



# **MT ZION FAMILY DAYCARE**

**916 Yuma Street**

**Manhattan, KS 66502**

**(785) 380-7610**

**(785) 587-9140**

**[mtzionfamilydaycare@gmail.com](mailto:mtzionfamilydaycare@gmail.com)**

## **PARENT HANDBOOK**

## **I. MISSION STATEMENT**

Our Mission at Mt Zion Family Daycare is to provide affordable, quality child care and early education to the Manhattan Community and surrounding areas to enhance the growth and development of children and their families.

## **II. PHILOSOPHY**

We believe in the development of the whole child. Our curriculum is designed to focus on the creative, emotional, intellectual, physical, and social growth of each individual. The purpose of our approach is to foster competency in the young child. While the emphasis is on children, family involvement is encouraged and supported.

We encourage our children:

- to be competent and confident in their abilities
- to be self-directed in a constructive, creative manner
- to be successful in future educational experiences
- to develop a love for learning and the ability to know how to learn
- to develop self-control and a sense of right and wrong
- to feel good about who they are
- to learn cooperation with other children as well as adults
- to reach their full potential in emotional, intellectual, physical and social development

## **GOALS**

Mt Zion Family Daycare strives to meet these goals for each child:

1. Offer a curriculum which encourages social, emotional, physical, and intellectual growth.
2. Teach the child to relate to others, to value friendship, and to respect all people.
3. Provide a safe, comfortable environment for the early learning and growth processes.
4. Help each child learn to develop self-discipline and independence and to deal with his/her emotions in an appropriate manner.
5. Provide a well-balanced schedule of activity and quiet times.
6. Provide nutritious snacks and meals that contribute to the growth and development of a happy, healthy individual.

## **WELCOME**

We are pleased that you have chosen Mt Zion Family Daycare as your “partner” in the care and education of your child. Like you, we are interested in your child’s whole development. Our commitment is to provide you and your child with the best in child care and early education. This handbook is given to all parents at the time of enrollment of their child in our daycare, and is designed to acquaint you with our policies and procedures. In addition to our policies, we are licensed by the state of Kansas and abide by state rules and regulations.

### **III. POLICIES AND PROCEDURES**

#### **HOURS OF OPERATION**

The Daycare facility is open weekdays (Monday-Friday) from 7:00 AM – 5:30PM.

#### **PROGRAM OPTIONS**

Our full day program is from 7:00 a.m. to 5:30 p.m. Our half day program consists of two separate time blocks. Half Day am (preschool and school age only) from 7:00 a.m. to 12:00noon and half day p.m. from 12:30pm -5:30pm.

#### **REGISTRATION**

**An annual, non-refundable registration fee of \$40.00 and security deposit equal to one week's tuition is due at time of enrollment.** This is required to secure your child's place in our daycare and start the process to transition the new family into the Daycare. The deposit will be credited towards the last two weeks of your child's enrollment; provided Parents are in compliance with the Mt Zion Family Daycare Parent Handbook and Contract/Financial Agreement.

#### **ENROLLMENT**

Mt Zion Family Daycare does not discriminate against children or parents from enrollment regardless of race, color, creed, sex, or religion. A child with special needs may be accepted based on the ability of the Daycare and the staff to meet those needs. To enroll your child in the daycare, you will need to complete and turn in all required enrollment forms and fees one week before your child's first day of care. Each new child and his or her parent(s) are required to visit the daycare facility together before the child actually starts in order to help the child transition more smoothly into the daycare.

#### **WEEKLY TUITION RATES/FEES**

Rates are subject to review and change throughout the year. See the weekly rate sheet for current rates.

#### **PAYMENTS**

At this time, MZFD is unable to accept credit card payments. Only cash, checks, and money orders are accepted. Please make checks or money orders payable to "Mt Zion Family Daycare" and drop in our payment box located in the main room. Please put your child's name on the payment. **Please Note:** A charge of \$30 will be assessed on a returned insufficient funds check.

This transaction needs to be taken care of with the Daycare Director/Staff. Repeat returned checks may result in cash payments being required.

**Once every two weeks you will receive a billing statement** in your parent folder located in your child's cubby. The statement will reflect charges for the upcoming two weeks. You may choose to pay for the entire two weeks or one week at a time. Payment must be made prior to 5:30pm on the Friday due date.

As your child's legal guardian it is your responsibility to work out payment arrangements with an estranged spouse, relative or other entity.

### **LATE PAYMENTS**

If payment is not received by Friday, the following Monday a late fee of \$20 will be added to your weekly tuition rate. If payment is not received by 5:30pm on Monday your child will be dis-enrolled, your security deposit will be forfeited, and your weekly tuition rate for 2 weeks will be due.

### **REFUNDS**

We do not offer any refunds.

### **ATTENDANCE**

The telephone number at Mt Zion Family Daycare is (785) 587-9140. The Daycare is staffed from 6:45 a.m.-5:45 p.m. **Please notify the office before 7:45 a.m. if your child is unable to attend or will be in later than usual.**

- This allows the Daycare staff to prepare an accurate number of meals. Please help us by notifying us before that time if your child will not be here and we will cancel that day's meals for your child.
- Notifying us of your child's absence also enables staff to go on walks or trips as planned without feeling like "we should wait a few more minutes for..."

If your child is absent due to illness, please describe the symptoms or illness when you call in; this helps us stay aware of current health situations.

### **LATE FEES**

Parents must adhere to their child's scheduled time block. For morning, afternoon, and full day sessions a fee of \$1.00 per minute, per child, will be charged for late pick-ups. Children and parents may not be in the facility before 7:00 or after 5:30. A \$1/minute fee is charged for children who come to the facility before 7:00 or who are in the daycare facility after 5:30. At

**5:45pm the fee will increase to \$5/minute.** This is necessary because of staffing ratios, which must be strictly followed. A late notice statement will be completed, signed and added to the next billing statement. The clock in the main entry room is our time clock.

If we are unable to contact a parent or guardian within 30 minutes of the daycares closure at 6:00pm we will notify the Manhattan Police Department.

## **TERMINATION POLICY**

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. **After the first two weeks of enrollment, two week notice from the parent is required to terminate the contract.** In the event that you find it necessary to cancel your child care, the special termination form must be obtained from the main office, completed and returned at least **14 days** in advance of the child's last day. Tuition fees paid in advance in excess of the 14 day period will be refunded. Tuition fees will be charged during the 14 day notice period whether or not the child is at the Daycare. Your security deposit will be credited to your final billing statement. If 14 day notice is not given, your security deposit will be forfeited and you will be responsible for any tuition for the last two weeks of child care.

If at any time, after consultation with the parent or guardian, the Director feels that you or your child pose a safety risk to the Daycare staff or any of the children in our care, the Director will give you as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and the Director will first attempt to resolve any issues with you before resorting to termination of care. Under these conditions, forfeiture of the deposit will be at the Director's discretion.

## **HOLIDAYS OBSERVED**

- New Year's Day (January 1<sup>st</sup> and 2<sup>nd</sup>)
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday After)
- Christmas Day (December 25<sup>th</sup> and 26<sup>th</sup>)

When a holiday falls on a Saturday, we will be closed the Friday beforehand. If a holiday falls on a Sunday, then we will be closed on the following Monday.

We are open from 7:00 AM until 2:00 PM the day before Thanksgiving, Christmas Eve, and New Year's Eve.

## **VACATIONS**

All full-time children will be awarded a one-week “vacation” after one year of enrollment has been accrued. Vacations will be granted the day after your one-year anniversary date. Vacations must be used in one-week intervals before the next anniversary date. Your child may not attend the daycare during his/her vacation week. Vacations cannot be carried over to the next year. Please notify the Daycare Director/staff in writing one week prior to your free “vacation week”.

## **PAID VACATIONS/SICK DAYS**

We allot ourselves two weeks of paid vacation a year. The dates of our vacation will be posted at least one month in advance. Regular payment rates apply for Daycare Staff vacations, your vacations, and weeks with holidays.

**Note:** Parents are responsible for finding back-up care for their children during Daycare staff vacations, and holidays resulting in the daycare closing.

## **INCLEMENT WEATHER/EMERGENCY CLOSING**

The daycare will follow the USD 383 school closings when inclement weather persists. We do ask that you make other child care arrangements. When inclement weather persists, but there are no closings, the daycare will **have a late opening of 8:00am.**

- a. The Director and/or Daycare staff will send a message to the parent list and will change the voicemail message on the main office phone to announce the closing or late opening.
- b. In the event there is an emergency affecting only the facility (example: no heat, no water, or funeral services, etc) the daycare facility will be closed or will operate at reduced hours.

**To keep tuition costs to a minimum, our tuition fees are set on a weekly basis. As a result, we do not provide a reduction in tuition for holidays, vacations, natural disasters, illnesses, or absences.**

## **IV.ARRIVAL AND DEPARTURE**

Arrival and departure times are special for your family and for the Daycare. In order to make these times as successful as possible, please follow these procedures:

**Parents, guardian or a designated adult must sign their children in and out every day.** According to Kansas Child Care Licensing regulations, you must sign in your child using your

initials or signature, time of arrival, and time of departure. For the safety of your child and in the case of an emergency, please be sure to follow this regulation.

**We are not legally responsible for your child until she/he is signed in.**

Please walk your child into the daycare facility and stay with him/her until the daycare staff acknowledges your child. Please make sure the daycare staff knows your child has arrived.

When you pick up your child at the end of the day, touch base with the daycare staff to receive any messages and to let them know you are leaving with your child. We understand there may be times when parents may wish to send a sibling into the Daycare to pick up their child. For safety purposes anyone on the authorization list must be at least 16 years of age to sign a child in and out of our facility. **If the staff person in the daycare does not know you when you arrive to pick up your child (such as a substitute), you must provide a photo ID.**

## **V.AUTHORIZED PERSONS**

### **Emergency Contact Information**

Each parent must have on file a list of names and phone numbers of emergency contacts. The emergency contacts are persons in the area who are authorized by the parent(s) to pick up and/or care for the child in case of illness or emergency when the parent cannot be reached. Please be sure the persons whose names you give are aware that they have been listed for this purpose and that staff members will ask for identification of any person with whom they are not familiar. In the case of legal issues, the registered parent must indicate who has legal custody and who may pick up the child on the enrollment form. We assume no liability if not properly advised. If you won't be at the number you have listed to contact you during your child's day at school, leave a note with a staff member and/or on the sign-in sheet with the number at which you can be reached. Whenever there are changes to be made, it is your responsibility to update the emergency cards located in the center's front office and your child's classroom. Written authorization is required for changes in this respect. **Children will only be released to persons whose name appears on the emergency cards.**

### **AUTHORIZED PICK-UP OF CHILDREN**

The Daycare will only release a child to parents listed on the enrollment form or to authorized pick-up persons listed in your child's file. Daycare staff will always ask for photo identification of anyone they are not familiar with. If you need to add someone to your pick-up list you will need to do so in the main office in person. You will need to fill out an emergency contact form and give it to the daycare staff to place in your child's file. **Note: Please keep the office updated of any schedule changes or changes of emergency contacts or any changes in your own phone numbers.**

## **VI. DAILY ROUTINES**

## **CLOTHING AND PERSONAL BELONGINGS**

We ask that all clothing be appropriate for child care. We do many fun and messy activities. Although children always have access to smocks and are asked to wear them for messy types of activities, there may be mishaps. We don't want to ruin anything that is special to you or your child. We ask that you leave at least two complete outfits for your child here at the Daycare. Because children grow so fast, it is important to check the fit and weather appropriateness of these extra clothes from time to time. **Always label everything with your child's name.**

## **SUPPLIES NEEDED AT DAYCARE**

**Parents please provide the following on your child's first day:**

- 1 toothbrush
- family photo for board in classroom
- 2 complete changes of seasonal clothing (including socks)
- Sunscreen (non-aerosol) if you would like it used with your child
- Lotion if you would like it used for your child
- 1 blanket (see infant section for description of approved blanket)
- 1 pillow if your child uses one: not applicable for infants
- 1 toy for security and sleeping if one is used
- Diapers if your child is not potty trained
- Wipes if your child is not potty trained
- Diaper ointment if you would like it used with your child
- Winter hat/gloves to leave at Daycare during cold months
- Summer hat to leave at center during summer months

Infants should also bring: 4 empty, clean bottles with nipples and lids

- If breast-fed, breast milk in labeled, dated containers (name of child, date expressed, and number of ounces)
- If formula fed, factory sealed formula labeled with your child's name.
- 1 additional change of seasonal clothing including socks (total of three outfits)
- Comfort items your infant uses (pacifier, soothie, etc.)
- Sleep sack for napping if child is not crawling (optional)

The Daycare may need an increase in supplies depending on your child's needs and will inform you as needed. Coats, jackets, sweaters, mittens, hats, and boots worn to the Daycare should be labeled with your child's name.

**Play is the work of children.** As child care providers, we allow children to fully explore and



discover their natural environment while indoors and outdoors. As a result, your child's clothing will often become dirty and can be stained. Please provide extra play clothing and rubber water/mud shoes or rain boots during the summer months or as requested by the daycare staff. Please do not send your children in their best clothing. If you need your child to change clothing at the end of the day to be ready for an event you must attend directly after leaving the Daycare, please inform the daycare staff.

### **ON-GOING SUPPLIES REQUIRED FOR CHILDREN**

Certain items are required by the Kansas Department of Health and Environment (KDHE) childcare licensing regulations and the Mt Zion Family Daycare. **These items must be provided continually:**

- **Diapers/Wipes**
- **Extra Clothing**
- **Shoes**
- **Coats, Hats, Gloves**

Parents will be given notice in advance when their child is running out of any of these items. Written notice will be given on child's daily sheet or on a "Supplies Reminder" sheet. We understand parents have very busy schedules and supplies can be forgotten. If the Daycare staff notifies you they are out of diapers and/or wipes for your child and you have not provided them after three days, you will be asked to keep your child out of the daycare until you can bring diapers and/or wipes with you. Once you have brought in the item the daycare staff will take the necessary amount of diapers and/or wipes out of your child's supply to replenish the daycare's emergency supplies used for your child. In this way, we can continue to help parents out for a few days until they can supply what is needed for their child. If there are extenuating circumstances, please talk to the daycare director/staff as soon as possible.

### **COMMUNICATION**

**Communication:** There is a communication center located in the main entry room of our Daycare facility. The communication center is where you will sign your child in and out daily; indicate upcoming absences and where you will find other important information. The Parent Information Bulletin Board contains information about events, parent involvement, and many other items that we feel may be of interest to you.

**Cubbies:** Every child at the Daycare has a cubby with his/her name. Please check your child's cubby and/or mailbox daily. This is where you will find notes from the Daycare staff, newsletters, artwork, and other mail.

**Daily Communication Sheets:** Infants and Toddlers (6wks – 3yrs) have daily sheets that facilitate information between parents and the daycare staff. The daycare staff uses these forms to let parents know how their child's day at the daycare facility has been and tracks naps, diaper changes, meals and other information. We depend upon consistent on-going

communication with parent's to meet each child's individual needs. Preschoolers and School-Age Children (3yrs-6yrs) have weekly sheets on each child. These sheets let parents know about their child's activities and interests throughout the week. It also lets parents know of any patterns in behaviors and skills that can be reinforced at home.

## **DISCIPLINE**

**Mt Zion Family Daycare will comply with the following discipline practices (behavior and guidance) outlined in Kansas Child Care Regulations (K.A.R. 28-4-132).**

### **Suggested Guidance for Infants and Toddlers**

1. Remove tempting items that are off limits to infants/toddlers. By nature they are curious about people and things. They are just learning.
2. Distract (this is also called redirection) the infant/toddler away from the activity that is not desired by attracting the child with a better choice.
3. Ignore the behavior, if the child is not in danger or causing someone else to be in danger.
4. Use the word "NO" sparingly. "NO" should be used only when the infant/toddler is approaching danger. Over using the word "NO" may result in the child learning to ignore you.
5. Provide duplicates of popular toys. Infants and toddlers do not understand the concept of "sharing".
6. Place a toy or item in "time-out"-not the child. Infants/toddlers have short attention spans and are naturally active. Time out for infants/toddlers is not appropriate.

### **Suggested Guidance for Preschool Age Children**

Any of the above methods of guidance PLUS:

7. Allow preschool age children to make acceptable choices and let the natural consequence of the decision be the teacher (as long as the consequence is not dangerous). Be sure to offer choices you can live with!
8. Help children learn to solve problems. Offer suggestions when necessary and allow the child to decide.
9. Talk about the "rules" of the child care home. Remind the children. Children learn by repetition. Allow the preschool age children to help set the "rules".
10. Time-out should be used sparingly. Over use of "time out" or any other method of guidance causes the method to become "old hat" which causes it to lose its effectiveness. Time out provides the child the opportunity to think - cool off - calm down. Time out is not about your ability to control the child. Provide a "time out space" for the child that is nearby and which allows you to clearly supervise the child. Invite the child to rejoin the group when he/she is ready. Talk about the behavior, feelings and reassure the child when he/she rejoins the group. Never place a child in time out for long periods of time.

### **Suggested Guidance for School Age Children**

Any of the above methods of guidance PLUS:

1. Involve school age children in planning activities.
2. Involve school age children in setting their own guidelines.
3. Allow school age children to suggest consequences when rules are "broken".

It is the policy of the Daycare to use positive guidance techniques with children for correction and encouragement. Our goal is to promote self-control teaching appropriate behavior and how to get along with others.

1. The goal of discipline is to help children learn self-control. Providers help teach children about appropriate behavior and how to get along with others.
2. Be consistent. Children are confused when providers respond in different ways to similar behavior.
3. Appropriate guidance needs to follow a child's misbehavior immediately so that the child understands why he or she is being corrected. Never threaten to do something that the provider would not or could not do.
4. Be a good role model. Act with kindness and patience toward each child. Respect and talk to children about their feelings.
5. Talk with children about their behavior and what is expected. Tell children what they can do rather than what they can't. "Please walk" is more effective than "don't run".
6. Follow a consistent daily schedule so that children know what to expect and are prepared for changes in activity throughout the day.
7. Give children choices whenever possible.
8. Praise good behavior often. Children (and adults) need to hear that the good things they do are appreciated!
9. Talk to parents about both the good things their child(ren) has done while in child care and those things that require additional attention. Include parents in making decisions about effective ways to provide guidance for their child(ren). Consistency between the child's home and the child care home is most effective. Never spank or use another method of punishment that is prohibited by law or regulation, even if parents give permission.

**Punishment and verbal abuse is prohibited at the Daycare.**

As your partner in caring for your child, it is important that good communication exist between the home and our daycare. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify the daycare staff. Our daycare staff will keep you informed of any behavioral concerns that may occur with your child at the daycare facility. Every effort will be made to resolve any problem that may occur.

**Please view the Kansas Law and Regulation on Behavior and Guidance located in the communication center.**

**SEVERE BEHAVIOR**

Young children can present challenging behavior as they learn to interact appropriately in the educational setting. The Mt Zion Family Daycare is committed to using positive guidance strategies when teaching young children how to manage their own behavior. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, at times some children will exhibit severe behaviors that cannot be managed within the daycare setting. Severe behavior is defined as:

- Danger to self or others (examples include but are not limited to : head banging, excessive biting that breaks the skin, hitting, hair pulling, using objects to inflict bodily harm, etc.) and/or
- Disruptive behavior that creates chronic interference to classroom activities (examples include but are not limited to: tantrums, screaming, foul language, severe or chronic non-compliance or defiance.)

The Daycare has developed procedures to deal with such cases of severe behavior. In these situations, the parents will be contacted. The parents will need to meet with the staff and/or the director to discuss the situation and appropriate measures. Behavior that is chronically unacceptable may be an indicator that further support or assessment is needed. This support may include a referral process for further assessment and additional outside services. If the Daycare's procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe educational environment, the Daycare Director reserves the right to temporarily or permanently remove a child from the Daycare.

#### **HYGIENE**

Children will be encouraged to learn good hygiene habits. Children will be guided by teachers to wash hands with soap and water before and after meals and snacks, after using the toilet, and before engaging in any cooking activity or water play. Children will also brush their teeth following lunch.

#### **OUTDOOR PLAY**

Outdoor activity is an important part of the Daycare's program. All children spending more than four consecutive hours at the Daycare will play outdoors for at least one hour daily, weather permitting. This is not only required by licensing, but is considered an important early childhood education best practice. If your child is not well enough to go outside with the class, he/she is not well enough to be at the Daycare. Children go outside if the wind chill is above 16 degrees for preschool and above 20 degrees for infants and toddlers or the heat index is below 99 degrees. Children stay outdoors a shorter time when wind chills are below 30 or the heat index is above 89 degrees. Please dress your children appropriately. Layers are always good. Research shows that children who go outdoors even at these cold and hot temperatures are much healthier.

#### **NAP TIME/REST TIME**

The children have a rest period each day.

- Infants 6 weeks to 18 months nap on their own schedules. Crib sheets are provided.
- Toddlers 18 to 36 months have a routine that is followed. Cots and sheets are provided.
- Preschoolers 3 years to 5 years have a routine that is followed. Cots and sheets are provided.
- School Age 5 years and above is not required to nap.

To protect your child's health, sheets are laundered each week. Cots are sanitized regularly. Parents should provide a familiar cuddly blanket to help soothe a restless body. Please label the blanket and remember to take it home at the end of each week for cleaning.

## **MEALS AND SNACKS**

**Our meals and snacks are requirements set forth by the Food and Drug Administration (FDA). The goal of this program is to provide your child with nutritious USDA meals and promote healthy eating habits.**

Each day we provide four nutritious and well balanced meals. We provide morning breakfast at 8:00 am- 8:30am, morning snack 10:25-10:45am, lunch at 12:00noon-12:45pm and afternoon snack at 3:30pm. If your child has not arrived during scheduled meals/snacks it is your responsibility to feed your child. However, this does not include infants as their feeding schedules vary. Milk is served with all the meals and snacks, and water is offered throughout the day. We also provide baby food for infants. **Please review our Meal Calendar for the upcoming month.** The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health.

## **SPECIAL DIETS**

Children will be asked to eat the meals provided here unless a doctor's notice requires a special diet (allergy, etc.). The Daycare will accommodate any special dietary needs of the children enrolled. Please advise the Daycare if child has food allergies. The Daycare discourages having outside food brought into the daycare.

## **TOYS**

We ask that all toys with the exception of a soft sleepy time toy or toys for sharing days stay at home. This assures they will not be lost or broken while at school. Any toys that are brought to school will remain in the child's cubby until pick up time.

## **SHOW AND TELL/SHARING**

Mt Zion Family Daycare plans weekly "Show and Tell/Sharing" time every Friday. Children are encouraged to bring items that are both small enough to fit into their cubbies and that relate to the curriculum for that week. Please do not allow your child to bring toys that reflect a violent theme; this will keep him/her from being able to participate.

## VII. HEALTH

### SICK CHILD POLICY

Children are not allowed to be in the Daycare when they are sick. We are required by licensing regulations to send your child home if he/she is experiencing any of the following symptoms:

- vomiting twice within 24 hours
- two bouts of diarrhea in one hour
- fever of over 100 degrees
- abdominal pain that continues for more than 2 hours
- undiagnosed rash
- inability to participate in group activities
- acute change in behavior (including: lethargy/lack of response, persistent crying, difficulty breathing, uncontrolled coughing)
- infectious/communicable disease (for example: whooping cough, chicken pox, or strep throat)
- oozing sores
- head lice
- pink-eye
- Impetigo

If your child experiences any of the above symptoms while at the Daycare, you will be contacted to pick up your child within the hour. In the event you cannot be reached, we will contact those you have authorized to pick up your child.

### ILLNESS RE-ADMITTANCE

Your child may be re-admitted **24 hours after:**

- Taking antibiotic medication for bacterial infection (including strep throat).
- Temperature has returned to normal.
- Your child has stopped vomiting.
- Your child no longer has diarrhea.
- Treatment for head lice is completed.
- Treatment for Pink-eye is started (we will need to see the prescription or medication).
- All signs or symptom of illness have ceased.

Your child may return sooner than 24 hours with a doctor's note stating your child is not contagious. (Ex: your child has a low fever but is taking an antibiotic for a condition that is not

contagious, such as an ear infection). If your child is not contagious and is not in pain, your child can return to the Daycare with a note from the doctor stating the reason for the antibiotic and that the child is not contagious. Your doctor can fax a note to the MZFD at (785) 587-\*\*\*\*.

**MEDICATION-** No medication will be administered by the daycare staff. If your child needs to be given medication it is your responsibility to administer the medication.

### **MEDICAL AND IMMUNIZATION REQUIREMENTS**

The Kansas Department of Health and Environment requires a pre-entrance health assessment for all children attending the Center. It is the parent's responsibility to complete these requirements before the child's first day of care. Current immunizations are required before enrollment at the Daycare is complete or provide written notification signed by a physician regarding possible physical complications. Please keep the office updated with any additional immunizations or medical information.

Immunizations required by the Kansas Department of Health & Environment are as follows:

#### **IMMUNIZATIONS**

#### **COMMENTS**

**Diphtheria, Tetanus, Pertussis (DTaP):** series of 5 immunizations

Required (2 months, 4 months, 6 months, 12- 15 months, 5 years)

**Polio (IPV):** series of 4 immunizations

Required (2 months, 4 months, 6 months, 5 years)

**Measles, Mumps, Rubella (MMR):** series of 2 immunizations

Required (12-15 months, 5 years)

**Varicella (chicken pox):** series of 2 immunizations

Required (12-15 months, 5 years)

**Haemophilus influenza type B (Hib):** series of 4 immunizations

Required (2 months, 4 months, 6 months, 12 -15 months)

**Hepatitis B (Hep B):** series of 3 immunizations

Required (at birth, 2 months, 6-15 months)

**Hepatitis A (Hep A):** series of 2 immunizations

Required (12 months, 18 months)

**Pneumococcal (PCV7, Prevnar):** series of 4 immunizations

Required (2 months, 4 months, 6 months, 12-15 months)

**Rotavirus:** series of 3 immunizations

**Recommended** (2 months, 4 months, 6 months)

Enrollment termination from the Daycare or non-admittance may occur if immunizations are not up-to-date and proper documentation is not obtained.

### **ACCIDENTS AND INJURIES**

All incidents and injuries are documented on forms that describe the incident and steps taken by staff to assist your child. You will be provided the accident report when you pick up your child and will be asked to sign the form to show you read it. If your child comes to the Daycare and has been injured at home or elsewhere, please inform the daycare staff and indicate any special care the injury may require.

## **EMERGENCY MEDICAL CARE**

In the case of a serious injury or illness you will be immediately contacted and the Daycare Director and/or staff member will approve any emergency treatment for your child. If your child needs to be seen by a doctor and you cannot get to the Daycare immediately, the staff member may call 911, accompany your child to the hospital, and stay with your child until you arrive. If you have not designated a hospital or attending physician on your child's Emergency Medical Authorization Form, the Daycare will use Mercy Hospital and the physician on duty at that time. If you have designated Irwin Army Hospital, emergency personnel in the ambulance will determine if it is advisable to go to Irwin Army Hospital or stay in Manhattan.

**Note:** The cost of an ambulance or any other medical care will be at the family's expense, as the Daycare does not have accident insurance that would pay these expenses.

## **COMMUNICABLE DISEASES**

We are required to report certain cases of contagious diseases to the Riley County Health Department and all parents at the Daycare. To keep you informed of any current communicable diseases, there will be a sign located in the communication center listing the date of onset, type, and name of classroom where child was diagnosed with the illness.

To help us keep you informed of such cases, please inform us if your child has contracted a communicable disease or if your child has symptoms.

## **VIII. SAFETY**

### **Fire and Tornado Drills**

In compliance with the Kansas State regulations for fire and tornado safety, the Daycare has regular drills to insure that all children and staff can follow evacuation procedures with confidence and assurance. Fire and tornado drills occur once a month. The drill procedures are posted inside the main entry room and all staff are trained to know what to do in these emergency situations. Please discuss fire and tornado drill procedures with your child.

Our Daycare is equipped with a fire alarm system, ceiling sprinkler system and fire extinguishers are placed throughout the building. The Annual Fire Inspection Certificate is posted in the main entry room.

### **Emergency Evacuations**

In the event an emergency warrants the evacuation from the Mt Zion Family Daycare, all children and staff will go to Douglas Park and wait in the covered sitting area. An attempt to



reach all parents by telephone to inform you of the need to pick up your child will be made if there is sufficient time and ability. If we are unable to contact you, the evacuation location will be posted on the main door. If such an event were to occur, MZFD Staff will stay with the children and take total responsibility for their safety and liability while awaiting their parent's or authorized person's arrival.

## **IX. PROGRAMS**

If you have questions about any of these programs, you are welcome to ask the Director and/or staff.

### **INFANT (6 WEEKS – 18 MONTHS)**

The infant program provides a loving and nurturing environment for 6-week to 18-month-old children. This full-time program allows staff to help children develop a sense of security with their environment. Our goals in the infant program include care, education and love.

We provide gentle care to meet the daily needs of diapering, feeding, and sleeping. By earnestly working to meet the infant's basic needs, we create a healthy and safe environment. We offer many different activities to enhance the infant's educational experience. Infants learn to explore in a safe and loving environment, at their own pace and in their own way. The love we provide for the children is conducive to emotional and physical security. We hold, rock, and spend one-on-one time interacting with the children.

### **TODDLER (18 MONTHS – 36 MONTHS)**

This program is designed to accommodate the development of self-help skills needed for children 18 months to 3 years. The children are introduced to new and exciting sensory experiences. A consistent program of developmentally appropriate activities helps to nurture a positive "can-do" attitude.

The program provides a well-balanced curriculum that includes teacher and child-initiated activities, large and small groups, active and quiet times, indoor and outdoor play, fine and gross motor fun, individual and group needs, and structured and unstructured activities. Children are allowed to choose from activities in various learning centers: art, blocks, dramatic play, language arts, manipulatives, music, reading, and sensory play. The child's ability to choose activities fosters a positive outlook toward the learning process. During this time of constant growth and exploration by busy toddlers, we encourage a "can do" attitude to promote many self-help skills and develop a healthy self-concept. Washing hands, participating in toy cleanup, clearing their table space after eating, and potty learning are a few of the self-help skills we work on daily.

## **PRESCHOOL (3 YEARS – 6 YEARS)**

This program offers a variety of hands-on activities and experiences. Through play, children age three to six create, explore, and pretend. Planned activities and consistent daily schedules are balanced with free time to create a developmentally appropriate setting that enhances the preschooler's love of learning.

The purpose of the preschool-curriculum is to provide a safe and caring environment for children, while meeting their individual creative, emotional, intellectual, physical, and social needs. We believe this development happens by creating a warm and trusting atmosphere where children can establish a sense of security through a combination of hands-on experiences and active involvement in play. We also believe in making every effort to involve parents in the education of their children. A child's self-esteem is to be valued and enhanced. We therefore use positive guidance techniques and look for the strengths in all children. We promote play as an important avenue for learning and enjoyment. Through play children discover, pretend, test, classify, organize and interact with others. Play calls for imagination, initiative, and purpose.

## **X. GENERAL INFORMATION**

### **VOLUNTEERS AT THE DAYCARE**

The MZFD is supportive of experiences for volunteers from various educational/city departments. The experiences allow an opportunity for the Daycare to have additional staff in a classroom and young, enthusiastic and interested adults to interact with the children enrolled. The experiences provide volunteers a setting with "hands-on" experiences with children while under the supervision of the daycare staff.

### **BABYSITTING BY MT ZION FAMILY DAYCARE STAFF**

Please do not ask staff members to care for your child outside of the Daycare. Our staffs are professional child care providers, and we request that parents treat them as such. The personal relationships that are formed when staff members baby-sit for families make it difficult for staff members to remain objective. Young children also find it hard to understand and relate to the differing roles of baby-sitter and caregiver. It then becomes hard for them to "share" the special person who comes to their home to play and entertain. We can provide references and/or the part-time staff may assist you.

### **PARENT COMMUNICATION AND INVOLVEMENT**

We strongly encourage parent involvement. We appreciate parents:

- sharing cultural customs, hobbies, special interest or expertise with the children
- reading to children in classrooms
- participating in learning activities
- telling us how you would like to help

Thank you in advance for your participation!

**Open Door Policy:** Please feel free to come and go at anytime throughout the day to visit your child. However, we request that there are no visitors between the hours of 12:45pm and 3:00pm. At this time, the children are napping and should not be interrupted.

**Parent Input:** The Daycare director/staff are available to answer questions about the daycare and welcome parent comments, concerns, and/or suggestions. If you would like to visit with the daycare director/ staff please call the main office to schedule a time. The Daycare also seeks your input through a yearly survey and through our [Suggestion and Communication Box](#). Please help us improve things by giving us suggestions or comments. We need to know what you think and take your comments very seriously. This is how we make things better for children and families.

## **BIRTHDAYS**

Birthdays may be celebrated at the daycare. The Daycare can provide a list of birthday ideas regarding food. For health regulations, it is required that all food be store bought. Food may not be prepared at home.

## **CELEBRATIONS**

Holidays represent opportunities for young children to learn about the celebrations various cultures observe. Certain holidays are recognized in our Daycare in ways that are consistent with the individual program's curriculum and the age of the children. Examples include (but are not limited to) Halloween, Thanksgiving, Hanukkah, Christmas, and Easter. The daycare staff, however, recognizes, understand, and value other holidays which reflect the cultural diversity represented among our families. Our Daycare staff encourages all parents to propose the observance of additional holidays that reflect their family background and traditions. Such celebrations represent unique opportunities for children to experience and understand various cultural heritages.

## **TRANSPORTATION/FIELD TRIPS**

We do not provide transportation. For special field trips, transportation may be arranged. Parents will be notified prior to any field trips. Parental permission is required before children may be transported on a field trip. Please watch for special event information.



# MT ZION FAMILY DAYCARE

I \_\_\_\_\_ have read, understand and agree to the guidelines and policies specified within the Mt Zion Family Daycare Parent Handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director and/or Daycare Staff

\_\_\_\_\_  
Date

**“Working to Make a Difference In the Community”**

