

Kids Point Program Handbook
605-641-3367

-Prior to Admission Parents Must Complete-

- Complete an enrollment application form
- Submit an immunization forms
- Pay Registration Fee (non-refundable)
- Complete permission and acknowledgement forms
 - Application
 - Child Consent
 - Lunch Meal Plan Contract
- Deposit

Function

Kids Point will be open from 6:00am-6:00pm Monday-Friday. If you need prior to 6am that is on a sign up basis only. We will offer a curriculum to all ages of children attending our Center. Kids Point is christian based with the ABC Jesus Loves Me curriculum. It is centered around the Bible and is non-denomination.

Kids Point South (Rec Center) has babies through 3 year old classrooms. Kids Point Central has daycare, preschool and school age classrooms. We follow state ratios of 1 teacher for every 5 children under the age of three, 1 teacher to every 10 children over the age of three, and 1 teacher to every 15 kids six and older. It is critical that parents are respectful of our scheduling requirements so that we can assure adequate staffing for the number of children served by our program.

Kids Point is a place where children can explore, learn, and grow in their education. Our goal is to lead families and young children to seek a relationship with Christ. We provide a safe, secure, loving environment where appropriate play experiences contribute to the physical, social, emotional, intellectual, and spiritual development of each individual child.

Drop off and Picking Up

Parents and guardians are asked to abide by the schedule provided to the Center. You are expected to drop off and pick up your child at the scheduled times.

****All children are required to drop off by 10:00 AM. This helps the child's day go as smoothly as possible with the center's schedule. It is also very beneficial for the child to be at the center for the main curriculum learning time. If your child will be after 10:00 AM it has to be approved by an administrative staff. Things that would be approved would be for an appointment or an occasional change in schedule. If you arrive after 10:00 AM with no approval from administration your child may be asked to stay home for the day. This is because we evaluate staff at this time and move staff if the need is not there. If your child is not coming or you need approval for a late drop off you need to message on brightwheel by 9:00 AM to notify us so we**

can plan. Parents can admin message on brightwheel or txt 605-641-3367 for approval for late drop off.

If the child is not picked up at the scheduled time, without notification and staffing approval, more than 3 times, your use of the childcare program will be reevaluated. If the child is not picked up by the Center's scheduled closing time of 6pm, a fee of \$1 is added every minute past 6pm. Parents/guardians are expected to message on brightwheel as soon as possible to notify the Center if a child will not attend scheduled times for any reason. Absent hours are allocated toward billing and minimums regardless if the child attends. It is important to notify the Center of any changes in their schedule.

Enrollment Agreement

- A two weeks deposit is due to hold your spot when turning in the application. The deposit will guarantee your enrollment at the Center. If you decide not to enroll your child in the spot that is held you will lose your deposit. Your deposit will be returned at the end of your child's care at the Center as long as your bills are paid in full, your contract is fulfilled, and you gave a two weeks' notice of termination in writing to Kids Point Administrative staff. Your deposit will be electronically deposited within 30 days of your child's last day of termination.
- **A nonrefundable registration fee will be required on admission**
- **There is an annual supply fee every October.** Some of the supplies it covers are nap mats/cribs, nap supplies, initial water bottle, personal supplies per individual child, art and cleaning supplies, ect. It is **\$100 per child for full time and part time status.** Summer program (school-age or seasonal children) is **\$50 per child** and will be paid before the first day of summer. The After School Program is **\$50** at the beginning of the school year.
- If children enroll in the summer program or a seasonal summer position you are contracted from when school is out in the spring until the end date in August. You will be charged your contracted weekly rate if your child is here or not.
- There will be a field trip allowance for each child that the parents will need to pay every month. We will have some free field trips along with field trips that cost more to try and keep the cost down. We want to expose your child to a lot of different experiences and have fun and learn but also want to do it on a budget. Once your child enters the preschool they will have field trips.
- All children 4 years and older need to purchase a rec center summer pool pass to make field trips affordable for the parents. If you purchase prior to April 31 you will get it for half off.
- All children must be signed in and out electronically at the front desk.
- Billing statements will be posted every Wednesday. Parents need to pay by ACH automatic payments every week on Friday. You would go into the brightwheel app and click for automatic billing, or you can manually make the transaction every week. *No checks or cash is accepted.* **There is a fee of \$0.60 for bank account transactions**

and a fee of 2.9% for credit card and debit card transactions per software system policy.

- *A standard billing plan pays at the end of the week and that covers the week your child just attended.
- All payments are to be paid online through our software. If payments are not paid by 8:00 AM Monday evening a \$10 late fee is applied and will continue every Monday until paid in full or terminated.
- *If a bill is late on several occasions you will be asked to change to a pre-pay program. That is you will need to pay on Monday for the week your child is about to attend. If you do not pre-pay your tuition for that week on Monday your child can not be dropped off until it is paid. Your spot will only be held for 1 week and then you will possibly lose the spot.
- Our center asks all parents to give an individual schedule. It is very important for parents to try to stay within their scheduled hours. We plan our staffing around your schedule and if you are early to drop off or late to pick-up, we do not have staff to cover that. We understand that unplanned things come up. If this happens, we expect a notice, and if it is approved by the facility then your child can come early or stay after their scheduled hours.
- *Parents need to message staff by 9 AM to let them know if their child is going to be late or not attend that day. Children are not allowed to be dropped off after 10 AM unless approved by the director/owner.
- If the contract's weekly hours are exceeded, the account will be charged on a prorated basis; the charges will be added to the following week's tuition and are due immediately.
- Full-time children going over 50 hours/week get charged \$10 per hour per child for every hour over.
- If your child is not picked up by the Center's closing time of 6PM you will be charged \$1 for every minute late.
- If a child is not picked up by the scheduled closing time of 6PM and we are unable to get a hold of parents/guardians or the emergency contact, then the Department of Social Services will be notified.
- **There will be an annual cost of living tuition increase every February that goes off of social security website of www.ssa.gov/cola**

Meal Options

Kids Point provides an AM snack and PM snack free of charge to the parents. For lunch parents can choose to pack lunch from home Monday-Friday with no additional costs. If you want lunch to be on our meal plan we provide lunch Monday-Thursday and then parents pack a lunch from home on Fridays. If you enroll in the meal plan option you will stay enrolled until you tell us you want to stop services. Services can be stopped with a two weeks notice to admin staff. You will not be charged for holidays when the Center is closed. If there is ever a snow day or unplanned closure you will still be charged due to Kids Point paying for services at the beginning of the month and preplanning food.

Parent Involvement

We have an open door policy. Parents are always welcome to come anytime of day. If they want to come on field trips or special activities at the center they are more than welcome to join. Lunch time is also a special time and if parents want to come enjoy the meal with them they are more than welcomed to.

Programs/Curriculum

DAYCARE

Kids Point teaches kids of every age starting when they are babies. Kids learn so much the first few years of life and we want to take full advantage of helping your little ones learn and grow. A lot of learning is going to be through hands-on directed play using all of our senses. There will also be a formal Preschool and Pre-K class when children get to 3-3 1/2 years and older. Our Center is divided into different rooms with different ages. Below is a list of the classes:***

- ❖ Baby/Infant Room-. They will have appropriate toys, and room to learn and grow with hands-on learning through play, manipulation, crafts, exploring, climbing and having fun. Babies will get a lot of snuggles, holding, and one on one play time with the teacher helping them increase their muscle tone and help them meet their milestones.
- ❖ Toddler Room- There will be learning through stories, music, imagination play, curriculum and art. It is a fun and loving atmosphere.

PRESCHOOL

- ❖ Preschool Class-Will be our 3-4-year-old children. They cannot go into the preschool class until they are potty trained. We will offer all day Preschool Monday-Friday.
- ❖ Half Day Preschool-Will be offered to children that don't attend the Center. They will join us for Preschool from 8:30-11:30 2-3 days a week depending on availability.
- ❖ Pre-K Class -Will be for our 4-6-year old's that will be attending kindergarten the next year. This will be an all day class Monday-Friday with morning focused on structured learning.
 - ★ Accelerated Pre-K program- We encourage our Pre-K students to not have nap time. During nap/rest time your child can do quiet learning activities with a teacher, center play, and extra socialization skills are learned during this time with friends. This gets them more practice at the skills they have been learning in the classroom. If you want your child to still nap please talk with the center's administrative staff.
- ❖ Half Day Pre-K-Will be offered to children that don't attend the Center. They will join us for class for 2-4 mornings from 8:30-11:30 depending on enrollment availability.
- ❖ Field Trips: Preschool children have a lot of opportunities for field trips. We go bowling, fire and police department, gymnastic academy, swimming, parks, hikes, ice cream shops, ponds, run wild, swimming lessons and fishing are a few.

SCHOOL-AGE

- ❖ Before School Care- This will be offered for parents to drop their 5-14-year-olds kids off at the center as early as 6:00AM. Earlier if approved by admin. We will transport them with our personal van to their individual public school.

- ❖ After School Care- We will go to each individual public school and pick up the children that will attend our after-school program. We will offer them a snack, have an area to work on homework if needed, and also a lot of fun and playing. We understand that they have been doing structured learning all day, so we want to do activities with them and play games, run some energy off, and have fun. If the school is closed or early release Kids Point is opened and will have a sign-up enrollment option for you to have your child come during the day at an additional cost.
- ❖ Summer Program- This will be for 5-14-year-olds children. We will have a curriculum in place for the summer so they keep sharp on what they have learned in the school year. We will tie our learning in with outdoor fun and exploring so we can enjoy the nice summer months. We will also leave the Center for field trips and exploring by doing hikes, going to the park, swimming, fishing, ice cream shops, and swimming lessons. We go on 4-5 field trips a week.
- ❖ The summer program contract runs from when school is out in the spring to the designated day assigned in August. At that time the deposit will be returned as long as bills are paid in full and your contract is fulfilled.
- ❖ To guarantee your child's spot as we transition from school program to summer program and back you will need to keep your child enrolled. If you un-enroll your child for one of the seasons the only way you can get back in is if there is an available spot opened.

Payment Policy & Procedure

- Parents are required to pay a weekly tuition fee at the end of the week of service
- Field trip fees are paid each month

Part-time- Spots are limited and only offered if available. If in a part-time spot you only have your designated days available for care. Drop in care is only offered if spots are available and a 24-hour notice is given. When your child moves classrooms the part time spot is not guaranteed and will have to be reevaluated and negotiated at that time. If there is a holiday on your designated day you can move your available day to come only if there is an available spot. You can do this at no charge. If you want to add a day in the week on occasion this is an option if we have a spot available for that day. This would be charged as a drop in rate. You would need to message admin on brightwheel or txt 605-641-3367 for approval of moving or adding a day.

State Assistance

Kids Point is a State Licensed daycare. State assistance to help pay daycare is offered if you qualify. You can go to www.dss.sd.gov/childcare or call 1-800-227-3020 for more information. We follow all state regulations and procedures. Our staff have background checks, cpr and first aid certified, orientation training, and yearly continued education.

Termination of Care

**Parents must provide a two-week advance written notice if they choose to withdraw their child from Kid's Point Center. If you terminate care Wednesday or later you will pay that current billing cycle plus two more weeks. On this day all payments must be paid in full. If all payments are

paid in full by the last day of care and a two weeks' notice was given, then the admission deposit will be refunded to your account within 30 days.

Refunds or Credit

If a parent overpays a credit will be placed on their account that will transfer over to the next billing cycle. Refunds will be made with the deposit as long as a two weeks' notice was given of termination and by the last day of care all bills are paid in full. Deposit or credits will be electronically applied to your account within 30 days of termination or due credit.

Outside Play

We think it is very important for your child to go outside daily and get fresh air. This helps them run and learn through exploring and playing. This is why we will go outside during our scheduled times unless weather is -0 or to the center's discretion. Parents must dress children accordingly. In the winter; pack hats, waterproof gloves, warm coats, boots, and snow pants if needed. Most parents like to leave an extra set at the center throughout the week. In the summer; have swimsuits, appropriate clothing, and sunscreen. ****Please put the child's name on items.** These items can stay in your child's designated locker area if you choose to do that. We try very hard to not lose any personal items. There are several kids with several items so what you bring there may be a chance lost. So only send if okay to lose.

Seasonal Supplies

Parents are responsible to bring seasonal supplies daily. In the winter snow pants, snow boots, waterproof gloves, hat, and winter coat need to be backed. In the summer parents provide sunscreen and bug spray if needed. The calendar will let you know when you need to pack a swimsuit and towel. It is the parents responsibility to have the child's name on **everything**. The child's seasonal supplies need to be taken home ***every night*** to dry, wash, and or make sure all of the items are there and not missing. If anything is missing message the teacher right away so we can try and find it. You can store items in the backpack if it all fits, or you can take items back and forth in a recycled grocery bag.

Shoes Indoor

If your child is walking we would like them to have a pair of clean shoes to change into. We would like for shoes to be taken off at your child's designated locker area.** When a parent drops off and picks up this is their responsibility to help their child. At their locker they should put on ***CLEAN*** slippers or indoor shoes that they brought. Please write the child's name on shoes/slippers. Indoor shoes that stay at Center staff do write with a permanent marker on the back heel of your child's shoe their name. This is a quick reference so we know what shoes are their inside shoes. If they have slippers they need to have gripped bottoms to prevent falls. Parents should also take shoes off prior to walking into the child's designated classroom area. This prevents germs and dirt from being carried into the area where your child is playing.

Sleeping Supplies

*Kids Point provides nap supplies which include a pillow and blanket. They are stored in an individual case with their name on it to prevent cross contamination. They are washed at the center on scheduled rotations.

Water Bottles

*Kids Point provides your child's first water bottle. If the water bottle needs replaced or it is damaged the next water bottles will be added to the parents invoice and they will be notified.

Nutrition

Kids Point will offer cooked meals that are well balanced. The meal plan provides fresh nutritious lunches. Lunch will be provided Monday-Thursday. Friday parents bring lunch from home. Please have an ice pack in the lunch box because we do not have enough storage space in the refrigerator. This catering service is an added expense to tuition if you sign up for this program. Our menu is monitored to meet state guidelines. All food will be offered but never forced. We encourage children to try at least one bite of every food. Mealtimes are a relaxed time filled with conversation. The Center offers more fresh natural foods. It is very important to us that the child's nutritional needs are met. A copy of our menu will be on the communication board, and a copy will be given to parents. When parents pack a sack lunch, we just ask that it follows the USDA child care nutrition guidelines.

Parents may bring snacks for birthdays, holidays, or just for a special occasion. Please make advance arrangements with staff so we can plan accordingly. The Center will not have an area to store snacks long term. It is very important that parents inform our staff about children's food allergies.

Food Allergies & Sensitivities

Special dietary needs are the responsibility of the parents to inform the Center. On our Enrollment Application parents need to make us aware if there is a current food allergy. To keep your child safe please provide the following information and keep it up to date:

- Physician signed note to verify the food allergy and its level of severity
- Doctor's order for EpiPen, and/or any other necessary medications
- Signed parental consent to administer medication if needed
- Sufficient supply of up-to-date medication
- Updated emergency contact numbers on file and on the attendance form.

Accommodations for food allergies will be made on a case-by-case basis. If the allergy is not severe or life-threatening, then reasonable substitutions will be made to the menu and offered to that child. If the allergy is severe or life-threatening, the specified foods will not be served at all in the classroom. We will notify the families to avoid bringing these foods in. We will also have the child sit an arms reach away from friends to avoid taking their food if a parent accidentally packed a food with the allergy food in it. For the protection and safety of your child we want to make the staff aware of any food allergies or restrictions for the children. A list of the child's food allergy will be placed in the kitchen and also in their individual classroom. All kids will have a place mat with their name and food allergies or restrictions. This will be at the table when they

are eating. If your child does have an allergic reaction the parent will be notified immediately. If we are unable to get in contact with the parent, then we will call the person that is on your emergency contact list. If medication is on hand at the Center, it will be administered by primary teachers if needed. If medical attention is needed your child will be taken to the Emergency Room.

Feeding of Infants

Mothers who are breastfeeding are welcome to visit the program during feeding times as her schedule permits. Breast Milk needs to be brought daily in individual bottles. We will store it in a cooler bag brought from home with an ice pack and warmed via bottle warmer when ready to eat. Formula fed babies can bring a container of formula with the baby's full name on it and the date it is opened. All formula fed babies need an individual bottle that will be left at the Center for feedings. Parents are responsible to provide formula and baby food for their babies. Infants are fed based on their individual schedule. Infants will be held while being fed and no bottles will be propped. This promotes bonding and a sense of security for the infant to staff. Once your child is close to 1-year in age and you approve your child to eat all foods on our one-year-old menu we can start supplying food. There is a consent form for you to sign at this time.

Caring for your Infant

A package of diapers and butt cream of your choice need to be brought with your child's name on them. When your child needs more you will be notified. Parents will also be responsible to bring a package of unscented wipes as needed. These will be shared by all children unless the child has sensitivities we need to be notified. Also bring one extra set of clothes to leave at the daycare. Children under the age of 1 will be sleeping in a crib on their backs with no blankets. They can be in a swaddle sack if it helps them sleep or their parents request. This is regulated by the State to prevent SIDS. All babies will have their individual crib to prevent cross contamination of germs. The crib sheets will be washed weekly at the facility.

Potty Training

Potty training is a very important step in your child's learning and development. It gives them a sense of independence and confidence. For your child to go into the 3-year-old Preschool class they need to fulfill this skill. The main things when training your child is consistency and patience. This will need to happen at the Center and at home to be successful. The parents and Center can form a plan of action when the parents inform the staff that they are ready. We will support both the child and parents through this learning experience. Clothing worn during this stage should be easy to manage and get on and off, so they can work on their independence. Please remember to bring extra clothing and undergarments.

Nap & Rest Time

The children will lay down for nap/rest time daily as laid out on their schedules to meet their individual needs. This will be for children 1-year-old through preschool class. Most Pre-K kids do not have nap time but do make sure to have some quiet reading time to help their brains rest.

During the accelerated Pre-K afternoons they get opportunities for one-on-one learning if they need help in certain areas.

Security

Kids Point has a keypad entry to our facility and classrooms so all of your precious children are safe. We know everyone that is coming in and out of the building and or classrooms. Each family and staff member will be given an individual code to the space. If someone is picking up a child that is not the parents there will be a buzzer they can push or a temporary code , and we can let them through the doors. If someone else is picking up your child, they need to be on an authorization form and must show their ID when picking up your child. If there is an emergency, you can call the Center and tell them who will be picking up your child. Again, please DO NOT share your parent code with anyone.

There will be a computer inside where you scan the QR code to sign your child in and out of the facility. There are also cameras throughout the building and in your child's individual rooms. This again secures their safety. The Center's Director/Owner will be viewing the cameras throughout the day. If there are any concerns they can be reviewed.

Health

Before a child is admitted to the Center, the parent/guardian must submit a written statement signed by a licensed physician, a physician's assistant, certified nurse practitioner or a community health nurse showing the required immunization status of the child and verifying that the child meets the minimum immunization requirements for the child's age as recommended by the South Dakota Department of Health. When the child gets a new vaccine, it is the parent's responsibility to provide written documentation to the Center in one week. In most cases the Center can get it from the South Dakota State website and print out an update form. Just let them know that you received new vaccines. We must work together closely to keep all the children safe and up to date. If vaccines are not kept up to date then the child will be asked to not attend the center until they can show proof of vaccination records.

Children are not allowed to stay at the Center when they display symptoms of illness that may be contagious and expose other children and staff to the illness. We will separate the child from other children. They will stay with a staff member while we call parents. We make every effort to reach the parents. If we cannot reach them in 30 minutes, we will try the emergency contact indicated on the enrollment forms. All parents are informed within 24 hours when any child at the program has a communicable disease. Within one week of the communicable disease the Department of Health will also be notified. Care cannot be provided to your child if they are having any of the following symptoms:

- **A fever of 100.4F or above taken several routes and verified**
- **A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash**
- **Diarrhea (more than 3/day) and/or vomiting**
- **Evidence of head lice or other parasites**

- **Severe or persistent coughing**
- **Rapid or difficulty breathing**
- **Yellowish skin or eyes**
- **Conjunctivitis (red eyes accompanied by a discharge)**
- **Unusually dark urine and/or gray or white stool**
- **Sore throat or difficulty swallowing**
- **Stiff neck**
- **Infected skin patches**
- **Pain that interferes with normal activity**
- **Evidence of infection**
- **Excessive fatigue**
- **Pink Eye-must be on prescription eye drops 24 hours before return**
- **A moist or open cold sore**
- **Any other infection or contagious illnesses**

Children can be readmitted to the center after the following symptoms subside if there is a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others. Or if the child is visibly free from communicable disease, fever free without taking fever-reducing medication such as Tylenol or Ibuprofen for 24 hours and free of vomiting/diarrhea for 24 hours while on a normal diet.

Medication

Medication may ONLY be administered by a primary teacher at the Center with a written consent from the parent. Medication must be kept in their original container with the original label. The label for prescription medications must contain legible directions for use, the expiration date, the child's name, and the physician's name. Medication that has expired will not be used. Medication will be stored in a sealed container in either a designated cupboard or refrigerator as prescribed on the container. Medication will be out of reach of children. If you want the center to administer Tylenol or Motrin a new medication form must be filled out every day. If it is a prescription you can fill out one form and say date ending. If it is a long lasting medication we will need an updated medication form filled out monthly. There is a hard copy available at the center or an electronic form is available on our website.

Immunizations

On enrollment all children need an updated vaccine record on file. Kids Point will look at the SD database for vaccines to keep these records up to date. It is a team effort to make sure all children are up to date. If it is a religious and medical reason your child is not vaccinated an exemption form needs to be signed and on file.

Holidays

We close minimal days in the year. Below are the main holidays that we will be closed for: One day for New Years, Good Friday (Friday before Easter), two days for the 4th of July, Thanksgiving and the day after, two days for Christmas. If there are any other closure days you will have at least a two-week notice. There will be some holidays that are only open for children

that sign up for that day. This helps us give staff days off when we do not have as many children that need care.

Severe Weather

We will continue to have care as long as it is safe for families and staff to travel on the roads. The child care program will only be closed if NO TRAVEL ADVISED due to SEVERE weather conditions such as blizzard & extreme wind. We also follow BHSU closure days and times. We will notify parents by messaging them on our software app.

If Kids Point is in operation during severe weather, care will be continued until the last child is picked up. If the weather continues to worsen, we encourage parents to pick up early. We will notify parents via the software app and have them pick up by a certain time frame.

Transportation

We believe that getting out of the building premises and exploring the community helps the child learn and grow. Throughout the year, especially in the summer months, children 3 years and older get to attend field trip outings. We will explore a variety of places in the area. Parents will be notified prior to going on the field trip and any additional fees that will be applied if the child attends the field trip. If parents do not want their child to attend a field trip they can go into another classroom if there is an available spot for that day. If there is no room in another class the parent will need to keep their child during the field trip time.

Kid's Point has 15-passenger vans that we use on field trips. Every vehicle that is used will only carry the number of children allowed by the vehicle passenger capacity. There will also be proper car seats in the vehicles for proper safety. Parents are always welcome to volunteer and join us on our fun outings.

Discipline Policy

Discipline at Kid's Point will consist of positive guidance, redirection and limit settings. We Prohibit the use of humiliation and frightening or physical punishment. We prohibit peers from administering discipline. We will educate and communicate what is safe, respectful, and responsible.

Staff

We strive to employ people who are warm, nurturing, happy, understand children's developmental needs, and have huge hearts. We seek employees who value working as a team with open communication to the parents and other coworkers. All program staff members are supervised by the Centers Director/Owner.

All Staff are required to complete a criminal background check prior to being involved with your child and must have no report of child abuse/neglect. No staff member will have a felony conviction as outlined in rules/law. We complete a criminal background check screened through the Center Registry of Abuse and Neglect. All Staff members receive training annually regarding

indicators of child abuse and neglect as well as required reporting procedures. By law all Kids Point employees are mandated child abuse and neglect reporters. Therefore, they are required to report any suspicion of child abuse or neglect to the local Child Protection Services, Law Enforcement, or the State's Attorney's Office. They must report to the Director, and then the Director is obligated to report also as a mandated reporter. If any employee is suspected of abuse/neglect during their employment, the employee will be placed on suspension while the charges are being investigated. No staff member will have a conviction of a felony within the past five years, a sex offense, a crime of violence or a crime against children. No staff member's name will be located on the Sex Offender Registry.

Head Teachers must be 18 years of age if independently running the room. Assistant Care Providers must be 14 years of age and under the direct supervision of a Primary Care Provider at all times. All staff is overseen by the Director/Owner. The person that is responsible and oversees for preschool lesson plans is educated and has received either an Early Childhood Education degree or a Child Development Associate Credentials (CDA). All Staff must complete all required training specified for child care center programs that are licensed in the state of South Dakota. The staff will be required to complete a minimal amount of annual training. They are CPR certified and First-Aid certified.

Reporting Changes

The center must report any changes within 24 hours that may affect the ability to comply with licensing rules including a change of facility location, new director, the felony conviction of a staff member or involvement with the Division of Child Protection Services or law enforcement concerning investigations of child abuse or neglect. The center must also notify the State Licensing Department within 24 hours if there is an unusual incident of fire or serious injury or illness that requires hospitalization or death of a child. The provider must immediately report incidents of suspected child abuse or neglect either to the State Licensing Department or to law enforcement officials.

Preventing Shaken Baby Syndrome & Head Trauma

The definition of shaken baby syndrome is: an injury to a baby caused by being shaken violently and repeatedly. Shaking can cause swelling of the brain, internal bleeding, detached retinas leading to blindness, mental retardation, and death. All staff are trained on this topic and signed off during their orientation process. Staff members are trained to step away and other staff members will take over.

Emergency Preparedness and Response

The Center has developed a plan in case of emergencies. This outlines the steps the program will take if a weather or non-weather-related emergency occurs. The plan will be reviewed by the director/owner annually. At the Center we will have emergency preparedness drills. We will have fire drills four times in a year, and one tornado drill at the beginning of the summer. The staff will be trained on this in their orientation and a copy of the plan will be located on the Communication Board for staff and parents to view. A copy can be given to parents per request.

Handling and Storage of Hazardous Materials

Bio contaminants are any living organism such as bacteria, enzymes, fungi, or viruses. They are products that can be hazardous to humans if inhaled, swallowed, or otherwise absorbed into the body. OSHA's definition of Hazardous material is any substance or chemical which is a "health hazard" or "physical hazard," including: chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents which act on the hematopoietic system; agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable, oxidizers, pyrophorics, unstable-reactive or water-reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned factors.

All of our staff will be properly trained on handling, storage and usage of hazardous material and also disposing of bio contaminants. Hazardous material which include all corrosive agents, pesticides, bleaches, detergents, cleansers, polishes, any product under pressure in an aerosol dispenser, and any substance that is dangerous if a child ingested will be locked up and labeled with their original label. Toxic substances will not be stored with medication. Any products not listed above but still have a label that reads "keep out of the reach of children" does not need to be locked up but needs to be out of the reach of children and will be stored five feet above the floor finishes. Non-aerosol sanitizing, disinfecting, and detergent solutions, hand sanitizers, and hand lotions shall be kept out of reach of children when not in use. They do not need to be locked and will be labeled as sanitizing, disinfecting, or detergent (soapy water) solution. Hand soap in bulk containers is not required to be kept out of reach of children. The telephone number to poison control will be readily available for staff incase an emergency situation arises 1-800-222-1222.

A top priority of our staff will be handwashing of both themselves and the children throughout the day. There will be signs up in the Center saying when hand washing is required and when hand sanitizer can be used instead. Children will be educated on proper hand washing and also proper use of covering mouth/nose when coughing and sneezing. Bio contaminants and hazardous materials will be disposed of in their designated garbage area.

Program Activities

Are planned according to the development level of each group of children. Lessons and activities will be linked to the bible through story, song, art, play etc. The program shall provide each child with experiences which encourage self-esteem and positive self-image, social interaction, self-expression/communication skills, creative expression, large/small muscle development and intellectual growth.

Program Schedule

Posted in every individual classroom