



LITTLE BUGS DAYCARE HANDBOOK

Mission Statement:

- Little Bugs Daycare will provide a safe, nurturing, and stimulating environment for children to learn, grow, and develop.

Eligibility:

- Little Bugs Daycare is licensed through the Kansas Department of Health and Environment to provide care for children ages 18 months and older. Enrollment paperwork must be completed before the child attends their first day of daycare.

Contact:

- Director: Sarah Zortman
- Phone: 620-646-5270
- E-Mail: szortman@usd225.org
- Class Dojo will be used for digital communication between parents and the daycare providers.

Location:

- Little Bugs Daycare is located within Fowler Grade School.
Address: 100 E. 8th Avenue, Fowler, Kansas 67844
- The daycare has a private entrance on the southeast corner of the school. Please use this entrance for all daycare business.
- Parents may park behind the greenhouse while dropping off and picking up their children.

Enrollment Requirements:

- Enrollment Application
- Medical Record (CCL.029 pg. 1)
- History of Immunizations (CCL.029 pg. 2)
- Child Health Assessment (CCL.029a)
- Authorization for Emergency Medical Care (CCL.010)
- Initial Payment

Tuition & Fees:

- All slots are full-time slots at a rate of \$125.00 per week.
- The program requires payment for all children who are assigned a slot regardless of attendance. Please note that you are paying for your child's weekly slot in the program and not their daily attendance.
- One week of tuition (\$125.00) is required at the time of enrollment to reserve your child's spot in the daycare.
- Payments must be made in advance (weekly, biweekly, monthly). Cash, check, and DCF Childcare Assistance Payments are currently accepted. Checks should be made payable to USD 225.
- There is a required two week notice period when choosing to leave the program.
- Monthly invoices and receipts will be sent to the email provided on the enrollment application.
- If tuition is not paid by the due date (determined at time of enrollment: weekly, biweekly, or monthly), there will be a \$25.00 late fee assessed per week.
- Failure to make on-time payments may result in the loss of the slot.
- If the daycare is not full, drop-ins will be accepted at a rate of \$30 per day. Full-time enrollees have priority over drop-ins.

Hours of Operation:

- Little Bugs Daycare will be open Monday-Friday from 7:30 a.m. to 5:30 p.m.
- The program will observe the following federal holidays-
 - New Year's Day
 - Martin Luther King, Jr. Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving
 - Christmas
- A minimum of 2 weeks notice will be provided if there are any changes to the dates the daycare will be closed.
- Little Bugs Daycare will adopt all late start or school closure decisions made by Fowler USD 225 due to inclement weather. Cancellations due to inclement weather will not result in a refund.
- During employee vacations the program will utilize highly qualified substitute providers.
- A \$10.00 fee will be assessed for every 15 minutes late past 5:30 p.m. Late fees will be added to the next tuition invoice and must be paid within one week. Parents will be informed of any late fees at the time of pick-up. In case of an emergency that prevents timely pick-up, please contact the daycare immediately

to discuss arrangements. Frequent late pick-ups due to emergencies will still incur late fees.

Back-Up Care:

- It is the responsibility of the parents to establish a plan for back-up care in the event of an unforeseen emergency in which the daycare may have to close.

Illness:

- Children will not be allowed to attend if they have the following symptoms-
 - Fever of 100.4 degrees or higher. Children must be fever free for 24 hours without medication.
 - Vomiting or diarrhea. Children must be free of these symptoms for 24 hours before returning to daycare.
 - Watery or matted eyes (pink eye).
- If a child becomes sick at daycare, a staff member will notify the parent or other designated person to pick up the child as soon as possible.

Medication:

- No medication will be administered without parent permission.
- Prescription medications must be in the original container with the name of the physician, medication, pharmacy, child's full name, date issued, expiration date, and dosage amount.
- Medications will be kept locked up and out of reach of children.

Meals/Snacks:

- Breakfast, lunch, and an afternoon snack will be provided by the daycare.
- Special treats may be served for birthdays and celebrations. Please communicate with the daycare director if you plan to bring in a special treat to ensure any food allergies are considered.

Diapering:

- Parents will provide diapers, wipes, and diaper creams for their children.
- Parents will be notified when their child's diaper and wipe supply is low.
- The daycare will have extra items available for emergencies.

Clothing:

- Children may get messy or have accidents. Please dress them in appropriate attire with this in mind.
- Parents will provide an extra change of clothing to keep at daycare. This should include socks, underwear, top, and bottom appropriate for the weather.

Toys:

- Please leave personal toys and books at home to prevent conflicts between children and lost or broken items.

Rest Time:

- All children will be expected to take an age-appropriate length of nap each day.
- Little Bugs Daycare will provide a cot and cot sheet.
- Children must bring their own blanket, pillow, and stuffed animal as desired.
- Quiet activities will be provided for those children who remain awake.

Discipline:

- Classroom expectations will be developmentally appropriate to create a safe environment.
- Little Bugs Daycare will model and practice appropriate behaviors, provide choices for children, and provide positive reinforcement for good behavior.
- Providers will have access to annual training related to appropriate classroom management strategies.
- At times, age appropriate consequences for inappropriate behavior may be necessary.

Prohibited Punishment- Punishment which is humiliating, frightening or physically harmful to the child is prohibited. Prohibited methods of punishment include:

- A) Corporal punishment such as spanking with hand or any implement, slapping, swatting, pulling hair, yanking the arm, or any similar activity.
- B) Verbal abuse, threats, derogatory remarks about a child or the child's family.
- C) Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box, or similar cubicle.
- D) Withholding or forcing foods and placing substances which sting or burn on the child's mouth or tongue or other parts of the body.