**PARENT HANDBOOK**

**INFANTS THROUGH 5 YR. OLD**

**Little Hearts Daycare**

**262-525-1570**

**info@littleheartswi.com**

**Angie Slinger**

**204 Slinger Road, Slinger, WI. 53086**

**Center Philosophy:**

The goal of Little Hearts Daycare is to provide an adult supervised curriculum and activities for your child in a healthy and safe environment. Each child will be able to choose from various activities both inside and outside throughout the day, weather permitting. We believe children need to make their own choice of activities. Adult supervision will be there if the need arises to ensure a healthy and safe environment. Guidance will be used to ensure proper interaction between children and between children and adults. All activities will encourage positive interactions.

 We encourage parents to work with their children and the Little Hearts staff to provide a positive atmosphere by communicating ideas, problems and solutions.

 Little Heart’s Daycare is operated in accordance with the Department of Children and Families Group Child Care Licensing rules; the United States Department of Agriculture’s food program, and Department of Public Instruction.

**Admission**

 Little Hearts Daycare is licensed by the State of Wisconsin, Department of Children and Families

[(www.dcf.wisconsin.gov)](http://www.dcf.wisconsin.gov/). Little Hearts Daycare is licensed to care for no more than 61 children at any one time. We are inspected regularly to ensure that we meet licensing standards.

 Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

 Little Hearts Daycare will provide care for children infants through 5 years of age. Child care services will be provided between the hours of 6 AM and 5:30 PM, Monday through Friday January through December.

No service will be provided on New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and day after, Christmas Eve, Christmas Day and the day after Christmas. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following. Holidays are charged as normal attendance days. Vacation days cannot be applied to holiday closures.

 If Little Hearts Daycare is to be closed to inclement weather, closings will be communicated via the Bright wheel app. All inclement weather closings are charged as a normal attendance day. Vacation days cannot be applied to weather closings.

Little Hearts Daycare will be closed 3 days per calendar year (Spring, Summer & Fall) for professional development days. All in-service days will be communicated at the end of the previous year for the new year. All in-service days are charged as a normal attendance day, vacation days cannot be applied as credit towards an in-service day. During these professional planning days, staff members use their time to plan curriculums, clean and organize classrooms and participate in continuing education opportunities and team building activities/workshops.

Each parent receives one week of vacation to use for any day your child doesn’t attend. Please inform Director when vacation days are to be used due to child’s absence. One week vacation is equal to the number of days your child attends Little Hearts per week.

 We will post the following items for your review on a parent bulletin board in the reception area:

* Licensing rules
* License certificate.
* Any stipulation, condition, exemption or exception that affects the license.
* Results of the latest monitoring visit (Non compliances Statement and Correction Plan or Compliance Statement).
* Any enforcement action—order, forfeiture, temporary suspension, denial or revocation—issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed.
* Center policies
* Parental notices/Monthly Newsletters
* Observations
* Other parent information

**Absence without Notification:**

If your child will not attend on a regularly scheduled day, please let us know within 2 hours before your child’s scheduled arrival time.

 If a child who is scheduled to arrive at the center does not arrive within 30 minutes after the specified time on the written agreement signed by the parent, and Little Hearts has not been notified in advance of the child’s absence, we will attempt to contact the parent or guardian to determine the child’s whereabouts. All attempts, whether successful or unsuccessful, will be documented.

 If a child is expected to arrive at the center from someplace other than home (e.g., school, head start, etc.) and does not arrive as scheduled, we will immediately attempt to contact that facility, and the parent, if necessary, to determine the child’s whereabouts.

**Attendance:**

 We are required to maintain a current, accurate written record of daily attendance for all of the children. Attendance is taken by the teachers and kept on file for all children entering and exiting the building. A minimum of 3 days per week is required. Full time is considered 4 days per week or more and part time is considered less than 4 days per week.

If a child is to be dropped off 15 minutes or more before their specified time on the written agreement signed by the parent, Little Hearts must be notified 24 hours in advance of the child’s early drop off.

**Confidentiality:**

To protect each family's confidentiality, Little Hearts Daycare & Preschool will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

**Child Abuse and Neglect:**

 All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to Washington County Health Center.

Each child care teacher and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

**Administrative Structure:**

Licensee/Owner

 Director

 Lead Teacher

 Assistant Teacher

**Enrollment Information:**

 All children will be enrolled for a trial period of 30 days. During the trial period either Little Hearts Daycare parent may terminate child care without advance notice.

 Parents must meet with Director to discuss their child's specific needs and to review program policies. We will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

 Parents must submit a written schedule with the days their children will attend Little Hearts. This can be a weekly or monthly schedule.

 The following items must be completed and returned to the center by the first day of attendance.

* *Child Care Enrollment*
* *Heath History and Emergency Care Plan*
* *Alternate Arrival / Release Agreement – Child Care Centers* (if applicable)
* *Transportation Permission – Child Care Centers* (if applicable)
* Registration fee
* *Child Health Report – Child Care Centers*
* *Day Care Immunization Record* or an electronic record of your child's immunizations
* *Drop off and pick up schedule*

We will inform you of any updates that are needed and give you 30 days to submit the updated forms.

**Parent Provided Items:**

* + Clean extra set of clothing
	+ Blanket for naptime (stuffed animal if needed)
	+ Sunscreen
	+ Diapers and wipes
	+ Bottles and/or feeding supplies deemed necessary per child’s age

 **Please mark each item with your child’s name**

**Access to building/records:**

 Parents are welcome to visit Little Hearts Daycare any time during regular business hours unless restricted by court order.

 Parents have access to their children’s records, unless restricted by court order.

**Pets**

 Little Hearts Daycare does not have pets on the premises. If such events were to change, an email will be sent out to all parents.

**Photos**

Photographs may be taken of your children during the day during class or on field trips. These photographs will be used for bulletin boards or internal use at the program. You will be given a photo release form in your enrollment packet. There is an option on the photo release form to opt out.

**Wisconsin’s Concealed Carry Law**:

 Wisconsin Act 35 relating to carrying concealed weapons went into effect November 1, 2011.

 No person may carry weapons while on the premises of the child care center during licensed hours. Signs (at least 5” x 7”) providing notice of refusal to allow weapons are posted near all probable access points where any individual entering the building or grounds can be reasonably expected to see the sign.

**Discharge of Enrolled Children:**

 Little Heart Daycare will communicate with parents about their children progress throughout the time the child is enrolled in the program.

 Parents are requested to submit a two-week written notice of withdrawal or they will lose their security deposit.

 If after all responsible efforts by the center have been made to accommodate the needs of a family and failed, termination will follow. The center will give a two-week written notice of termination and a refund will be given for time not used by child. The program will try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed.

 Sometimes the parents and the center come to a mutual decision to terminate care.

 **Behavior related:**

If a child’s behavior is disrupting their growth and development or the classroom; the following steps will be taken:

1. Teacher will talk with the child and attempt to change behavior.
2. Meet with parents to brainstorm solutions to change behavior
3. If necessary, an outside agency will be brought in to help.
4. Termination

 All steps toward termination whether behavior related or not will be documented.

 If you feel there was discrimination involved or feel that the termination was not warranted you can appeal the decision to the owner/licensee. The owner/licensee will review all the documentation and the decision made will be final.

Reasons for termination include but are not limited to. If after written notification the following can lead to a child’s termination:

* Failure to pay fees
* Failure to submit forms
* Failure to observe policies
* Unclean or unsanitary children
* Soliciting staff for own personal gain during business hours
* Lack of parental cooperation
* Inability of child care program to meet the needs of the child. We will consult with the parent concerning how any problems might be solved before ending the care arrangement. Parents will be referred to other community resources
* Repeated failure to pick up the child at the scheduled time
* Failure to complete and return required forms
* Failure to comply with the terms of the child care contract

**Fee Payments and Refunds**

 Rates:

 Infants:

Full Time: $67

Part Time: $70

1 Year Olds:

Full Time: $65

Part Time: $68

2 Year Olds:

Full Time: $60

Part Time $62

3 Year Olds:

Full Time: $56

Part Time: $60

4k

Full Time: $49

Part Time: $53

Tuition includes lunch and morning and afternoon snack.

Parents pay for all days your child is scheduled to attend Little Hearts with exception of weather closings and professional development days. If a scheduled day falls on a holiday, that day will not be charged. 25% discount for second child. Parents will receive a refund on the last day of attendance if there is a balance.

Little Hearts Preschool offers an on line auto payment option via the Brightwheel app along with cash and check payments.

**Registration Fee:**

$45.00 per family, non-refundable, due annually (Sept. 1st) or if your child does not attend for more than 2 (two) consecutive weeks.

**Security Deposits:**

A one week security deposit, non-refundable, is required and will be used on the child’s last week at Little Hearts Preschool.

**Fee for late pick up of child**

$ 1.00 per minute interval (or any fraction thereof) per child after 5:31 pm

 The late pick- up fee must be paid in cash to the person closing upon your departure.

 Fees are to be paid on Monday or the first day your child attends for the following week's services. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

If a child is not picked up within 15 minutes of the specified time on the written agreement signed by the parent, and Little Hearts has not been notified 24 hours in advance of the child’s late pickup, we will attempt to contact the parent or guardian. All attempts, whether successful or unsuccessful, will be documented.

**Fee for late payment**.

 If a payment is more than one (1) day late including weekend days, a mandatory daily fee of $5.00 will be charged. If an owed balance equaling more than 1 month of tuition goes unpaid, the child will be suspended from care at Little Hearts until the full owed balance is paid.

**Fee for non-sufficient funds (NSF) or overdrafts.**

 You will be charged an additional fee of $35.00 if your check does not clear the bank.

 If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms.

 Families will receive a minimum of 6 month notice when a rate increase is planned.

**Child Education**

We do not include religious instruction or practices in our daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum.

We plan activities according to the age and developmental level of each child in care, and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures, and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include:

* Language development: e.g., Books, music, story time, finger plays, flannel board stories
* Large muscle skills: e.g., Balls, hula hoops, bean bags, swinging, outdoor play
* Small muscle skills: e.g., Arts / crafts, stringing beads, pegboards, blocks
* Creative expression: e.g., Dramatic play, puppets, music / instruments, flannel board
* Self-help skills: e.g., Assist with mealtime preparation, dress self for outdoors
* Literacy skills: e.g., Books, story board, alphabet and writing games

PLAY & EDUCATION are the major components of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative equipment and a water and sand sensory table which is supervised at all times.

Preschool Developmentally Appropriate Programming: Little Hearts Daycare & Preschool will provide games and activities for infants through 5 yr. olds.. Through games and activities, we will promote self-esteem, positive self-image, social interaction, self-expression, communication skills, creative expression, as well as intellectual growth. Cultural diversity will be incorporated into the lesson plans by using various games (ex: Mancala, an African game), as well as group games from various cultures.

 **Outdoor:**

Children will go outdoors daily when weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

* Heavy rain
* Temperatures above 90 degrees F.
* Wind chills of 0 degrees F. or below

There is an outdoor play space on the premises of the center, which doesn’t include a pool, splash pad or wading pool.

**Rest or naptime**:

 Children attending Little Hearts for more than 4 hours will have a rest period. This rest period will normally be after lunch. Rest time will be at least 30 minutes. A child who does not sleep will have quiet time through the use of equipment and activities. A mat with a sheet will be provided or your child may bring a sleeping bag. Sleeping bags need to go home the last day of the week your child attends for laundering.

 We will not allow children to watch G-rated television including VHS or DVDs. Children may not bring VHS or DVDs from home.

 **Field trips:**

 We occasionally take field trips, including walks around the neighborhood.

 Within walking distance of Little Hearts Daycare & Preschool costs will be borne by the Little Hearts.

 Field trips requiring a bus will be approved by parents, with a separate consent form and fees to cover the cost of the trip. Whenever contracting for transportation of any child while at Little Heart Daycare & Preschool the teachers will have a check list of all children and will do a count off children on the bus, obtain a number and relate that number to the bus driver. Before returning, the teacher will do a head count and ensure that all the children are on the bus. One last search of the bus will be made when the bus returns to the center to ensure that all children have exited.

It is Little Hearts policy to not take field trips that involve swimming. Exceptions would be a splash pad.

 On all field trips, an emergency medical bag will be taken including ice packs, Band-Aids, etc. as well as emergency medical information cards on each child.

**Curriculum:**

Little Hearts Daycare offers a theme based curriculum. The curriculum is weekly. Staff will be responsible for implementing the curriculum and submitting lessons plans.

 **Communication with Parents:**

 It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with staff to arrange a convenient time to talk so we can give the issue the attention it deserves. To foster communication, Little Hearts Daycare & Preschool will provide scheduled conferences, written newsletters, parent bulletin board and daily sheets.

**Child Guidance**

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children such as for biting and hitting to develop self-control, self-esteem and respect for the rights of others.

 We understand that there will be times when a child will become distraught, fussy or won’t quit crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that all children will have times when they cannot stop crying. At these times, we will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance, and we won’t hesitate to call you if we feel that it is necessary.

 We use “time outs” to deal with unacceptable behavior. A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time outs will never exceed three minutes or used on children under 3 years. When used, the time out will immediately follow the behavior. We will stay with the child and talk about what behavior was unacceptable, and what else she/he might have done or said instead. Rather than use a specific time-out chair or corner, we will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the time out and will be helped to rejoin the group.

 We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care.

 In accordance with DCF 251 Licensing Rules for Group Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

 Daily schedules include planned transitions so that children are not waiting in large groups or in long lines.

 Classrooms are arranged so that materials and activities provide clear guidelines and promote positive behavior.

**Emergency Procedures:**

Fire drills shall be practiced with the children monthly. In addition, tornado drills shall be practiced with the children monthly during the tornado season which is April through October. Little Hearts will also do a shelter in place drill once a month. Completion of all practice drills will be documented

**Fire:**

 In case of a fire, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled at the Slinger Village Hall.

**Tornado:**

 In the event of a tornado warning, or shelter in place situation the children will be taken to the children’s bathroom Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the bathroom area at all times. The attendance form and emergency contact information will be brought along.

**Lost or missing Child:**

 In the event of a lost child, we will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. We will notify the Department within 24 hours after the occurrence.

**Other Emergencies:**

 If the center should lose the use of heat, water or electricity before the center opens, we will contact parents of being closed until heat, water or electricity is restored.

 If the center should lose the use of heat, water or electricity while children are in attendance, we will contact parents to pick up their children within an hour and if necessary take children to the Slinger Village Hall.

 In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

**Injury Procedures:**

 Staff will assess the child’s situation and keep the child in a safe area until emergency personnel arrive in need. Staff will take appropriate action to keep the other children away from the emergency to ensure their safety until the “all clear” is given. Little Hearts Preschool staff will have cell phones and each’s child’s emergency contact form in their possession.

In case of an open wound, staff will clean and disinfect using soap and water or disinfected pads.

 **On Site:**

 Little Heart Daycare staff will first attempt to contact the parent or emergency contacts before transporting a child to Hartford Hospital in case of a serious injury. Parent will then be notified once we arrive at the hospital or during transport if possible. In case of a minor injury first aid will be rendered and parents will be notified at pick up time.

 **Off Site:**

Little Heart Daycare staff will first attempt to contact the parent or emergency contacts before transporting a child to Hartford Hospital in case of a serious injury. Parent will then be notified once we arrive at the hospital or during transport if possible. In case of a minor injury first aid will be rendered and parents will be notified at pick up time.

**Whereabouts of Children at all times:**

 Little Heart’s Daycare’s procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times is to keep daily attendance records and do frequent head counts and name to face recognition throughout the day.

**Persons Authorized to pick up:**

 Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in writing or by a telephone call in advance. If a person who is not authorized arrives to pick up a child, staff will call the parent. The person picking up the child may need to show a driver's license or other picture ID. No child will leave with anyone without first being released by a Little Hearts teacher.

**Emergency Numbers:**

Emergency numbers are posted in each classroom and include 911, Poison Control: Child Protective Services; non-emergency fire and police; local ER or clinic.

**Motor Vehicle Availability:**

If a vehicle is required for an emergency, 911 will be called.

**Emergency Supplies:**

Emergency supplies (flashlights, blankets etc.) are stored in the office.

**Safe Location:**

In case of an emergency that requires an evacuation and we are not allowed to reenter the building child and staff will go to the Slinger Village Hall.

**Children’s records taken in emergency situations:**

Attendance records and children’s emergency contact information will be taken in case of emergency situations.

**Custody issues:**

 Little Hearts Daycare requires copies of all custody agreements.

**Drugs and Alcohol:**

 If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

**Health Care**

 Little Hearts Daycare & Preschool is not authorized to care for mildly ill children.

 If your child is absent due to illness, please notify Little Hearts Daycare & Preschool by 8:00 a.m.

 Parents are required to keep their child home if he/she exhibits any of the following symptoms:

  Fever of 101 degrees or higher

* Earache
* Vomiting
* Skin eruptions or rash
* Constant nagging cough
* Head lice
* Chicken Pox
* Inflammation of eyes/discharge
* 3 episodes of diarrhea – other than allergies unrelated to food intake

 If a child develops any of these symptoms at Little Hearts Daycare & Preschool, he/she will be isolated within sight and sound of staff. Parents will be called and must pick up their child within one hour of notification. The child’s designated responsible person will be contacted if the parent cannot be reached. It is the parent’s responsibility to make sure all emergency contact information is current. The child will be permitted to return to the program only after being free of symptoms for 24 hours.

 A doctor’s note may be required if any of the following conditions exist:

* A child is absent more than 4 consecutive scheduled days due to illness
* When a child is hospitalized for any reason
* When a child has an illness that requires a doctor visit or prescription medication
* When a child is returning after traveling outside the United States (except Canada)
* Parents may also be required to bring clearance from the doctor after the child’s recovery from communicable conditions such as Impetigo, Ring Worm, Head Lice, or Conjunctivitis

If the child is exposed to or contracts a communicable disease, it is essential to communicate this information to staff. Information of possible exposure to a communicable disease at Little Hearts Preschool will be posted on the parent bulletin board. We will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

Staff has received training in first aid. We will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. Staff have a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED).

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Hartford Hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, we will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

We will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with child's name, dosage and administration directions. We will not exceed the age related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed. Parents will be informed of any missed dosages or dosage errors.

Prior to applying sunscreen or insect repellant to a child, we will obtain a written authorization from the child’s parent. The authorization shall include the brand and the ingredient strength.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our care will be entered into the center's medical/accident logbook. Staff are responsible for logging accidents, injuries and medication administration into the medical/accident log book. The Director will review the medical/accident log book every 6 months.

 All children are required to have a Health Report on file and an updated Immunization record. Any special health care needs will be shared with everyone responsible for caring for that child.

Handwashing is the single most effective way to prevent the spread of disease. Wash your hands with soap and water after coming in contact with body fluid, before and after meals, coming in from outside, and after diapering and toileting.

If a child has a toilet accident, the soiled clothes will be put into a plastic bag and sent home with the parents.

Gloves are worn when dealing with bodily fluids. Universal precautions will be followed. Little Hearts Daycare & Preschool has kits available including goggles, face masks, and gloves. Surfaces will be cleaned and disinfected after blood or bodily fluid spills.

Toys and equipment will be cleaned and sanitized on a weekly basis.

**Nutrition**

 Little Hearts Daycare will follow USDA guidelines when planning our menus. Parents providing their own children's meals and snacks will be informed in writing of the USDA nutritional requirements. No child will go without nourishment for longer than 3 hours.

 Little Hearts Daycare will provide lunch or children may bring their own lunch. Snacks will be provided by Little Hearts or by parents.

 Snacks will be served at approximately 9:00 a.m. and 3:00 p.m. Lunch will be served approx. between 11 am and noon.

 The snack and lunch list will be posted monthly on the parent boards.

 If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in writing.

 Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child’s physician and upon the written request of the parent.

 Teachers will provide supervision at meal and snack time and will eat with the children. Teachers will also be responsible for cleaning and sanitizing tables before and after meals. Meals and snacks will not be forced or withheld.

# Transportation

Little Hearts Daycare & Preschool does not provide transportation. Public transportation is not used for field trips.

You will be notified in advance of the date, time and destination of any field trip requiring transportation.

Little Hearts Daycare will provide bus transportation to and from our center and Slinger, Addison, and Allenton Elementary Schools.

Buses contracted for Little Hearts Daycare will have an emergency alarm that requires an adult to go to the back of the bus checking for children to turn the alarm off.