

# Lil' Cubs Child Care and Preschool

## **Parent Handbook**



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Lil' Cubs Child Care and Preschool

### **History, Mission, Philosophy, Goals for children and Families:**

History: Lil' Cubs Preschool opened for business in 2006. At this time, there were 12 children enrolled for half day preschool. By the next year the preschool housed 25 children and continued to grow. Lil' Cubs is now licensed for 192 children ages 6 weeks to 12 years of age. The center provides individual classrooms for each age group. Infants, 1 year olds, 18 months to 2 years, 2 year olds to 2 ½ years , 2 ½ to 3 years, 3 year olds, 4 year olds and school-age children.

### **Mission, Philosophy and Goals:**

Laughter, learning and fun are important elements in a child's world. At Lil' Cubs, we believe these are extremely important factors of a quality early learning education program. We believe that while the children are laughing and having fun, they are also learning by enhancing their physical, social, emotional skills. They are growing their communication and intellectual skills each day as well.

Lil' Cubs will provide each child with a nurturing, safe environment filled with warmth and praise. Children's talents will be encouraged to flourish and grow while they are having fun. Lil' Cubs believe that through play, children can learn about themselves and the world around them.

#### Goals for Children:

- children will be safe and healthy
- children will be enthusiastic and curious learners
- children will show competence in social , emotional , physical, cognitive and language skills
- children will laugh and have fun while learning

#### Goals for Families:

- families will feel welcome in the center and classroom
- families will work with the center as partners to help their children be better prepared to develop self-help skills and learn to read and write
- families will advocate for their children

### **Enrollment: Equal Educational Opportunity**

It is the policy of Lil' Cubs not to discriminate in its education program or educational activities on the basis of sexual orientation, race, religion, color, national origin, marital status or disability.

### **Eligibility:**

Lil' Cubs enrolls children 6 weeks to 12 years. Enrollment can be full time or part time as long as the center has openings. Lil' Cubs only enrolls two part time children per classroom so the part time status is only available if there are openings. The center also provides before and after school care as well as a summer/holiday/in-service programs for school-age children. If a child has a custody arrangement every other week, Lil' Cubs still charges each week of childcare.

**Hours of Operation:**

Lil' Cubs will be open Monday through Friday , 6:00am - 6:00pm.

**General Information:**

Prior to the child's program start date, the center must have on file a copy of the students immunization record according to the schedule recommendations and published by the American Academy of Pediatrics as well as a physical with the date of service and signed by a physician documented on form. These forms must be kept current during the time the child is enrolled at the center. Each time your child goes to the doctor, please remember to ask for updated copies. A reminder will be sent to you when your child is due for updated forms.

The maximum class size in each classroom is based on the age of the child and the square footage of the classroom. A staff - child ratio will be maintained:

Infants & 1 year olds	- 1 : 4
2 year olds	- 1 : 6
3 year olds	- 1 : 8
4 year olds	- 1 : 12
5 - 12 years old	- 1: 15

Should a staff member need to temporarily leave the room, the teacher will contact the building administrator or supervisor who will arrange coverage of the classroom to maintain the staff - child ratio.

A non-refundable registration fee of \$50.00 will be due upon enrollment for each child that will attend the center.

**Programs:**

Lil' Cubs offers age appropriate classrooms to develop children's needed skills:

Infants	6 weeks - 7 months	12 children
Infants 2	7 months - 12 months	12 children
1 years	12 months - 18 months	12 children
1.5 years	18 months - 24 months	12 children
2 years	24 months - 30 months	12 children
2.5 years	30 months - 3 .5years	12 children
3 years	3 years - 4 years	24 children
4 years	4 years - 5 years	24 children
School-age	5 years - 12 years	40 children

**Licensing:**

Lil' Cubs Child Care and Preschool is licensed by the Iowa Department of Human Services to serve 192 children. A copy of the licensing rules and regulations is available in the office as well as at <http://www.dhs.state.ia.us>.

Lil' Cubs has routine visits to insure we comply with all requirements of the State of Iowa. Lil' Cubs Licensing Agent's information is as follows:

Debbie Hammen  
Department of Human Services Licensing Agent  
515-362-7819

**Updating Files:**

Each year in December, Lil' Cubs completes an audit of enrollment records. If your child needs any form updated, families will be notified. Your family will also be given your child's file to update, add or delete information and sign off that you have done so.

Copies of forms can be obtained in the office. If your child is scheduled for a yearly checkup, please grab a blank physical and immunization form and take it with you to be filled out by your family physician. Also remember that if you have any changes to your address, phone, place of employment, health insurance etc. please notify the office of these changes.

**Daily Activities:**

A daily schedule is planned in each program which consists of balanced activities. Each class will learn by formal and informal play. Listening is balanced with talking, group activities with solitary time, indoors and outdoors time and quiet play with active play.

**Curriculum:**

Lil' Cubs will use The Creative Curriculum for Infants, Toddler and Preschool. This is a research based comprehensive curriculum designed for ages birth-5years of age. The curriculum also aligns with the Iowa Early Learning Standards. The Creative Curriculum is based on five fundamental principles:

- positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type of quality learning interactions.
- Teacher- family partnership promotes development and learning.

Learning will be fun and exciting each and every day.

**Program Assessment:**

Lil' Cubs Child Care Center and Preschool is visited annually by our Iowa Department of Human Services Licensing agent Debbie Hammen. A copy of our DHS license can be checked out of the office. It can also be found at: <https://dhs.iowa.gov/>

**Supervision Policy:**

Before the children arrive at the center, the teacher will complete the following daily safety checklist indoors and outdoors.

- All safety plugs and electric outlets are covered, heat/AC, water temperature and toilets working properly.
- All cleaning supplies/poisons are out of the reach of children and stored properly.
- Classroom and materials checked-first aid kit, latex gloves, soap etc.
- Daily monitoring environment - spills, sand etc.
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in daily activities.

No child will be left unsupervised while attending Lil' Cubs. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check every two or three minutes on the children who are out of sight. (those who can use the toilet independently, pre-kindergarten, school-age.)

**Child Guidance and Discipline:**

Lil' Cubs is a nurturing community that helps children understand how to treat others and how they should be treated. We will also help children acquire the skills to cooperate and negotiate, make friends and resolve problems and conflicts. As children learn to interact with peers and adults in complex ways, they become productive members of the group.

Challenging Behavior - the teaching staff at the center is trained, responsive, respectful and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. The teaching staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop an individualized plan that supports the child's success. In the event that all measures have been taken and the behavior continues and disrupts the other children, the family will be given a two week notice of service termination.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. If physical behavior continues, the child will be given a two week notice of termination of services. If the behavior is extremely aggressive and endangers other children, termination will be immediate.

Lil' Cubs can not provide one-on-one help in the classroom. We are a private based company, not associated with the school system. If your child requires one on one teacher care, you will be responsible for paying that person's salary.

### **Permissible Methods of Discipline:**

For acts of aggression and fighting (biting, scratching, hitting), staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the main technique for managing challenging behavior rather than punishing them for having problems they have not yet learned how to solve. Staff may also:

- separate the children involved
- immediately comfort the individual who was injured
- care for any injury suffered by the victim involved
- notify parents of children involved / write an accident and/or incident report
- review the adequacy of the teaching staff supervision, appropriateness of the program activities and administer corrective action if there is a recurrence
- if we have gone through our discipline procedures with no success a meeting will be scheduled with the teacher/director and parent. If behavior continues a two week notice of termination will be given to the family

### **Prohibited Practices of Discipline:**

Lil' Cubs does not allow any of the following disciplinary procedures:

- harsh or abusive tone of voice with the children, no threats or derogatory remarks
- physical punishment, including spanking, hitting, shaking or grabbing
- any punishment that would humiliate, frighten or subject a child to neglect
- withhold nor threaten to withhold food or rest as a form of discipline

### **Water Activities:**

From time to time, each classroom will have a chance to explore the water table. During this time, the children will be involved in experiences with science and math concepts. Children with sores on their hands will not be allowed to participate with others to ensure no infectious transmission to others. Outdoor play will be limited to tubs, buckets, containers and water tables. Sprinklers will be used during the summer months for younger children. Water type shoes are required for outdoor water play.

### **Food and Nutrition:**

Meals and snacks are served at regular times. Meals and snacks are at least two hours apart, but not more than three hours apart. Lil' Cubs does serve breakfast from 6:30am - 7:45am daily. Three food groups will be represented at each morning and afternoon snack time as outlined in the USDA guidelines. At least three food groups will be represented at breakfast and five at lunch, one of which includes milk. A written calendar will be posted on the parent information board and will also be located on the Lil' Cubs Website. If the menu changes, an email will be sent out to parents.

Children with special health care needs, food allergies or special nutrition needs will need a written prepared plan from their health care provider. With permission from the family, this information will be posted at Lil' Cubs so that all staff are made aware of the allergies. Special milk and food will be provided by the family.

If your child does not drink milk, you will be asked to sign a milk refusal form.

Staff will keep a daily record documenting the type and quantity of food a child consumes when any child with special food needs is enrolled in the center. This information will be provided to the parents.

High risk food such as grapes, nuts, popcorn, pretzels or large pieces of meat will not be served to children younger than 4 years of age. Lil' Cubs does not use foods or beverages as rewards for academic performance or good behavior and does not withhold food or beverages as a punishment. Teaching staff will not threaten to withhold food as a form of punishment.

### **Outside Play:**

Each child will have the opportunity to have outside time as the weather permits. This allows children to develop their large motor skills, get exercise and be active. All students will participate in outdoor recess unless there is a below zero wind chill factor. All children are required to provide outdoor clothing each day. Appropriate outerwear, hats, boots, gloves as well as shoes are required each day.

The playground does have shaded areas. Between the months of March and October, all families are required to supply sunscreen for their children for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen must be SPF 15 or above and will be applied by the classroom teacher. Parents are encouraged to apply insect repellent to their children before arriving at the center as we do not apply bug repellent. The first sunscreen application is required to be done before the child comes to Lil' Cubs for the day. Sunscreen provided **can not** be in aerosol form and a lotion type of sunscreen is the only form acceptable.

If we are unable to go outside, indoor activities will be set up for recess. Lil' Cubs Staff will complete a playground safety check on a weekly basis.

### **Clothing:**

Your child should wear comfortable, washable clothing as well as rubber -soled closed toed shoes to school. Lil' Cubs does learn through hands-on experience and your child may come home messy. We encourage the use of paint smocks but we can not guarantee that spills or stains will not occur. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please label clothing.

### **Toilet Learning:**

Children that are toilet training training, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines:
  - staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
  - staff changes children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.

- at all times, staff will have a hand on the child if being changed on an elevated surface.
  - surfaces used for changing will not be used for other purposes
  - containers that hold soiled diapers and diapering materials have a lid that closes tightly and uses a hand free opening device. (a step can)
  - diapering and gloving posters will be posted in the changing area to show procedures.
3. All families are asked to provide an extra set of clothing in-case of an "accident" or messy play.
  4. Lil' Cubs will begin working with your child on potty training as soon as you have been working on it and are successful at home.

### **Objects from Home:**

Lil' Cubs has ample toys and learning material for your child. We ask that you do not allow your child to bring toys from home. If your child would like to bring a small stuffed animal (that doesn't make noise) or a special "attachment" item for nap time, it must be small enough to fit in their cubby. Lil' Cubs cannot be responsible for lost or broken toys brought from home.

On occasion, the classroom teacher may ask your child to bring an item from home for a special project or activity at school. The teacher will take every precaution to return the item in the same condition as when it was brought to school. However, if the item is lost or broken, the teacher will not be held responsible.

### **Weapons Policy:**

No student shall carry, have in his/her possession, store, keep, leave, place or put into the position of another student any real weapons on any center premises, school vehicle or any vehicle used by the center for center related purposes. A zero tolerance policy on dangerous weapons - real or play - is in effect: ie, gun, squirt gun, water rifles, pistols, slingshots, toy guns, toy grenades, other similar items such as knives or swords, etc. Violation may result in suspension from the program.

### **Classroom Animals and Pets:**

If you would like to bring your pet from home for "sharing" you are welcome to. The parent must ensure that the animal does not create an unsafe or sanitary condition. The teacher will have children use good hygiene after touching the animal and children allergic to the animal will be excused from the room during the visit. Turtles and large reptiles are not allowed because of the risk of salmonella. The classroom teacher is responsible for checking that requirements have been met.

### **Birthdays:**

Birthdays are an important and significant event in the life of a child. This day helps make the child feel special and receive special recognition. Students who wish to bring treats for their class may do so. They can be homemade or store-bought. Please ask the classroom teacher if there are any specific allergies in the classroom.



### **Nap / Rest Time:**

The Iowa Department of Human Services requires that all children must be provided regularly scheduled nap or resting time. Children will not be forced to sleep but are encouraged to lie quietly for a period of time. Children will be provided alternate quiet activities if unable to rest after a 45 minutes “quiet time” on their cot.

Children are required to bring a blanket for rest time. This blanket will be used and then sent home on Friday to be laundered and sent back on Monday.

### **Multimedia:**

The use of Multimedia in our program is an extension of the teaching and learning process in the classroom. Teachers may select a movie, television or/and computer games titles based on weekly themes. All multimedia must have a rating of "G", "PG" or "E" to be viewed.

### **Infant, Toddler and two year old Program information:**

The following information is specific to the infant, pre-toddler and toddler classrooms:

- parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, pacifiers, blankets, silicone bib and extra clothing.
- formula bottles can either be made at the center or brought in each day pre-made.
- breast milk may be ready to use or frozen. Please LABEL all breastmilk.
- we recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Please let the classroom teacher know if you have started a new food at home.

### **Back to sleep policy: SIDS**

Sudden Infant Death Syndrome (SIDS) is the term for sudden death of an infant under the age of one year that remains unexplained after a complete investigation. It is not known what causes SIDS, however several sleeping methods have been thought to help prevent SIDS. These methods will be used at Lil' Cubs:

- **All infants less than one year of age will be placed on their backs to sleep.**
- **Cribs will be kept clear of fluffy loose bedding and other soft items.**
- **Infants may use a sleep sack if provided by the parent.**
- **Lil' Cubs employees have been trained on SIDS and have sleep sacks to use if you would rather not provide one from home .**
- **There is only arms out swaddling that can occur at Lil' Cubs**

Once a child has been placed on their backs for naps and they are able to roll onto their stomach/side the child will not be moved back to their back. A request for alternative sleeping positions must be accompanied by a signed and dated physician stating the reason for the request. When a child begins care at Lil' Cubs under the age of one, the parent will be given a “sleeping policy” which should be read, signed and returned to the center.

**SIDS Policy / Sleeping Policy:**

Each infant / child will be assigned their own crib/cot. Their cot will be covered in a tightly fitted sheet which will be washed at least once a week. Infants under the age of one will not be allowed to have any type of soft blanket, stuffed animal, bumper pads or any other items in the bed with them. Once they are over the age of one and out of a crib, they will be allowed to have a blanket with them while they sleep. No heads are EVER to be covered. Staff is trained on safe sleep practices. Parents are given and asked to sign a sleep safe policy which is kept in the child's file. Lil' Cubs has had training through The Center for Child Care Resources on Safe Sleeping Practices.

**Communication with Families:**

Communication between families and staff at Lil' Cubs is very important. Written notes as well as phone calls are a great way to communicate with staff. Parents are encouraged to maintain regular, on-going, two way communication with the teaching staff in a manner that best meets their needs - email, in person, notes or phone calls.

Parents and legal guardians are always welcome to visit their child's classroom. As a safety feature, all parents and visitors will check in with the center office or center director. The classrooms also have windows that you can view the children without entering the room, this is important as not to upset the child during the day.

The center also has cameras in every classroom. You can also watch your child on video from the office.

**Arrival of Children:**

All children arriving at the center must be transported using age-appropriate child seats.

When bringing your child into the center we ask that you park in a designated spot and turn the engine off before entering the building. Please hold your child's hand to decrease the possibility of an accident. Parents must accompany children to the classroom and make verbal contact with a staff member before leaving the classroom. At this time is when communication about the child is very important.

If your child is having difficulty with drop off, please try these ideas:

- Establish a regular routine. Whether you kiss, hug and then go. Put items in their cubbies first then kiss and hug. Whatever you decide to do - do the same each day. This way the child will know the routine.
- Separate once. If you leave the classroom and come back in again and again, this will increase the child's stress. If you need to tell the teacher something, please go to the office and they will help you.
- Be reliable. Return when promised. If you pick up at a certain time each day the child will get used to that routine. If they know you pick them up right after afternoon snack and you don't come to get them until the end of the day, the child will become stressed and not want to be left the next day. If you are going to be late, please give us a call and we can make sure the child is made aware.

Throughout the day, each time the children move from one area to another or outside, the teacher will be responsible for counting the children before and after they arrive. A physical count of children will be kept and marked off as children depart for the day.

### **Departure of Children:**

If someone that the staff at Lil' Cubs is not familiar with is picking up your child, they will be asked to show a form of identification. This person must be listed on your paperwork under whom the child can be released to.

Be sure to say goodbye to your child's teacher so they are aware that you have taken the child. Once you have reunited with your child and are departing, Lil' Cubs Child Care Center is no longer responsible for your child. For safety reasons, please do not allow your child to run ahead of you inside or outside of the building.

No child will be permitted to leave the building without an adult.

If parents do not arrive to pick up their child and parents are unable to be reached, the staff will begin trying to contact someone from the Emergency Contact list. If staff is unable to contact anyone, the Director will be notified and the Nevada Police Department will be called to address the situation.

### **Attendance:**

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent, please call the center by 9:00am so your child's teacher may make accommodations to the lesson plan. If a child is absent without notification, Lil' Cubs will attempt to contact the family to check on the child's safety.

### **Field Trips:**

At this time, field trips will be limited to the Nevada and Ames area. The 4/5 Wallabies will be permitted to use the van to go on field trips. Each child under the age of 5 will use a booster seat. Schoolage children will be buckled in using the seat belt. Parents will be informed ahead of time when and where the children will be going. Adult family members may be asked to volunteer to go on these field trips to provide increased supervision and adult/child ratios. They must first pass a background check.

A first aid kit, emergency contact information and emergency transport authorization information for the children in the group will be taken on all trips. Children will be counted every fifteen minutes while on the field trip. Children may use public restrooms if they are accompanied by a staff member and children will never be left alone in a vehicle or unsupervised by an adult.

**Transportation:**

Lil' Cubs has a 15 passenger van that is used in transporting children to and from preschool / field trips. Employees will take precautions to ensure safe travel. A transportation log will be kept and attendance will be taken to ensure that no child is left on the van. Staff will also visually look in the van and under the seats before locking and walking away from the van. Children will be taught safety precautions so they don't unfasten seat belts, hide, jump around etc while riding in the van. A check will be performed after all enter the building and the log will be signed each day. If a child continually misbehaves on the van, the parent will be notified. If the behavior continues, they may not be able to ride the van and parents will be responsible for transportation.

Schoolage children will ride the school bus to and from school during regular school days. If a behavior becomes a problem and tarnishes Lil' Cubs name, it may result in termination from the Lil' Cubs program. The school will discipline on the bus and Lil' Cubs has no authority to do so when they arrive at the center.

**Ethics and Confidentiality:**

Staff follow important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning a child/ren and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are people who deserve respect.

One way we demonstrate this respect is to refrain from talking about children in their presence unless the child is part of the conversation and to refrain from labeling a child negatively or positively. No information about a particular child shall be shared with another child's parent. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults. All teaching staff will receive training in ethics and confidentiality as part of their orientation.

**Children's Records:**

Students' records containing personal information are confidential. Only persons, including employees who have a legitimate educational interest are allowed to access a student's records. Parents may access or request amendments to their child's record at any time during regular business hours.

**Grievance Policy:**

Open and honest communication between families and their childcare program is an essential component of high quality child care. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern with the child's teacher. If additional help is needed, the director will be able to assist you.

If you have a concern regarding some aspect of the program or policy, please contact Amy Coogler who owns the child care center. If you remain dissatisfied, you may contact the DHS licensing agent, Debbie Hammen at 515-725-2663.

**Family Involvement:**

If at any time you feel you need to have a conference with your child's teacher concerning their education, please contact your child's teacher to set up a time to meet. Lil' Cubs has a private office area where this may be held.

Lil' Cubs does not have set conferences. If you would like to conference with your child's teacher during the school year to discuss their progress, please contact the teacher to set up a time.

Please remember not to send Facebook messages regarding school related topics to your child's teacher. This is not an appropriate way to communicate with your child's teacher. Our business hours are from 6:00am to 6:00pm and will discuss items during that time.

The infant, pre-toddler and toddler classrooms will have daily contact through a daily sheet that will be sent home. If the teacher or parent feels they need to discuss issues concerning the child, a conference time will be scheduled.

**Newsletters:**

Classroom newsletters will be distributed at the beginning of each month. This will inform you of upcoming activities during the month and include upcoming information such as field trips, permission slips, center activities, closings, classroom visitors etc. These will be sent to via your email address through Smartcare.. Please keep your child's file up to date so we have the correct email address at all times.

**Room Transitions:**

Your child will transition to a new classroom when he/she has reached a developmental milestone for the particular classroom. As the time for a new transition approaches, you will receive either written or verbal information about your child's classroom change. Both your child's current and future teacher will help during this process. The child will be introduced to the new room gradually as to familiarize them to the classroom, children and curriculum.

**Daily Sheets:**

Children enrolled in the infant, pre-toddler and toddler room will receive a daily recap sheet each day. This sheet contains information about toileting, meals, naps, disposition and activities.

**Health and Immunization Certificates:**

Upon enrollment, health records that document the dates of service shall be submitted that show the child is current for routine screening test and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

When a child is overdue for any routine health service, parents will be contacted by the center so these can be brought up to date. The only exception to this condition is when there is a religious exemption where a document stating such must be on file.

### **Health and Safety Records:**

Health and safety information collected from families will be maintained on file for each child enrolled in the center. These files are kept current by updating yearly and are also kept confidential.

### **General Health and Safety Guidelines:**

- All staff must be alerted to the health of each child, known allergies or special medical conditions.
- When a child is under the supervision of Lil' Cubs, all staff must be alert to the whereabouts of all the children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are familiar with evacuation routes and procedures.
- All staff are to follow proper procedures for hand washing, using disinfectant and follow universal precautions to prevent infections.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" (Universal Precautions) yearly.
- All staff members will be certified in first aid training and CPR including managing a blocked airway and providing rescue breathing for infants and children is always present with each group of children.
- Staff is also trained on Mandatory Reporting and completed ongoing education yearly.

### **Illness Policy and Exclusion of Sick Children:**

For the safety of the other children and staff, it is mandatory that sick children not be brought to the center. If your child has any of the following symptoms during the night, she/ he will not be admitted the following morning:

- fever of 101.4 degrees F or higher**
- vomiting**
- diarrhea**
- pink eye or drainage**
- cough with congestion and excessive nasal discharge**
- difficult or rapid breathing**
- open sores, unexplained rash, yellowish skin or eyes**
- contagious disease (chicken pox, strep throat, RSV etc.)**

The center's established policy for an ill child's return is as follows:

- fever free for 24 hours and not on fever reducing medicines
- chicken pox, one week after onset or when lesions are crusted
- strep: 24 hours after initial medication
- vomiting/diarrhea: 24 hours after last episode
- pink eye: 24 hours after medication or when no drainage is present.
- hand foot mouth - after all lesions are crusted over

Upon arriving at school, the child is observed by the teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in daily activities. If a child requires more care than the staff is able to provide, the parent will be contacted. If a child becomes ill during the day, parents will be contacted to immediately pick up the

child from the center. During the waiting for pick up period, the child will be provided a quiet place to rest while still being supervised until the authorized person arrives. Please make sure all numbers remain accurate at all times with the office so we can always contact you if needed.

### **Reporting Communicable Diseases:**

In the event that a communicable disease occurs at the center, families will be notified by a posting on the door. This sign will also include details of symptoms, mode of transmission, period of communicability and the control measure Lil' Cubs takes when this event occurs. Please let staff know if your child has been diagnosed with a communicable disease.

Additional information regarding illness or disease may be obtained from:  
Tara Berstler, 515-232-9020 ext 118 / [tara.berstler@micaonline.org](mailto:tara.berstler@micaonline.org)

### **Medication Policies and Procedures:**

*Policy:* Lil' Cubs will administer medicine to children with written approval by the parent and/or healthcare provider for a specific child. Because administration of medication in the program is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside program hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

*Procedure:* The designated person coordinates and/or administers medication during program hours only if the parent has provided written consent and the medication is available in an original labeled prescription child resistant container. In most cases, the Director and/or Assistant Director will be responsible for administering medication. In the event that a medication error should occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's file at the center.

Prescriptions and over the counter medications must be given to the Director or Assistant Director in the original container with the child's full name on the label. A signed Medication Authorization form must be filled out and signed before the medication can be given. Forms are located at the front desk. Parents must provide a spoon/cup for medicine to be given with. No medication should be given in a child's "cup" to be finished up here at the center. This is extremely dangerous since another child could pick it up and drink from the cup. Medication must be in the original container with child's name.

Medications are stored in a locked box or a high cabinet while at Lil' Cubs. Unused medication will be immediately returned to the family and will not be stored at the center.

### **Documentation of Health Incidents:**

Each time a parent is contacted regarding an ill child or symptom of illness, a note will be added to the Health Incident Form in each child's file. This form will be kept in the child's file throughout their enrollment at the center and added to as needed.

### **Documentation of Accident/Incidents:**

Staff members shall document accidents and incidents that occur at Lil' Cubs. If the injury is serious, the parent will be contacted. When a parent arrives to pick up the child at the end of the day, the parent will be given a copy of the report. This report will be placed in the child's file by the Director / Assistant Director. If a head injury occurs at the center the parent may receive a phone call to explain what happened and what is being done for the child. If it's just a "bump" on the head, the child will be monitored.

### **Hand Washing Practices:**

Frequent hand washing is the key to preventing the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. Lil' Cubs follow these practices:

- staff members and those who are developmentally able will learn proper hygiene and taught hand washing procedures.
- hand washing is required by all staff, volunteers and children when arriving for the day.
- after diapering or using the toilet (use of wet wipes is acceptable for infants)
- after handling body fluids (blowing nose, coughing on hand, blood, vomit etc)
- before meals and snacks, preparing or serving food, or handling and raw food that requires cooking.
- after playing in water that is shared by two or more people
- after handling pets / animals, using sand, dirt or surfaces that might be contaminated.

#### **Adults also wash their hands:**

- before and after feeding a child
- before and after administering medication
- after assisting a child with toileting
- after handling garbage or cleaning

Proper hand washing procedures are:

- wetting hands under running water and using liquid soap
- rubbing hands together for at least 10 seconds including back of hands, wrists, between fingers, under and around jewelry and under fingernails.
- rinse well
- drying hands with towel not to touch faucet with just washed hands

In the event of blood, gloves are required and hand washing directly afterwards. Hand washing sink is used for no other uses.

### **First Aid Kit:**

A first aid kit is located in the office and by the playground door. They are fully equipped in accordance with Health Child Care Iowa. If items are used during the day, they are replaced immediately. The first aid kit is inspected monthly. There is also a first aid kit in the Lil' Cubs Van.



**Fire Safety:**

Fire extinguishers are located in the 3 year old room, 4 year old room, kitchen, hallway, schoolage room and by the front door. This is in accordance with the state fire marshal. The fire alarm system is serviced annually. Smoke detectors, fire alarms and carbon monoxide detectors are tested monthly. Fire Drills are conducted monthly and recorded on a log. Fire escape routes are posted in each classroom. Fire extinguishers are also serviced yearly. The state fire marshal also contacts bi-annual inspections of the building.

**Cleaning and Sanitizing:**

Each classroom has a schedule for cleaning toys and equipment. Bleach water will be used to sanitize toys and equipment and allowed to air dry. Bleach water is made each day to insure proper disinfectant principles. The solution is one teaspoon of bleach to one quart of water.

Machine washable cloth toys that have been placed in a child's mouth will be laundered before another child can use the item. If an item cannot be cleaned or sanitized, it can not be used.

Staff will be trained in cleaning techniques and proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials.

All cleaning products will be kept out of the reach of a child.

**Inclement Weather:**

Lil' Cubs will remain open during severe weather. However in the event of extreme weather, Lil' Cubs may need to close to assure the safety of the children, families and staff. The Owner and Director will monitor the weather and local news stations to determine when it is necessary to close the center, let out early, have a delayed opening or cancel the day altogether. Cancellations that occur before the center opens may be found on the following resources:

- an email will be sent out to parents
- a post on Lil' Cubs Facebook page
- a voice recording on the answering machine

**Smoke Free Facility:**

In compliance with the Iowa Smoke-free Air Act of 2008, Lil' Cubs is smoke free. A No Smoking sign meeting the law's requirements is posted at the entrance to the building to inform people that they are entering a non-smoking place. This includes the playgrounds and parking lots. No smoking is allowed within sight of a child. No vaping is allowed on the grounds either.

**Substance Abuse:**

Persons under the influence of drugs or alcohol will not be permitted on the premises. At no time will a child be released to a person who is under the influence of alcohol or drugs. The Nevada Police department will be immediately notified.

**Mandatory Reporter:**

By law, the State of Iowa and the Department of Human Services require we inform you: We are required to report any suspicion of child abuse or neglect. It is not our job to determine the validity of such suspicion, but simply to report it.

**Volunteers:**

We encourage families and friends to take an active part in the education of the children. Please contact the teacher and/or the Director if you would like to be a school volunteer. We have volunteer job descriptions that define the role and responsibilities of a volunteer. For Safety reasons, no person with a substantiated report of child abuse or neglect will come in contact with children in the center or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment not more than one year old.

**Staff:**

Lil' Cubs has policies set in place that define the roles and responsibilities, qualifications and special training needed to be employed by the center. Hiring procedure include completion of the following checks:

- criminal record check / FBI fingerprinting
- free from history of substantiated child abuse/adult abuse
- education credentials
- verification of age
- completion of high school or GED
- personal references
- current health assessment

**Orientation:**

Employees must know their roles and duties while working with the children at Lil' Cubs. New staff are required to participate in the orientation program that introduces them to the fundamental aspect of the program. We use a program titled New Staff Orientation presented to us by The Center for Childcare Resources. We also have an orientation form that will be completed by the classroom teachers with the new employee.

**Staff Development Activities:**

Staff at Lil' Cubs are required to take classes throughout the course of the year. Teaching staff will be informed of professional development activities provided by Child Care Resources and Referral, the local Early Childhood Iowa areas and the Area Education Agency. Staff are expected to attend all training and meetings throughout the year. Training focuses on early childhood topics relevant to the program. Staff is also evaluated at least annually by an appropriate supervisor and/or Director.

**Fees and Billing Policies:**

Payment Agreement - tuition is posted on the Lil' Cubs website.

Upon enrollment, a Payment Agreement and Rate sheet are provided. Please read over every aspect of the agreement before you sign and return to the office. All payments are due on Friday for the upcoming week. Payments not received by 5:00pm on Monday will result in a \$15.00 late fee unless special arrangements have been pre-approved.

Payments are accepted through debit, credit, automatic withdrawal, cash or cashier's check. Payments can be placed in the payment box by the reception area. Receipts for cash will be given. Lil' Cubs uses the Smartcare App for easy payments.

**Multiple Child Discount:**

Families with two or more children will receive a 15% discount on the oldest child when at least one child attends full time. Full time care is defined as more than 5 hours a day / 5 days per week.

**Full Time Enrollment:**

Full time enrollment is defined as: any child that is enrolled in the program more than 5 hours a day and 5 days per week 12 months out of the year.

**Part Time Enrollment:**

Lil' Cubs does offer part time care. Part time care consists of 3 or 4 days a week.

Two days a week may be a possibility if there are other families seeking part time enrollment and they are able to coordinate their schedules. This arrangement must be made and approved by the director. Part time families are not eligible for vacation days.

**Tuition Payment Late Fees:**

A \$15.00 late fee will be applied to a client's account if payments are not received by Monday at 5:00 pm of the week of care. If tuition is not paid by the following Friday then your child will not be allowed to return until the account is paid in full.

**Returned Checks/ Insufficient Funds:**

A \$35.00 charge will be applied to your account for all returned checks or direct deposit payments rejected due to insufficient funds. Missed payments and late fees must be paid by the end of the month. If a payment plan needs to be made, please contact the office.

**Delinquent Accounts:**

Families that are more than 2 weeks behind in payments may have their childcare services terminated. For information on a child care assistance program that will help cover the cost of child care, please speak to the Director. A payment plan must be agreed upon to continue services.

### **School Age Early Out / Late Start and No School Days:**

In the event that Nevada Public schools have an early out and / or late start due to weather or other cancellations for the school day, an additional fee will be applied to your account. (If your child attends that day) When there is a late start / early out, it is a flat fee, no sibling discounts given)

#### **Additional fees:**

Early Out	\$ 0.00 per child if it's a one hour early out
Early Out	\$15.00 per child (full time school age 2 hours early out)
No School	\$25.00 per child (full time school age student)
No School	\$35..00 per child ( <b>drop in</b> and not already enrolled daily)
Late Start	\$15.00 per child ( <b>drop in</b> school age student)

### **Note to school - aged parents:**

Lil' Cubs staff automatically assumes that your school-aged child has been abducted if they are scheduled to attend Lil' Cubs and do not get off the bus when dropped off at our center in the afternoons. Please make sure you let us know in writing when your child will not attend on a scheduled day. If we do not get a written confirmation from you stating alternative care plans for your school-age child, expect a phone call from the center Director or staff member to verify the whereabouts of your child. If your child is sick and did not attend school, please give the center a call and let them know.

### **Holidays and Vacation:**

#### **Paid Holidays:**

Lil' Cubs will be closed in observance of the following holidays:

*New Years Day	*Memorial Day	*Independence Day
*Labor Day	*Thanksgiving	*Christmas Eve
	(and the Friday after)	*Christmas Day
*We will also close at noon on Christmas Eve and New Years Eve		

If a holiday falls on a Saturday, Lil' Cubs will close on the Friday before. If the holiday falls on a Sunday, Lil' Cubs will be closed on the Monday after. All clients are required to pay for these holidays so we can pay our well-deserving staff. you are required to pay for the holiday even if the holiday is during your requested vacation day(s) off.

### **Vacation Days:**

Lil' Cubs offers 12 vacation days per year (September - August) which is equivalent to 1 day per month to all children who attend full time. (5 days a week - 12 months a year) For example, if your child's start date is March 15th then you will only be eligible to receive 6 vacation days. The vacation days are per child. Any vacation days not used by August 31st of each year will expire. Vacation days may not be used on a paid holiday. Requests for vacation days must be made in writing at least one week in advance. The vacation memo book is at the front counter. These can not be used toward your two week notice.

**Extended Absences:**

In the event that a child needs to take an extended absence, such as summer break due to being a teacher, hospitalization, maternity leave and wishes to return to the program after a period of time, a written notice needs to be put in the vacation notebook. Also, a non-refundable fee of \$150.00 per month per child must be paid before on the first day of each month gone) This rate is non-negotiable and will not be prorated due to a middle of the month end/start date. If at any time the client decides to terminate services during the extended absence period the extended absence fee is non-refundable. You will still be required to pay a two week notice and the holding fee will not be prorated into that amount. If the leave of absence is for other than a teacher or maternity leave, the Owner / Director must approve the leave. The Extended absence can not be automatically guaranteed and each case will be reviewed before the extended absence is granted.

**Emergency Procedures:**

General Procedures:

Next to the telephones is a listing of the facility's exact location including addresses and landmarks to assist emergency personnel in finding our location as to assure the staff's ability to properly guide the authorities to our facility.

It is the responsibility of the Lil' Cubs Director to keep all staff members, including any part time volunteer staff, informed of their individual duties and responsibilities in the event of an emergency.

Three steps are:

1. An emergency evacuation diagram
2. A complete detailed procedure, in writing, outlining each staff member's individual responsibilities in the event of an emergency.
3. A synopsis of the written procedures, including the exact directions to the center, posted near the telephone.

Emergency medical personnel regularly visit the center to ease the fears of children in the event of an emergency.

**Fire Emergency:**

1. Fire drills will be held monthly. All fire drills will be documented in the fire drill log which will be kept available at the center.
2. Immediately upon discovery of any kind of fire in the building, or to initiate a fire drill, the fire alarm will be sounded.

**The electrical fire alarm in this building is not monitored by the fire department. In the event of a fire, the fire department will be summoned by telephone by the Security Company.**

3. Upon hearing the fire alarm, staff members will immediately react as follows:
  - teachers will instruct the children to line up at the door in a single file line.
  - the teacher in-charge of the class will immediately take the children along with the attendance sheet & emergency bag out through the closest exit door.
  - once in the designated meeting place, the teacher will have the children sit down quietly and take roll using the daily attendance sheet.
  - if any child is unaccounted for, the fire department will be advised immediately.
  - the staff will not leave the children for any reason, re-entering a burning building is strongly discouraged.
4. The children that are unable to walk out of the building on their own will be placed into an evacuation crib and wheeled out of the building. Specific cribs have been purchased for evacuation purposes.

The teacher will reassure the children and make every effort to maintain good composure at all times. Children will be released to their parents or persons on the emergency contact form. Arrangements have been made with Nevada Automotive to get out of the weather if extreme weather conditions permit immediate shelter. (i.e. - rain, extreme cold or heat etc...) A backpack full of supplies will be taken with us as well as emergency phone numbers in case we need to contact parents of the center needing to close. Our cell phone at the center is also programmed with each family's numbers, facebook and website will be updated for parents to keep informed of the situation.

### **Tornado Emergency:**

Tornado drills are held at least once per month. These drills will be documented on the tornado drill log and kept available at the center.

### **Tornado Watch:**

Upon learning of a tornado watch in the area, Lil' Cubs will immediately and continuously monitor the weather until such time as the facility is closed and all children have left with their parents or the weather watch is cancelled.

### **Tornado Warning:**

Should weather conditions deteriorate and a tornado warning is issued, the center will initiate the following tornado procedures:

- the teacher will instruct all children to keep quiet and form a single file line at the classroom door.
- the teacher will take all of the children and the daily attendance sheet to a predetermined location. The children will sit quietly with their legs crossed, attendance will be taken.
- the children will remain in the predetermined safe location until tornado warning has been cancelled.

**Power Failure:**

Staff members and children will remain in the classroom if at all possible, proceed with activities as usual or may go outside to the playground until power is restored.

If power cannot be restored within a reasonable amount of time, the center will close and the parents will be contacted. Teachers will begin calling parents for immediate pickup.

**Blizzard / Severe Winter Weather:**

The Director and Owner will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center or cancel care for the following day. Teachers will aid in contacting parents. Daily routines will continue until parents arrive.

**Serious Accident or Illness:**

In the event that any child is seriously injured or become seriously ill while in attendance at Lil' Cubs, the following will take place:

- The teacher will remain with the sick or injured child. Emergency first aid is to administered as necessary.
- Reassure the child to keep calm until the emergency medical personnel take over the child's care.
- A staff member who witnessed the emergency will accompany the child to the local hospital. Staff will bring the child's physical exam, immunization records and Emergency Contact Consent form.
- The parent will be contacted ASAP

It is EXTREMELY important that the Emergency Contact Consent forms are kept up to date. It is the responsibility of the parent to complete this form and make all corrections to the information when necessary.

**Missing or Abducted Child:**

In the event that a child is missing or thought to have been abducted, the following procedure will be carried out:

- The staff member responsible for the child will search the premises for the child.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been search, the facility director should be notified that the child is missing.
- The staff member should also double check to confirm that the child has not been picked up that day by their parents.

If the child has not been found, a lockdown begins. During a lockdown, the procedures are:

- all exits are monitored by employees letting no one in or out of the facility
- 911 will be called by the teacher in-charge of the child
- the teacher has the best knowledge of what the child is wearing along with distinctive features.
- keep other children calm and stay in a regular routine.

The following information will be written down and given to the police;

- child's name, age, height, weight, date of birth, and hair color
- child's clothing worn that day, identifying features
- time at which child was noticed missing
- if a child abduction is suspected, were there suspicious vehicles or persons located around the child care center. If so, descriptions written down as well

The Center Director will notify the parents that the child is missing from the center. While the police are en route, the child care center will continue to look for the child. They will look in every cabinet, closet, cubby, and every other location a child could hide.

Once the police arrive at the center, all information will be given to them to help in locating the child.

The police should be asked to activate an Amber Alert by the facility Director or person in-charge.

### **CPR / First Aid / Mandatory Reporting / Universal Precautions:**

Each staff member will be trained annually in the areas above.

### **Security:**

Lil' Cubs has a front door that will be locked from 8:30am to 4:30pm. If you come to the center during this time, the door will be locked and you will need to ring the doorbell, which is located in the breezeway. If staff becomes aware of a potentially unsafe situation, the doors and windows will remain locked until the situation becomes safe again. The classrooms will also remain indoors and the front door will be monitored. Police will be called in the event they are needed to help in the situation.

### **Biting Policy:**

Biting is a common behavior among children from birth to three years of age. Every effort will be made to determine the reason for a child that begins to bite other children. Parents will be notified if the biting becomes more than a "normal" situation. When biting occurs, the teacher will record incidents and document observations to better understand the context before and after a bite. (who, what, when, how & where). Teachers will also note the location and availability of staff during the incident to ensure proper supervision is taking place. Staff members will discuss the situation and be proactive to not let the situation happen again. Staff will do everything to prevent future incidents.

On very rare occasions that the biting continues without improvements, Lil' Cubs reserves the right to ask the parent to remove the child from the program so that the parent can find another learning environment that will better meet the child's needs.



**Intruder Policy:**

In the event that an intruder enters the building, an alarm will be sounded. When staff hears the alarm, they will quickly decide how to exit the building to get away from the intruder. They can exit through doors or windows and get away from the building as quickly as possible. Children are able to be housed in the bank across the street or car dealership. If they are unable to exit the building, the teachers need to gather the children together and keep them calm. The teachers also need to call 911 or pull the fire alarm to summon help. Drills will be conducted and instructions will be posted.

**Behavior Policy:**

Any child that shows physical behavior towards another child or staff member in any form which may include but not limited to: hitting, kicking, pushing, punching, throwing items at or any other type of behavior that may cause injury to another child or staff member will not be tolerated.

If any of the inappropriate behavior occurs, the following procedure will begin:

1. A verbal and written warning will be given to the parents regarding the incident and a course of action will also be discussed.
2. Your child will be suspended from our program for up to 3 days.
3. Your child's child care services will be terminated immediately.

Parents in the 3 year old / 4 year old / school age rooms will be required to sign a behavior policy which will be kept in the child's file.

**Food From Home:**

Lil' Cubs allows food from home to be brought into the center. If the food is for a birthday party/special occasion is brought in, the parent will be informed of any allergies that may be in their child's classroom. Signage is also posted on the outside of the classrooms for all parents to know if there are special food accommodations to be made.

If a child brings their own food from home for lunch, the food needs to be ready made. Quick items such as mac and cheese, chicken nuggets, leftovers that can be warmed up in the microwave can be brought. We are not able to "make" food for your child for lunch. The child is not allowed to share food with friends.

### **Evacuating Nevada: Bomb / Chemical Spills**

In the event we need to evacuate the town of Nevada, we will be using the center owned vans as well as employees cars and vans. The children will be taken to the Ames Public Library where parents will be allowed to pick them up. The parents will then be allowed to sign them out for the day. An emergency roll sheet will be printed and brought with us to allow us to keep a headcount and mark the children off as they leave. The emergency roll sheet also has phone numbers of parents to contact once we have reached our destination. We will take our emergency pack on departure. Staff will have cell phones in case we become separated we can call other staff. The First Aid kit is located in an emergency bag and on Lil' Cubs van.

### **Withdrawal from the program:**

In the event that you feel it necessary to withdraw your child from the program, a two week written notice is required. If a two week written notice is not given, the parent or guardian will be responsible for a two weeks of payment. This two week period allows the center time to enroll another family in your family's spot. Please remember that vacation days can not be used for your two week notice. You will still be responsible for payment for the two weeks. If the two week notice is not paid and the center is unable to collect the money from the family, the family will be contacted by a collection agency.

### **Pandemic:**

If there is ever a pandemic of major proportions, Lil' Cubs will follow the guidelines given by the State of Iowa and The Department of Human Service. Whether it is closing, lowering the class size or other recommendations, our center will abide by the guidelines.

- In the event of closure, the center will close its doors for the duration set forth by the State of Iowa / DHS. We will not open back up to the public unless we are given the right to do so.
- If we are required to lower our students per classroom, the following will be our procedure. The center will first take requests from the families that choose to initiate the holding fee. Once those families have contacted the Director, we will then determine how many open spots are in each classroom. If the classroom still has a high enrollment, the Director will contact the families to see if anyone else is able to help by starting the holding fee. In the event that we still have a high enrollment and we need to lower numbers, the process will be determined by the families' enrollment date. Such as a first come, first serve type of procedure.
- Since it is impossible to foresee a pandemic in the future, tuition payments will be addressed at the time of the pandemic. Whether we suspend the weekly tuition charge, charge the monthly holding fee, charge half price or full weekly price. It will be determined by the circumstances as they occur.

**Behavioral Disclosure:**

If your child has been diagnosed with behavioral issues, been terminated by another program - in home or otherwise and you are not forthcoming with these behaviors, it may result in immediate termination from the program. We are a private business that does not have the means for a one on one helper for your child. Staff will try using all of their knowledge we have regarding helping your child succeed. AEA (Area Education Agency) may be called in for help if staff can no longer handle the behaviors. Please know that physical behaviors towards others can result in immediate termination from the program. Lil' Cubs reserves the right to provide care to any child / family. Lil' Cubs will not hire extra employees to care for your child individually. There are other facilities that will be recommended to help the family find the correct care for the child. Lil' Cubs staff is not specifically trained to teach children with special needs or behavioral issues.

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