

VAN METER UNITED METHODIST KIDS CARE PARENT HANDBOOK

Director: Jess Jaspers
Jess Jaspers Cell: 515.491.1198
Church Phone: 515.996.2572
Email: KidsCare@vmumc.com

Welcome to Van Meter United Methodist Kids Care!

Statement of Purpose

Kids Care is a not for profit licensed childcare center for children ages four through twelve. It is an outreach ministry of the Van Meter United Methodist Church to Van Meter and surrounding communities. It is overseen by the Staff Parish Relations Committee of the church. You may contact the members of that committee by calling the church office at 515.996.2572. It is our purpose to provide quality before and after school child care to the elementary children. We will help develop character-building traits such as respect, responsibility, and charity to others through organized actions and attitudes in our response to others and self. We strive to create an atmosphere where the connections between faith and life can be made.

We will operate a facility to meet the needs of children in compliance with the law of the State of Iowa.

Admission Policy

We accept children that are the age of 4/5 preschool to 5th grade. Each child must have a signed and dated physical that is dated within 6 months of their start date and it must be handed in within 30 days of enrollment. The form should state that your child is free of communicable diseases. You also need to have the enrollment forms completed and a \$25 registration fee paid. All admissions forms must be updated annually.

Discharge Policy

Kids Care has the right to terminate services at any time. Termination may occur for any of the following reasons, but are not limited to: failure to comply with the fee agreement and/or payment arrangements, any non-approved information being sent out about the center on social media, unresolved behavior conflict by a child, failure to follow center policies, or any type of hostile situation. All decisions to terminate services, communication concerning the identified problem and/or appeal or review of the termination shall be handled by the Director.

Policy for Children Requiring Special Accommodations

The decision to accept a child requiring special accommodations will be made by the Director. This decision will be based on whether the child will have the opportunity to be successful in the center's environment. Parents may be required to submit a PROFESSIONALLY PRESCRIBED TREATMENT FORM which has been accompanied by a letter from a health care professional explaining the child's condition and responsibility that the center will have over the child. Limitation of accommodations may exist for children whose needs require extreme facility modifications beyond the capability of the facility's resources.

Tuition Payment

Tuition payments are due by Monday for the current week. If you are unable to pay due to serious hardship or other extenuating circumstances, please reach out to the Director and she will give you resources to try and help with your current situation.

Failure to Pay: Kids Care has the right to terminate care at the Director's discretion. Payments not received by the Wednesday evening of the billing week will be considered late. A late fee of \$20 will be applied each week the account is in arrears.

Vacation Policy/ Holidays

We are closed all major Holidays. In the event any holidays fall on a weekend, they will be observed on either the Monday after or Friday before the Holiday (this is to be decided in advance by the center). All holidays will be charged the regular rate. To make up for the Holidays we are closed, we offer one week of vacation, where you can schedule a week for your child to be absent and you do not have to pay for that week. The week of vacation must be taken as a 5-day block.

We are typically open most of Christmas break, but closed December 24th, 25th. Closed July 3rd and 4th, Thanksgiving and the day after, New Year's Eve and New Years Day, Memorial Day, and Labor Day.

Parking Policy

Because we are located on a busy street, we strongly recommend that all vehicles are turned off and locked when unoccupied. DO NOT leave children unattended in a vehicle. As mandatory reporters, we will be forced to report this action to the proper law enforcement agency.

Drop off/ Pick up

A parent, guardian, or other responsible adult must make sure their child has been signed into the ChildPilot app once the child has arrived for the day or picked up for the day.

Children arriving after school by bus will be checked in by staff when attendance is taken. You must send a message on ChildPilot if your child will not be attending after school. If your child does not get off the bus, the center will mark them absent in ChildPilot and that will alert the parent that they did not get off the bus. The center is not liable if a child does not get off the school bus after school.

Late fees are charged for children remaining at the center after 5:45pm. There will be a \$5 charge for every 15 minutes of tardiness. Please alert the center if you are going to be late in picking up your child. If you are late picking up your child 3 or more times, your child may be dismissed from the program.

Parental Access

Parents are welcome to visit their child at the center at any time, unless restricted by a court order. People not listed on the PICK-UP PERMISSION FORM will not be allowed to visit the child unless previously arranged by the parent. In a custody situation, please note that the same procedure will be followed as listed in the PICK-UP section.

Access Policy

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - ***“Unrestricted access”** means that a person has contact with a child alone or is directly responsible for child care.
 - ***It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
 - ***“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
 - ***“Monitoring”** means to be in charge of ensuring proper conduct of others.
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
 - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Transportation to/from School & Field Trips

Kids Care has an agreement with the school to provide bus transportation for school age children. The bus picks the kids up in the morning before school from the church and drops them off at the church after school. We are a designated bus stop location.

For our preschool age program, Kids Care owns a passenger van and will transport the children from the AM session of preschool back to Kids Care and to the PM session of preschool. The other transportation needed will be provided by the school system.

For our summer program, we will use our privately owned school bus for transportation to and from field trips. We have a hired staff member that has their CDL drive for field trips. A system is in place for a headcount when getting on and off the bus for each trip.

Center Schedule

During the school year, our hours are 6:30am until 8:00am and 3:30pm until 5:45pm Monday through Thursday, with Fridays being open from 1:30pm until 5:45pm due to early out. On unscheduled early dismissal days from school child care will be provided for an additional charge per day. On full day dismissals, such as in-service days and spring break, care will be provided an additional charge per day. On days that school is canceled due to weather, we reserve the right to close depending on the severity of the weather and the ability of the staff to safely get to and from work. Due to our center being a before and after school program, we typically will be closed on days that the school is closed due to severe weather.

Calendars

Calendars will be posted in the main entrance each month. This calendar provides you with our daily activities and to keep you up to date on what your children are doing each day while in our care.

Meals

During the school year, we offer a morning snack to our preschool age children around 9:00am. We then offer an afternoon snack at 3:30pm and 2:30pm on Fridays. When care is provided for a full day breakfast, lunch and an afternoon snack will be provided.

During the summer we provide a morning snack around 9am, and an afternoon snack around 3:00pm. Our meals will follow the USDA Child and Adult Care Food Program guidelines. Menus will be posted a week in advance. We will encourage all children to eat the food provided, but if your child has special dietary needs or is especially choosy, you may provide your child's food. Please make us aware of any food allergies. We no longer provide lunch during our summer program. We encourage all families to send a well balanced meal with their child each day, including the major food groups.

Health/ Illness Policy

We adhere to the following policies regarding illness to meet the State of Iowa Health Department regulations. If your child develops any of the following symptoms while in our care, you will be notified

immediately and asked to pick-up your child within one hour. These symptoms may include, but are not limited to:

- Any serious injury
- Temperature of 100.4 degrees or above
- Two incidents of diarrhea
- Vomiting
- Severe coughing
- Difficulty breathing
- Pink eye (must be treated for 24 hours before return)
- Head lice (must be under treatment for at least 48 hours)
- Strep throat (must be under treatment for at least 24 hours)

Injury Report

If your child sustains an injury while at Kids Care, you will receive an incident report that describes what happened and how it was treated. Please sign it and return it to our staff. If you would like a copy, please let our staff know and they will make you a copy. If a serious injury occurs, parents will be notified immediately. To ensure first aid is available for all injuries, a first aid kit will be kept in each room as well as taken to the playground and on each field trip.

Biting Policy

Even in the best child care center, periodic outbreaks of biting occur among preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or their teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. The care giver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words-if able) instead of biting. This should be done in a short simple way.

If biting becomes a frequent behavior, the child could be discharged due to non-age group acceptable behaviors.

Medical and Dental Emergencies

If a child is injured or becomes ill after arriving at Kids Care, a parent will be called immediately. It is the parent's responsibility to update the emergency contact numbers on the MEDICAL/ DENTAL EMERGENCY CONSENT FORM as needed. If we cannot reach a parent, the emergency contact will be phoned. Parents will be notified of all known minor and major injuries by a written incident report.

If a child needs immediate medical attention, the staff will call 911. Then the parent or child's physician will be called. If we cannot reach the parent, the emergency contact person will be phoned, a staff member, who witnessed the emergency situation, will accompany the child in the ambulance to the hospital and will bring records and parent permission forms.

Similarly, if a child experiences a dental injury, the child's dentist will be called, as well as the parent or emergency contact person. Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of baby teeth) a supervisor would be called to evaluate the situation. Permanent teeth that have been extracted will be placed in a glass of whole milk until further arrangements are made. The parent will then be called to make arrangements for the child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached, a staff member will contact the child's dentist.

Universal Precautions Policy

Team members must follow universal precautions at all times. A protective barrier such as gloves must be worn when handling and bodily excrement or discharge. Proper hand washing must be followed.

Medication Policy

Kids Care does not dispense medications, with the exception of EpiPens and Inhalers. Medication authorization forms will need to be signed by a parent/ guardian to administer any emergency type medication.

Sunscreen

Sunscreen is required if the UV levels are high enough. We supply sunscreen, with a onetime charge each summer to cover the cost of sunscreen and gloves. Documentation will happen upon each application of sunscreen. A doctor's note will need to be handed in if you would like your child to use your own sunscreen.

Smoking Policy

There is no smoking allowed on the property.

Weapon Play & Competition

There is a strict policy of allowing no weapon play at Kids Care. Children are NOT permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Competitive behavior is minimized in our programs. Bullying is not considered acceptable behaviors; all efforts will be made to guide children in finding appropriate ways to interact with others. Your help in this area is especially appreciated.

Outdoors Play

We believe that children learn better through play and hand-on experiences. We also believe outdoors to be an extension of the indoor learning environment. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions. Please clearly label all articles of clothing with your child's name.

Safety Policy

All measures will be taken to ensure that all team members are well trained in any and all emergency procedures. Fire and tornado drills will be completed at least once per month. Other emergency procedures will be covered periodically at the discretion of the trained coordinator. All team members will receive and maintain training in CPR, First Aid, and Mandatory Child Abuse Reporting. As another measure of safety precautions, it is the responsibility of the parents to ensure that their child's file is current with phone numbers, emergency contacts, and pick-up permissions forms.

Mandatory Child Abuse Reporting

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility, who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services.

Every Kids Care staff member is a mandatory reporter of child abuse to the Iowa Department of Human Services. If a staff member suspects any kind of child abuse, it must be reported immediately to authorities. Strict confidentiality will be maintained. For more information, see form in the entryway.

Blizzard and Power Failure Procedure

Blizzard conditions will be determined by listening to weather reports and school closings. If necessary, we will contact the parents to encourage them to come as quickly and safely as possible to pick up their children. As ratios allow, the center will start sending team members home. In the event the center closes for inclement weather, Kids Care will post closing time and date on ChildPilot, as well as inform the news channels.

Fire and Bomb Threat Evacuation Procedures

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted on the wall, placing them across the driveway near the wooden fence. If necessary, children will be taken over to University Kids. A head-count will be taken before and after the

evacuation. The police will be notified and all information will be posted on Bloomz. Emergency cards and First Aid kits will be taken along with the children.

Tornado, Earthquake, and Flood Procedures

The tornado warning will sound throughout Van Meter and the children will be evacuated into the bathrooms and hallway. In the case of a tornado, earthquake, or flood causing structural damage, the police will be contacted as well as the local news channels to broadcast the children's location. Emergency cards and First Aid kits will be taken along with the children.

Chemical Spill Evacuation Procedure

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area is considered unsafe an evacuation is necessary, the parents will be contacted. A head count will be taken before and after the evacuation to ensure accountability. The police will be contacted as well as the local news channels.

Intoxicated Parent or Visitor Procedure

If an intoxicated parent or visitor attempts to pick up his/her child, the on-site supervisor will contact an emergency contact and request that they pick up the child/ children. If we are unable to reach an emergency contact, the child must be allowed to leave with a parent. The on-site supervisor will then inform the parent that the police will be immediately contacted concerning the incident. An intoxicated visitor will be asked to leave the center immediately, and the parent of the child whom the visitor was here to see will be contacted.

Intruder Procedure

In the case of an intruder entering the center and creating a hostile situation, a designated code will be put out to alert other team members of the situation and to alert them to phone the police. If possible, children will be taken to a designated "safe area" in the building. The center will then proceed as directed by the police.

Lost or Abducted Child Procedure

The on-site supervisor will be immediately notified of a lost or abducted child. Procedures will be put in place to locate the child. If the child is not found, the parent as well as the police will be contacted. The center will then proceed as directed by the police.

Picture Policy

Kids Care utilizes an app called ChildPilot. Pictures will be posted of all children on ChildPilot, however only parents within Kids Care that have been invited to our personal page can see these pictures. We also use pictures on our church website and church Facebook page. We do not put any names of children on our social media. Please reach out to management if this is an issue for you. Kids Care also may use photos for crafts and other activities within the center.

Policy for Hiring Competent Team Members

Each applicant must complete an application as well as an interview with the Director. The applicant must be qualified in all sections of the state guidelines in Chapter 109.6. All applicants are required to meet the standards outlined in the New Teacher Training as well as the On-Going Training listed below.

- Mandatory Child Abuse Reporter Training for the State of Iowa
- Universal Precautions for the State of Iowa
- CPR Certification
- First Aid Certification
- Essentials Training
- A minimum of 10 training hours within their 1st year of hire
- A minimum of 6 hours of ongoing training after the 1st year of hire

Staff have 3 months (90 days) to complete all the above, as well as Essentials Training.

Discipline Policy

The purpose of discipline is to help children develop self-control and responsibility for his/her own actions. Staff members directly involved with your child is responsible for interacting with your child in consistent, respectable, and positive manner guiding children in making appropriate choices. Most behavior issues will be warded off with redirection and change in involvement and/or activity. Unacceptable behavior may cause for dismissal from Kids Care. Kids Care has the right to suspend or terminate services when children or parents are unable or unwilling to abide by the Kids Care guidelines.

Statement Regarding Corporal Punishment

There shall be no cruel, harsh or unusual punishment such as striking, pinching, shaking or biting

- Discipline shall not be delegated to another child
- No physical restraints shall be used to confine a child in any way
- Discipline measure shall not be warranted for failure to eat, sleep or toileting accidents
- Discipline will not humiliate shame or frighten a child in any way
- Withholding food, rest or the use of the toilet shall never be an option of discipline
- Humiliation, profane language, threats or derogatory remarks will not be used in any manner concerning a child or any family; verbal abuse in any manner is intolerable
- No child shall be confined to an enclosed area as a form of discipline

Damaged Property Clause

If it is determined by Kids Care staff that a child intentionally damaged or destroyed daycare or church property, the parents will be billed for the replacement or repair of that property. This clause is also in

effect when the child damages property due to the child's refusal to follow the rules regarding proper use of the item.

KIDS CARE PARENT HANDBOOK

Child's Name: _____

Parent/ Guardian Name: _____

By signing below, you are stating that you have received and read the Kids Care Parent Handbook and agree to adhere to all the policies. Failure to do so may result in termination of childcare services. Please return this page to the Director prior to your child's first day at Kids Care.

Signature of Parent/ Guardian _____

Date Signed: _____