

## **Little Discoveries Policies and Procedures Manual**

1671 US HWY 395

Minden, NV 89423

Phone: 775-392-4244

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### **Hours and Fees**

**Hours:** Monday – Friday 6:30 am to 5:45 pm

Although we are open from 6:30 am to 5:45 pm we ask that you refrain from bringing your child for hours longer than 10 hours/50 hours weekly. If your work schedule conflicts with this, we will gladly work with you to meet your childcare needs to the best of our ability.

**Fees:** Schedule attached in enrollment package

**\*Payment is due at the beginning of each month. Payments may be made bi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of each month or weekly at the beginning day of service each week. There will be a \$20.00 charge for personal checks returned due to insufficient funds.**

**Days closed: We will be closed for the following holidays each year. These are paid closure days for the center.**

New Year's Day

MLK Day

Presidents' Day

Memorial Day

Fourth of July

Labor Day

Nevada Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas and New Year Closed

(12/23/22-01/01/2023)

When these holidays fall on a Saturday the preceding Friday will be observed as holiday and if on a Sunday the following Monday will be observed as holiday.

**\*HOLIDAY'S OBSERVED ARE SUBJECT TO CHANGE. IF YOU HAVE ANY QUESTIONS ABOUT CLOSURES PLEASE SPEAK TO THE DIRECTOR OR OWNER.\***

## Services

**Full-time / Part- Time Care & Pre-School:** Little Discoveries is a full-time center providing care for children 6 weeks to 6 years of age. Curriculum, learning activities, centers, art, to enhance their individual developmental growth physically, socially, and cognitively will be a part of our daily routine. All activities will be developmentally appropriate for each child. Our goal is to create a comfortable, safe, and fun environment in which your child can thrive. **Our center is willing to accommodate each child based on their needs.** *Please do not hesitate in letting us know if your child needs extra attention in any areas pertaining to his daily life and general health.*  
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## Admission and Enrollment

We accept children 6 wks.-6 years of age for full-time care and education.

We have an open door policy and encourage you to observe our facility before enrollment. Parents are welcome to observe their enrolled child at any time. Parents are welcome to voice their opinions and concerns for their child and participate in parties, field trips, and classroom activities.

The following enrollment forms will need to be complete and received prior to the needed start date:

*An updated immunization record*

*A Health Statement signed by your medical provider*

*Permission to release information*

*Permission to photograph children for facility use only Form for*

*Consulting with Physicians or Registered Nurses*

*Signed statement of your right to request and view any complaints about the facility your child is enrolled in or will be enrolled in*

*Signed statement for receiving Policies and Procedures Signed statement for receiving a copy of the Disaster Plan*

**A one month notice of service termination is required.**

## Policies and Procedures

The Policies and Procedures have been developed to meet or exceed the regulations of the State of Nevada. The safety of your children is our number one priority. State Childcare Licensing and parents will receive a dated copy of any changes or updates to our Policies and Procedures.

\*\*Parents are asked to read these policies, sign and submit the enclosed agreement form

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### Health

The State of Nevada, Department of Health and Human Services has determined that if a child has or develops certain symptoms or illnesses, he/she **cannot** be present in this type of facility. If your child develops symptoms while present he/she will not be included in activities with the rest of the children. Parents will be notified of child's condition and requested to pick up their child within one hour. We ask that you keep your child home the entire next day, or until he/she is symptom free for 24 hours to prevent the other children from exposure.

**Please keep your child home if he/she is experiencing the following symptoms and/or illnesses:**

- **Fever** – (100.4 or greater) Children must be fever free and off of any type of pain reliever/fever reducer before returning.
- **Pink Eye (Conjunctivitis)** – If your child has symptoms that indicate the possibility of pink eye (redness and/or discharge); we request your child be picked up or not come to “school”. Children need to be using a prescribed medication for pink eye for 24 hours before returning to Little Discoveries.
- **Other Symptoms** – Infectious conditions such as, but not limited to chicken pox, impetigo, earaches, and/or ear drainage, unusual listlessness, or unexplained rashes or sores. Decisions to call you to come for your child will be made at Little Discoveries discretion.
- **Diarrhea** – If a child has 3 diarrhea bowel movements, not food or medicine related, he/she will need to be picked up. The child is allowed to return the next day if symptoms have subsided.
- **Vomiting** – If a child vomits one or more times, the child will need to be picked up. They may return the next day if symptoms have subsided.

## Medications

All medications to be given at Little Discoveries will be signed in daily. In order for any child to receive “over-the-counter” or prescribed medication:

**Medication Request** form will need to be signed by the parent with information on the name of the medication, dosage and time to be given. *We cannot administer any “over-the-counter” medication without a written statement from the child’s physician.* A staff member will initial the Medication Form indicating the time the medication was given and the dosage.

Medication must be in its original container and clearly labeled with the child’s name and appropriated dosage instructions. We will not administer expired medication. Medications will be stored in a locked box for the day and will need to be taken home with the parent every night as no type of medication is allowed to be stored overnight.

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## **Personal Belongings** (Separate from infants)

We ask that you please bring a change of clothing for your child in the event of an accident or spilling on themselves. If your child is in diapers, please bring plenty of diapers and wipes. We will have a bin for your child’s extra clothes.

Please label child’s clothing (ie jackets and extra clothes). We ask that you refrain from allowing your child to bring toys or important items to them from home. In the event they bring in something we will place it safely in their cubby until pick up time.

Please provide a blanket and travel sized pillow for your child to use at naptime. We will provide cots and sheets. Your child will have a cot that will be used only by them.

*The cots and sheets will be cleaned and sanitized weekly each Friday (or as needed daily), you will need to bring your child’s blanket home at the end of each week for cleaning.*

\*Please be sure all your child’s belongings that are brought to school are labelled!

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## Emergency Procedure

All staff of Little Discoveries is trained in preparation for an emergency. These procedures are available in your disaster plan packet received at enrollment (upon request) or available on our website at [www.littlediscoveriespreschool.com](http://www.littlediscoveriespreschool.com).

## Toilet Training

- When the parents feel it is time to start toilet training, the facility will go over the toilet training guidelines with the parents to ensure that both parties are working together. The toilet training guidelines will be signed by both the parents and the head teacher of the room. Please provide extra underwear and clothing to accommodate training accidents that occur when the child is learning how to toilet train. A child will not be forced to remain on the toilet for a prolonged period of time or be left unattended. In addition, children will be assisted/instructed in washing their hands.

Guidelines can be printed upon request or be found on our website at [www.littlediscoveriespreschool.com](http://www.littlediscoveriespreschool.com).

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## Infants

We ask that parents provide the baby food their infant will need for the day and formula/breast milk. Breast milk must be brought in labeled bags/bottles each day and labeled with your child's name and date prepared.

Please provide clean bottles daily. Used bottles will be sent home daily. If using formula, please do not send pre-made bottles from home. Please provide cans or powder for us to prepare at the nursery with instructions of how many ounces per feeding. Diapers will be changed every 2 hours unless needed more frequently

Feeding times are based on individual needs and will be documented on your child's daily infant report which will include all aspects of their day such as times they ate, drank a bottle (and amount in ounces), diaper changes and nap times.

**Baby Food/Snacks:** Labeled baby food can be brought in daily or weekly. Any unused portions will be discarded or sent home with the parents at the end of the day.

**Sleeping Arrangements:** All babies will be placed on their backs to sleep but when they are able to turn over, they will be allowed to sleep in their preferred position. Babies will be placed to sleep on safety-approved pack and plays with firm mattresses and tight-fitting sheets. The pack and plays will be free of toys, stuffed animals, and extra bedding. If additional warmth is needed, sleep clothing, such as a one-piece blanket sleeper or sleep sack may be used. Bibs and clothing with hoods will be removed. Staff will visually check on sleeping babies often. If an infant falls asleep any place other than a crib, the infant will be moved to a crib right away. This includes infants who arrive asleep in a car seat.

**Snacks and Meals**

Little Discoveries staff will serve your child’s ‘home brought’ breakfast and lunch at the times listed below. Parents will also provide a morning and afternoon snack which will take place at the times listed below. We are not permitted to cook food so please be sure to have ready to eat items available for your children’s meals.

**Breakfast / Morning Snack:** Will be served daily at 9:00 am (provided by you in their lunch boxes)

**Lunch:** Will be served daily at 11:45 am – 12:30 p.m.

**Afternoon Snack:** Will be served daily at 4:00 p.m. (provided by you in their lunch boxes)

*Please let us know of any food allergies that your child may have.*

**Rest Time**

Rest time will be part of our daily schedule. It will be from approximately 12:30 PM to 2:30 PM. Older children who may not nap will be asked to lie quietly on their cot until the younger ones are asleep. They may then choose to do a quiet activity or go outside to play with a supervising staff member.

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**Bathing**

If necessary (due to outside play time, messy art projects or soiled cloths) we may need to partially bathe your child. We will use a mild soap and warm water and put clean clothing on which you will have provided.

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**Discipline Procedures**

If a child is acting unkindly to his/her friends and or teachers, the child will be encouraged to share his/her frustrations and will be asked how he/she can work it out so everyone is happy. If the child continues to behave in a negative manner, he/she will be removed from the situation and redirected to participate in another activity of his/her choice. If the child continues to participate in a negative manner, the child will be asked to do a choose-out, in which the child chooses where to sit, and afterwards discuss feelings and come up with ways to resolve the issue for future events. If a child is hurtful and aggressive on a regular basis, the issue will be discussed with the parents and a plan of action will be created to help resolve the child’s issues.

**We reserve the right to terminate services if the daycare arrangement does not work out to the satisfaction of everyone concerned.**

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## **Smoking / Tobacco Use Policy**

Little Discoveries is a tobacco free facility, use of tobacco in or around the licensed property is prohibited.

### **Staff Requirements**

**CPR/First Aid Certification:** Per licensing, each employed person is certified in CPR/First Aid. Certification will be renewed every two years as required by the state and there will be someone certified at all times during operating hours.

**Additional Training:** All employees will have 24 hours of training per year. They will also take a course on Child Abuse and Neglect, Communicable Diseases/Blood Borne Pathogens, Sudden Infant Death Syndrome, Medication and Administration, Shaken Baby Syndrome, Building Safety and Premises, and Natural Disasters.

*According to the Nevada Revised Statute 432B.220, any person who provides care for children are mandated by law to report any suspected child abuse or neglect immediately to an agency which provides protective services or a law enforcement agency when there is reason to believe that a child has been abused or neglected.*