and the following policy addresses the action and we will take if a biting incident occurs.

*The biting will be interrupted with a firm "No...we don't bite people!"

*The biter will be removed from the situation

*Staff will comfort the bitten child and assess the wound for the proper first aid. The bite will be washed and a cold press applied if needed.

*An incident form will be filled out and the parents of both children will be notified of the biting incident. Confidentiality of the children involved will be maintained.

* If there are more than two bites in one day, the child will be sent home for the remainder of the day, but can return the next day.

Village Playcare Safety Policy

The safety and well being of the children in our care is our top priority at Village Playcare. Prevention is the key to a safe environment. Staff are trained to be alert and concerned about the children in our care. The following is our safety policy.

- No child shall be left alone or unsupervised. Two staff members will be on duty at all times. Extra staff will be on call to ensure the center meets ratios.
- At least one staff member trained in CPR, First Aid, Communicable Diseases, and Child Abuse Recognition will be on duty at all times.
- The front door is locked at all times. No one is given access into the center that does not appear to have business there. No one is allowed inside the center unless they are there to drop off, pick up or take a potential customer tour. Repairmen should have an appointment, and their appointment needs to be verified with the owner/administrator.
- Only the legal guardian of the children and their designated pick-up people may pick them up. The pick-up person must be specified at drop off to the staff. If we are not sure of the identity of the person picking up a child, (example-during a shift change), you will be **asked for a picture I.D.) Please have your I.D. ready. Once you are in our software system with a picture and fingerprint, we will no longer need your I.D.**
- Children are not allowed into the reception area, except when checking in or out, or in the event of an emergency where children must exit the building.

- Parents will be greeted by a staff member upon arrival and departure of the children from the premises in order to be sure of the child's presence. Children must be checked in by their parents on Procare. Parent's need to label their child's bag and belongings.
- Children will be engaged in appropriate activities. We want them to have a safe, fun time at Village Playcare.
- Children must not climb on or over any half walls or shelving.
- Children are not allowed outside the center unless they are with the person who is authorized to pick them up.
- Food for small children must be cut into small pieces. If using a highchair, the child must be strapped in properly.
- Staff members must keep all areas of the center under observation.
- The telephone for emergency calls or calling parents is located at the front desk. No personal calls are allowed. The line must remain open in case of emergency.
- Fire drills will be conducted once a month, Weather drills quarterly and indoor/outdoor lockdown drills monthly.
- The fire emergency and weather alert plan and disaster plans are posted both at the front and rear doors of the center.
- The back door must remain locked and closed at all times, except in the event of an emergency. All clients, repair people, etc. must use the front entrance.

Incident/Injury:

- **Incident Reports** are completed when an accident or injury occurs. This will remain in your child's online file (accessible through your login)
- All children will have on file an emergency transportation form, which must be filled out prior to the child staying in the center. If a child is in need of emergency assistance at a source away from the center and the center has obtained the consent from the parent or guardian to transport the child, the child's records shall be transported with the child.
- The administrator or staff member accompanying the child to a source of emergency care shall remain with the child until the child's parent or guardian assumes responsibility for the child's care.
- Village Playcare will notify the parent or guardian immediately in the event of any accident, injury, or illness.
- The medical and dental emergency plan is posted by the telephone, as well as all emergency phone numbers.

Medical Emergencies: Guardians are to complete the Registration Form upon initial enrollment and update as information changes. In the event of serious injury, the completion of this form allows Village Playcare staff members to seek emergency medical and/or dental care from medical providers.

If a child becomes injured or ill during our care, a staff member will attempt to contact the guardian. If the guardian cannot be reached, the individuals listed as authorized pick-ups will then be attempted.

If the child requires immediate medical attention, a staff member will remain with the injured child while someone else is to call 911. The guardian or alternate contacts, which ever we can reach first, will then be notified. If the guardian or alternate contact has not arrived prior to the paramedics transporting the child, we will allow the child to be transported to the hospital by ambulance. In this event, a staff member will accompany the child to the hospital and take the child's medical records we have on file.

**** We must have permission to transport your child in an emergency, or they can not be in our care.**

Serious Incident, Injury or Illness:

A serious incident, injury or illness is defined as any situation occurring while a child is in the care of the center that requires emergency medical treatment or professional consultation or transportation, by emergency services only, for emergency treatment. Village Playcare does not provide transportation. The following action steps are taken:

- An incident/injury report shall be completed by the child care staff member in charge of the child when an illness, accident, or injury which requires first aid treatment; any bump or blow to the head; emergency transporting of the child; or any unusual or unexpected event which jeopardizes the safety of the children or staff such as a child leaving the center unattended.
- The completed report will be given to the parent/guardian or person picking up the child from the center (digitally or paper copy). In situations requiring emergency transportation, the incident/injury report shall be available at the center for the parent or guardian within at least twenty-four hours following the incident/injury. Copies of the forms shall be kept on file at the center for at least one year and shall be available for review.

General Emergency:

- In the event of a general emergency, such as an environmental threat, or threat of violence, the following action will be taken:
- **Threat of violence:** Children will be moved to the rear of the center away from any windows. The front door will remain locked (it is always locked-parents need to be “buzzed” in), and police will be called.
- **Fire Emergency:** Monthly fire drills are conducted and reviewed with staff to follow procedure in case of a fire. In the event of a fire, parents are notified as soon as possible of the situation. The sign-in and attendance sheets exit the building with a teacher to ensure all children have been evacuated.
- **Tornado/Weather/Flood:** Drills are conducted monthly March through September. Children are moved to the designated safety area of the center away from any windows according to posted plan. They can remain in the center until it is safe for parents/guardians to come to retrieve their children. In the event of a flood, children are evacuated from the center. Parents are called immediately.
- **Evacuation:** In the event that we are required to evacuate the building, the staff will take the children to a local business (posted on our door, on social media an emailed or texted if possible). We will have access to our check-in system and records via a tablet to maintain safety.
- **Power Failure:** In the event of a power failure, the administrator will contact the power company to determine if it can be restored quickly. Families will be notified if the power cannot be restored within an hour and the center will be closed.

For any of the above emergencies a plan is posted in the classrooms and by all exits.

Staff have been trained in emergency situations and have a cell phone readily available in the event that the center lines are down. If children are evacuated from the center, they are evacuated to Target or another nearby business depending on the situation.

Communicable Disease Policy/Infection Control:

The following precautions shall be taken for children suspected of having a communicable disease. (Village Playcare staff members are trained in First Aid and CPR, and at least one staff member on duty has been trained by the American Heart Association in Infectious Diseases, and Child Abuse Recognition, in addition to the First Aid and CPR. Staff is also trained by the American Red Cross in hand washing techniques and disinfecting procedures.) The center implements the following preventative practices for the management of communicable disease on a daily basis:

- Village Playcare will immediately notify the parent or guardian (by phone) of the child’s condition when a child has been observed with signs or symptoms of illness.
- A child with any of the following signs or symptoms of illness shall immediately be isolated and discharged to his or her parent or guardian:
- Diarrhea (three or more abnormally loose stool within a 24hr period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

- Difficult or rapid breathing.
- Yellow or Redness of the eye, or eyelid, thick and purulent (puss) discharge, matted eyelashes, burning itching, or eye pain.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness. (Thermometers are sanitized after each use.)
- Untreated infected skin patch(es), unusual spots or rashes.
- Unusually dark urine and/or grey or white stool.
- Stiff neck with elevated temperature.
- Sore throat or difficulty swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- The child suspected of having a communicable disease shall be isolated on a cot/mat (depending on age of the child) in the office, where they are within sight and hearing of an adult at all times. All linens and blankets used by the ill child shall be laundered before being used by another child. The cot/mat shall be sanitized with an appropriate germicidal agent, or if soiled with blood, feces, vomit or other body fluids, the cot/mat shall be cleaned with soap and water and then sanitized with an appropriate germicidal agent.
- A child shall not be readmitted to the center if they have had any of the following symptoms within the last 24 hours:

Sore throat	Runny nose
Diarrhea	Nausea or vomiting
Flushed face or fever	Earache
Rash	Inflamed or matted eyes
Signs of parasitic infection (scabies, lice, etc.)	

A child must remain home for 24 hours AFTER a fever has returned to normal WITHOUT TYLENOL.

- Staff must not come to work if they are showing signs of a communicable disease. A substitute will be called.
- The “Child Day Care Center Communicable Disease Chart” shall be posted behind the front desk for reference.

A mildly ill child is defined as one of the following:

- A child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified above, or
- A child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified above.

Any child who is mildly ill can be cared for within the child’s group at the center, and shall be observed for signs and symptoms of worsening condition. If symptoms occur as listed above in # 2, the child will be isolated and discharged from the center.

Medication: With the exception of emergency medication such as epi-pens, and rescue inhalers, parents are not to send any medications, prescription or over the counter, into the facility. Emergency medication should be discussed with and given to a staff member directly. At no time should any child be in possession of any medication, prescription or otherwise, without the direct supervision of a caregiver. Any emergency medications brought into the center will be returned to the child’s parent upon departure. Medication must be labeled with the child’s name and placed inside a ziplock bag.

Prescription medications must have an original pharmacy label displaying the child's name. A Medication Authorization Form will need to be filled out, and kept on file. If you have any questions or concerns regarding this policy, please ask.

****Village Playcare takes pride in having an exceptionally clean facility. All equipment and toys are cleaned regularly. Food service gloves are used when handling food. Please remember to assist your child in washing their hands upon arrival at the center, and when they leave for home. Frequent handwashing is the easiest thing to do to help prevent the spread of illnesses! Attending a child care center will actually help build your child's immunity faster, even though they may have a few illnesses when they first start.**

DISCIPLINE POLICY

Maintaining trust and respect between caregivers, children and their peers is a key part of our program. In order to have an enjoyable experience, children need to feel safe at all times. Our caregivers work to create this trust and a positive experience by setting forth clear and consistent rules. They model appropriate behavior and help with childrens' interactions with their peers to assist in strengthening their communication and social skills. If a child is demonstrating a behavior that endangers the safety of him/herself or another child, or whose behavior is excessively disruptive, a caregiver may choose to utilize state approved methods of guidance and discipline. In the case where discipline methods are used, the caregiver will complete a Discipline Report. Parents will receive a copy of the Discipline report at the time of pick-up, and a copy will be kept on file at the facility. Depending on the behavior and its frequency, a meeting with parents may be required before allowing future visits to the center.

HANDWASHING/DIAPER CARE STANDARDS:

All employees and children shall wash their hands with soap and running water upon arrival at the center. Staff shall wash hands after each diaper change, after assisting a child with toileting or personal toileting, after using a cleaning agent, before preparing or eating food, and before feeding any child. Children shall wash hands after diaper changes, toileting, after sneezing or coughing on their hands, before and after eating. Changing of diapers will be handled in conformity with the following methods:

- Hands of the adult caring for the child shall be washed with soap and water after each diaper change.
- Place a separation sheet (provided by Village Playcare) between the child and the changing surface. The separation material shall be disposed of and replaced with a clean separation material after each diaper change.
- The diaper changing station shall be disinfected after each diaper change with a germicidal agent. If the diaper changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected.
- Any product used (i.e. Diaper rash cream) which is used on more than one child shall be used in such a way that the container does not touch the child. Any product obtained from a common container and applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
- Clean diapers are available (\$1.00 each) and are stored under the change table.
- Diapers or clothing used during diaper changing brought from the child's home shall be stored in their cubby.
- Place soiled clothing in a tightly sealed bag, and store out of reach from children and away from the rest of their belongings. They do not need to be rinsed first.
- Soiled diapers are to be immediately placed in a plastic bag and put into the diaper receptable.
- **Diapers are changed every two hours(unless soiled). If your child is on a different schedule please let us know.**

INFANT CARE:

Village Playcare will only take infants with a minimum 24 hour reservation to ensure adequate staffing and ratios. If you have an emergency, please feel free to call and see if we have availability. We will make every effort to accommodate you- but can't guarantee space for infants without a reservation. Please note that each center is limited to the number of infants allowed on premises. The following are guidelines for infants in our care:

INFANT FORMULA AND FOOD:

Parents of infants need to provide formula, breast milk and infant food. These are the guidelines we follow when preparing infant formula and food. Please leave written instructions daily for your child.

- Infant formula and food shall be prepared and kept in a cooler bag and we'll place in our infant room. We can place it in our refrigerator if needed.
- Dry formula in pre-measured compartments along with bottles filled with water are okay.
- Before preparing formula, we thoroughly wash all equipment to be used with hot water and detergent, followed by a thorough rinse in hot running water.
- Please label the child's formula and food with his/her name and store appropriately upon arrival at the center. Refrigerate immediately if it is already prepared, unless it is a commercial formula, which does not require refrigeration until after it is opened.
- Commercially prepared formula is available to be used in the event that the parent or guardian did not provide a quantity of formula sufficient to meet the infant's daily requirement.
- We will not heat the formula in the microwave but may use a bottle warmer. Parents please written instructions on how their infant prefers the bottle...warm, room temperature, cold, etc.
- If the parent or guardian provides breast milk, it shall be labeled with the child's name and date of preparation and immediately refrigerated. It cannot be stored for more than 24 hours. Mothers also need to complete the state form regarding storage of breast milk.
- The unused portion of formula, breast milk or food remaining in the container from which the infant has been directly fed shall not be reheated or served a second time.
- If no instructions are left for service of food to their child, the infant shall be served formula/and or food in sufficient amounts to meet the most current recommended dietary allowances.
- Food heated in a microwave oven shall be stirred or shaken during heating to avoid uneven heating.
- An infant or a child of any age shall be permitted to nurse at will from a bottle during feeding times or when the child is hungry.
- **Breastfeeding moms:** We have a space for you to breastfeed or pump in the back of the infant room if needed.

CRIBS: Cribs are used by one child at a time and cribs are assigned to each infant. If an infant uses a crib during their stay, the crib is thoroughly cleaned with a germicidal agent and sanitized before use by another child. The crib sheet and blanket shall be changed whenever another child uses the crib. Please remember to send a crib sheet and to take it home at the end of each week if you are using us full or part time. Only children measuring less than 35 inches can sleep in the cribs. We try to have infants over 12 months of age transition to a cot or a mat. Toddlers and preschool children are provided with a cot or mat during rest time.

Resolving Issues: Please email or call us! We will work hard to resolve any issues.

