**Operational Policies and Procedures**

All information herein is current as of December 31, 2021. The information is subject to change. If policies or procedures change, we will provide timely written notice to parents. An additional copy will be posted on the “Parents Need to Know” board.

**PHILOSOPHY**

It is the philosophy of Lakemont Stars In-Home Childcare, that early childhood should be a time of fun, warmth, security, education, exploration and discovery. Lakemont Stars In-Home Childcare will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through the children’s play and small group instruction. The curriculum includes dramatic play, creative art activities, music, science activities, block play, sensory experiences, daily outdoor activities, the celebration of birthdays, and holidays. Children will be exposed to shapes, colors, numbers, and letters through developmentally appropriate activities taught using small group instruction.

**Hours and Fees**

We make every effort to keep tuition and fees affordable. However, when our costs rise, we are sometimes forced to pass along the increase to our families. When tuition increases, we will provide timely notice to parents.

**Hours of Care**

Full-time care hours are 8 a.m. until 4:30 p.m.

Monday – Friday

**Holidays/Closings**

The Center will be closed on the following days.

New Year’s Day\*\*

Good Friday

Memorial Day

4th Of July\*\*

Labor Day

Thanksgiving Day (Thursday and Friday)

Christmas\*\* (the center will close for a period of 5 consecutive days)

\*\* Holidays that land on Saturday or Sunday will be observed on an alternative day or days during the week before or after the holiday. Anytime the center will be closed a notice will be posted as a reminder.

**Enrollment Forms**

Parents are responsible for completing enrollment forms *prior to care*. Forms include a Registration Form, Teacher Information Forms, Infant & Toddler Supplemental Form, Health Forms, Permission Form, Discipline Form, and a Child Release Form.

The Registration Form contains all the general information needed to enroll your child at the center. Some of the information is required by the Washington DEL which licenses our facility. All of the information is essential to the well-being and safety of your child. You must completely fill in all areas of the form on both pages, sign, and return it to the Childcare at the time of enrollment.

The Health Form includes questions about your child’s immunizations, disease history, and medical needs. If you have any additional medical concerns, please talk to your child’s teacher or one of the Center’s staff. This form must be signed by your child’s physician. We must have this form signed and on file prior to your child’s enrollment in the Center. With this form, we also need a copy of your child’s immunization records.

**Tuition and Fees**

Tuition is payable in advance. Parents may pay for the entire month. Payments are considered late on the 1st working day after the due date. A fee of $10.00 will be assessed for each day payments are received late.

Rates are:



**Chain of Concern**

When you have a concern, question, or comment, you should consider Homa as your first resource. We are always able to answer questions, not only about classroom procedure, but also more general questions about child development.

**Non-discrimination Policy**

The Childcare is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against Bullfrogs and Butterflies Child Care Center by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. Box 19030, Austin, Texas 78714-9030 512/450-3630.

**Arrival Sign In & Departure Sign Out**

Parents are required to sign the attendance sheet upon arrival and departure. Every child must be signed out. As a result, no child will be released from the playground area. Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance. We will require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy.

**Injuries**

We make every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Neda and Homa are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at our center.

We will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) We will administer first aid and forward an accident report home with the person that picks up your child at the end of the day.

In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms to make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care.

*Any medical bills that may arise from an accident are the responsibility of the parent.*

**Children's Illness**

Every effort is made by Homa to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses. The frequency and severity of these will vary from child to child. However, an average child under the age of five has six to twelve mild illnesses per year.

When a child is ill, they need a special level of attention and care, and we are not able to provide that care for one child, because we must also consider the rest of the children. Also, when ill children are at the childcare, they are potentially spreading germs to other children. In addition, an ill child is vulnerable to catching a second illness while their immune system is overworked.

If your child is so ill that they need special care, and they are not able to participate normally in childcare activities, they should remain at home.

**The following conditions are causes for exclusion from the Childcare:**

**Fever over 100 degrees**. Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday. The 24-hour waiting period allows your child's immune system to regain strength.

**Fever over 99 degrees with a stiff neck or back**. Children may return only with a doctor's written permission.

**Diarrhea** (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.

**Vomiting** (two or more episodes in the last 24 hours). Children may return when they can retain a light meal.

**Persistent hacking or congested cough with sore throat** (very red or blistered throat). Children may return with doctor's written permission.

**Green nasal discharge** (indicated a respiratory infection which requires treatment). Children may return with doctor's written permission.

**Difficulty in breathing** to the point where child is very uncomfortable or unable to sleep normally.

**Convulsions.**

**Persistent pain in abdomen.**

**Swelling, redness, or throbbing in an injured part of the body.**

**Undiagnosed profuse rash or blisters on parts of the body.**

**Unexpected profuse sweating.**

**Head lice.** Children may return after treatment and removal of all nits.

**Infectious skin or eye conditions** (such as ringworm, impetigo, or pink eye). Children may return 24 hours after treatment with an antibiotic is begun.

**Medications**

We do not administer any medication to the children in our care unless a letter from the doctor.

**Exception:** If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing Lakemont Childcare to administer the medication when symptoms occur for up to a six month period. The authorization must include information on symptoms to watch for. The parent must provide diaper Ointment, Sun Screen, and Bug Repellent labeled with the child's name as well as a parent's signature on the container in order for the Center to administer the product.

**Immunizations**

Immunizations are required of all children attending child care in the state of Washington. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. Please talk to Homa or Neda if you have any concerns. TB testing is not required by the county for children to attend Child Care.

IMPORTANT: You must show proof of the appropriate immunizations **BEFORE** your child can attend the Center. Your physician must sign an Immunization Form.

Every child four (4) years of age or older is required to have a vision and hearing screening yearly. This can be done by your child's physician. We must have current record of this screening for your child to be in care.

**Parent/Child Interaction**

Parents are welcome to visit the Childcare any time during the Childcare hours of operation to observe their child, the Childcare operation and program activities, without having to secure prior approval. Parents may also participate in the Childcare operation and activities.

Parents have the right to breastfeed or provide breast milk for their child while in care. A rocking chair is available in infant rooms for comfortable seating.

**Emergency Preparedness**

In the event of an emergency, operating procedures are in place to ensure the safety of children.

**Evacuation Plans:**

·All employees are responsible for moving children to the designated safe area

·Emergency evacuation & relocation diagrams are located in entrance area.

**Emergency Drills**

Emergency Fire Drills are held to ensure children are accustom to emergency evacuation and relocation procedures.

**Weather Closures**

Contact Homa to see if we are open.

**Clothing & Personal Belongings**

Your child will have the opportunities to experience a variety of activities. Children will be using art materials, enjoying outside play and self feeding at times

All children will go outside for a minimum of 30 minutes per day, weather permitting.

Each child will need one complete set of clothes at the Childcare. Please mark all personal items for easy identification, such as coats, sweaters, gloves, blankets, etc.

\*We will not replace lost articles.

Infants & Toddlers: Parents must provide the following: Diapers or Pull-ups, Wipes, Ointment, Bottles (liners if necessary), Pacifier, and Formula. We will notify parents when their child is running low on supplies. If a parent fails to supply these items; the center will charge $1.00 for each diaper and $10.00 plus the cost of formula (a receipt will be provided)

**Discipline and Guidance Policy**

At Lakemont Stars Childcare, your child will develop self-discipline & constructive self-management of conflicts through positive guidance & understanding that every action has a logical consequence. Behavior modifications begin with re-direction, warnings, if-then statements, time away from the group or activity in The Thinking Spot. A discussion of inappropriate action or behavior to help the child understand what is and is not appropriate will occur.

We reserve the right to refuse or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, bites, or poses a threat against self, staff or the children in care.

**Meals**

►A child that is allergic or sensitive to a particular food. In this case, a physician’s note is required, which

must state which food(s) are to be avoided. In those cases, the identified foods will not be served. Families must provide acceptable substitutions if desired. Please notify the Assistant Director upon enrollment if this applies to your child.

If your child will not be eating the Childcare food, you may provide a meal from home. Please ensure that the meal is nutritious, and do not include foods that will cause problems in the classroom, such as candy, gum, sweets, or soda.

Infants are served whenever they are hungry. All other children eat their meals together with their classmates. Morning snack service starts about 8:30am, lunch starts about 11:00am and afternoon snack is served about 3:00pm.

**Keeping Children Safe**

Reporting Abuse or Neglect: Washington Law requires caregivers to report suspected child abuse or neglect to the law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

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Homa will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.