



Fountain Springs Children's Center

Housed in the Fountain Springs Community Church

2100 Plaza Blvd.

Rapid City, SD 57702

(605) 355-0927

Fountain Springs Children's Center is a non-denominational Christian childcare program. We are managed by Generations Care, L.L.C., which strives to "bring generations together."

**Fountain Springs Children’s Center
Parent Handbook**

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Registration

A \$30.00 non-refundable registration fee is required for each child to be enrolled in the program. The following documents are required for each child prior to enrollment:

- Completed registration form
- Copy of current immunization records

Fees for Service

We charge a flat weekly rate, with sibling discounts; regardless of the number of hours children are present at our facility. Each family is expected to pre-pay for the following week, starting July 1, 2002. If payment is not received by Friday evening of the prior week the child will not be allowed to attend daycare until pre-payment is made. Parents have the option of paying by credit card by calling Jeri at Fountain Springs Nursing Home at 343-3555. Prompt payment will ensure continued childcare services.

A \$40.00 fee will be charged per check that is returned insufficient funds. After two returned checks, payments must be made in cash or money order.

Cancellation of Service

Termination of service is required in writing. A two-week notice is preferred. We reserve the right to terminate services without a notice. All balances must be brought to \$0.00 by the termination date.

Vacation and Extended Leave of Absence

Everyone will be allowed 2 weeks (Monday through Friday) per year that will not be charged. For time out of the Center exceeding 2 weeks (Monday-Friday), a spot for your child may be held in any class at a rate equal to 75% of the usual weekly rate. This also applies to new kids, including babies coming to the daycare for the first time. The fee will begin at the point that a spot opens up in the class. This will not use up your 2 weeks of vacation through the year.

Hours of Operation

The center is open Monday through Friday 5:30 am to 6:00 p.m. We will be closed on the following holidays:

- | | | |
|----------------|------------------|----------------|
| New Year's Day | Thanksgiving Day | Memorial Day |
| Christmas Day | Labor Day | Fourth of July |

Children Served

Fountain Springs provides services to children 4 weeks through 12 years of age. The center is licensed by the State of South Dakota as a "child welfare agency" for 107 children.

Immunizations

We are required by law to have current immunization files on each child that receives our services. As your child receives immunizations, please provide us with current documentation. Our files are checked on a regular basis for updates.

If your child is not current, we will send you a notice. You will have a maximum of two weeks to provide us with current immunization documentation. Any child that is not brought up to standard within two weeks, of being notified, will not be allowed to return to our center until they are current.

Classroom Ratios

The required child: adult ratio differs according to the age of each child. The ratios are as follows:

- Infants through two years of age 5:1
- Three years through five years of age 10:1
- Six years through 12 years of age 15:1

This factor impacts the availability of space for each age group. In general, children will be grouped by age. Groupings are somewhat flexible and a child may be moved from one group to another, as needed.

Check-In and Check-Out Procedures

We ask that you sign our child in and out each time he/she is delivered or picked up; this is required by law, along with being a necessary tool for proper record keeping. Please do not let the children do the signing in and out.

If it is necessary for someone other than the persons listed on the registration form, to pick up your child, written authorization is needed. Identification will be required before releasing your child.

Absences

If your child will be absent, please notify the Center as early as possible. This is vital to coordinate schedules, activities, transportation and meals.

Teachers may not be available to talk to you unless it is an emergency. Please leave a message with the Center office at 355-0927, and they will call you as soon as they can.

Late Check-out Fee

The closing time for the center is 6:00 pm. according to the clock at the sign-in desk. Your child must be picked up by 6:00 p.m., to avoid a late charge. You will be charged \$1.00 per minute past 6:00 p.m. If your child is continually picked up after 6:00 p.m., the fee will be increased to \$5.00 per minute. There are no exceptions.

In the event that your child has not been picked up at 6:00pm and we have not heard from you, we will take the following steps (in order):

1. Attempt to reach you at home, work or school.
2. Call the people listed under Contact People on your application.
3. Call the authorities.

Things to Leave at Home

Other than a pillow and blanket for nap time, children are not allowed to bring gum, candy, video games or other personal items to the Center, unless specifically designated by the teacher. Outside food and drinks need to be left in the car or at home, except for special diet needs.

Sunscreen Policy

The staff will apply sun screen (school aged children will be asked to apply it themselves) before going on outings. We ask the parents to supply this sunscreen, since some kids react differently to various brands. We ask you to bring sunscreen to the Center, marked with your child's name.

Meals and Snacks

Weekly menus will be posted on the parent information board. Meal and snack schedules are as follows:

- Breakfast is served from 6:30 to 7:15 am
- Morning snack is served at 9:00 am
- Lunch is served at 11:00 am
- Afternoon snack is served at 3:00 p.m.
- Infants will be fed according to parent's instructions. Parents must update and notify the staff of any changes in feeding schedules, formulas, and additional foods. Milk and solid food will be furnished for infants who no longer need formula (which will be supplied by the parents). Breast fed infants will need an adequate supply of expressed milk brought from home. Expressed milk needs to be in sealed containers with the child's name clearly marked on the container. Mothers are always invited and encouraged to come in during the day to feed their child.

Breakfast, morning snack, and afternoon snack are made here at the center, while lunch is provided by the Fountain Springs Health Care Center next door. While making the meals and snacks the food pyramid is always considered in order to provide a well-balanced meal.

If your child has allergies, please inform staff immediately in writing. We are able to substitute some items.

Please do not bring in food or drinks from home. We have very limited refrigeration space and a lot of unnecessary confusion is created when food is available to one child and not to all.

Prior to each meal and snack, a generic prayer is said. Each child is encouraged to pray, unless the family makes the choice to not participate.

Snack Shack

Every Friday afternoon, we offer the children an opportunity to purchase an extra snack from Snack Shack. Each treat is \$.25. Snack Shack is in addition to the regular 3:00

p.m. snack, and is strictly optional. Parents may give the teacher a couple dollars to establish a “credit” for the child’s snack purchases.

Curriculum and Activities

Our center is designed and equipped to provide a stimulating, interesting, effective environment for children to learn through play. Age appropriate activities will be planned to compliment the curriculum environment. A teacher will always be near to lend support when needed—to help children when they momentarily lose control of materials, equipment, or even their emotions.

Our daily schedule provides time for an abundance of self directed play, teacher led circle times, creativity, curiosity and questions, outdoor loud play, quiet time with reading of books, listening to music, a nap/rest time, meals eaten in a pleasant and social atmosphere, and time for learning through sharing, interacting and relating with other children and teachers.

Bible Curriculum

We provide a special Bible lesson once a week for children 12 months through kindergarten. The children are taught songs and basic Christian values. Also, prior to each meal and snack, a generic prayer is said. Each child is encouraged to pray, unless the family makes the choice to not participate.

Illness

We ask that the initial enrollment information be completed thoroughly. Parents must provide all pertinent medical information concerning each child.

We reserve the right to request a medical examination at the cost of the parent, if it is believed that the child has an illness that is contagious. When taking your child to see his/her physician please ask for a note stating when your child can return to daycare. This will eliminate a lot of confusion with so many physicians serving our children. If the parent is uncooperative, services may be refused. We believe that we have a responsibility to the child, the other children, and the staff to keep everyone as healthy as possible. Please do not bring your child to the center if he/she has a fever or is ill.

Medication will be administered only if there is a medication release form filled out by the parent. These forms are available in each classroom and by the sign-in desk. We reserve the right to refuse to administer any medication that is not properly labeled or dated. A medication release form for each medication administered must be completed.

The South Dakota State Health Department defines an ill child as exhibiting any of the following symptoms:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Unusual spots or rashes

- Sore throat or trouble swallowing
- Infected patches of skin
- Unusually dark, or tea-colored urine
- Gray or white stool
- Headache and stiff neck
- Vomiting
- Unusual behavior that would make you suspect the child is unwell
- Loss of appetite
- Severe itching of body or scalp, or scratching of the scalp
- Fever

Fever can be an indicator of numerous things in small children. We will call parents if a child is experiencing a fever of more than 100 degrees. We ask that you bring in a labeled fever reducing medication for your child, and complete a medication release form to be used as needed.

If a fever reducer (with a written permission form) is available, we will administer the medication and wait approximately 30 minutes. If the fever is not reduced, we will ask that the child be picked up for the day.

If a child exhibits any of the above symptoms while at the center, the parent will be called. This is to inform the parent of the child's health, as well as what steps will be taken to assist the child. It is the Director's decision as to who must be picked up **immediately** and taken home. This is for the comfort of each child and the health of other children, since we are not equipped to handle sick children.

If your child becomes ill while at our center and immediate pick-up is requested, if you cannot be reached, one of the emergency numbers listed on the registration form will be called. If immediate pick-up is requested we will try to isolate your child from the rest of the children by placing him/her comfortably in the office.

Reportable Illness

We will follow the South Dakota Department of Health's reportable disease guideline posted in the office (printed by the Department of Social Services) when an illness is diagnosed or suspected.

Should the children be exposed to communicable diseases, you will be notified of the possibility of exposure, symptoms, and the typical incubation period. This information will be posted in the classroom or on the front door of the center.

Medication

Prescriptive medications shall only be given to a child with specific written direction of a licensed physician. All medications shall be administered with the written consent of the parent or guardian. Medications shall be kept in their original containers with the original label, legible directions for use, expiration date, the child's name, and physician's name. All medications shall be stored in the daycare's kitchen, either in a

closed container in the refrigerator or in a labeled container on the top of the cupboard, please ask staff for assistance in getting your child's medication.

Changing Supplies

All diapers, wipes, ointment for diaper rash, etc. are to be provided by the parent. Staff will notify you when supplies are low. Each child's supplies will be labeled, and used only for that particular child.

If supplies are not provided for your child to use at Fountain Springs, we will provide them at the following cost to the parent:

- Diapers - \$1.00 each
- Wipes - \$.50 each

Toilet Training

We begin encouraging children to use the "potty" in the two-year-old classroom. Children in the three-year-old room go to the restroom independently, so it is ideal for children to be toilet trained by the age of three.

There are several methods used to encourage children to use the restroom in the "potty". After a child has made attempts on their own to sit and actually go to the bathroom in the toilet and are able to inform staff when they need to go "potty", they are ready to try regular underpants.

We do not push the children to do anything that they are not ready to do. It is best for the child, if we are consistent with the method used at home. Please communicate with the two-year-old classroom staff, regarding your concerns, desires, etc.

Clothing

Each child will need to bring an extra complete set of clothes. A limited supply of clothing is available at the center for emergencies. If clothing from our center is worn home, we ask that you return it clean.

Please make sure that your child is dressed in clothing that is appropriate for the weather and various activities. Each age group is involved in a variety of activities that could be "messy", or require a special piece of clothing (i.e. water day). Check with your child's teacher regarding upcoming activities that could affect the way your child is dressed.

The children go outside and play year around. Please make sure that your child wears shoes and outerwear that will not prohibit them from participating with their group. Open-toed shoes are not to be worn. It can be very difficult for children to participate in summer activities wearing sandals. The children do quite a bit of walking, running, etc. Generally children are most comfortable in tennis shoes and socks. In the winter and rainy seasons it may be muddy outside, please bring rubber or winter boots.

Clothing that advertises inappropriate language, cigarettes, alcohol, or inappropriate suggestive behavior is considered to be unacceptable. If your child is dropped off at the

center inappropriately dressed, you will be notified immediately and asked to bring a change of clothing.

Staff are not responsible for cleaning soiled clothing, any clothing that is ruined, or items that are lost or stolen. Label your items if possible, to reduce the risk of your belongings being taken by other children.

Behaviors

Please inform staff of any specific behaviors that your child may exhibit, that might influence the way that staff interacts with your child. It is crucial that the lines of communication are open when dealing with children's behaviors.

For children younger than two years of age, redirection is the method used to handle behaviors. Children are asked to sit or privileges are taken away for children who are older than two years of age.

Parents will be called immediately if a child's behavior is considered to be dangerous to other children or staff. It is the Director's decision as to who must be removed from the center. We reserve the right to terminate care, if a child's behaviors are excessive and beyond our realm of service.

Biting Behaviors Policy

Biting is a common behavior among toddlers in group care. Biting is not viewed as a "bad" behavior, rather an inappropriate behavior. When it occurs, staff have a responsibility to both the child who bites and the child who gets bitten. Our primary goal is to support each child and each family as we move through this developmental period.

With this philosophy in mind, we practice many preventive strategies within the classroom. These strategies include but are not limited to: providing an age-appropriate room arrangement and curriculum, multiples of toys, close supervision and observation, and redirection.

When biting occurs:

1. The child who has done the biting is told "biting hurts" and redirected to another activity.
2. The child who receives the bite is comforted. The area is washed with soap and water.
3. An accident report is completed.
4. A biting form is completed.
5. The parents of each child are notified personally.
6. Information about the biter and bitee is confidential. Names are not provided to either parent by staff unless the skin has been broken.
7. The staff who work with these children meet to discuss the biting report form and to evaluate the incident and develop an intervention plan.

8. Children 4 years and up will be sent home for any biting. If a toddler (age 3 or under) bites more than twice in the same day, he/she will be sent home for the day.

Our goal is to find solutions that recognize the developmental nature of the biting behavior and provide solutions that demonstrate respect for each child.

****PLEASE NOTE**** We do not believe in biting a child back who has bitten or using substances such as soap, pepper, lemon juice, or hot pepper sauce. We strongly urge parents not to use this response if their child bites.

We reserve the right to request that the child, who bit, be tested for HIV and Hepatitis (every 6 months for a year) at the cost of the parent before returning to the center.

Discipline Policy

Our goal: Children shall be self controlled, conscious of the rights of others, and demonstrate respect for themselves, others, and property.

The staff of the center will be guided by principles appropriate to the age and development of the child when determining the action taken in the disciplining of a child.

General Discipline/Guidance Principles:

1. The child's self esteem is of the primary importance.
2. Those who desire to control others must first control themselves. A large part of discipline is modeling the desired behavior, actions, and attitudes.
3. Consistency is essential in discipline.
4. Children need limits and rules, which are simple to understand clear-cut, as few as possible, and enforceable.
5. Disciplinary action will be taken when necessary-promptly, wisely, fairly, calmly, firmly, and with great kindness.
6. Children need opportunities to learn to accept responsibility for the consequences of their actions/behavior.
7. Acceptable behavior will be clearly communicated to the child and a positive behavior encouraged and reinforced.
8. Prevention is the best policy. The children will be kept constructively busy.

Discipline methods which may be used depends on each situation are the following: Logical consequences, time out (one minute per year of age), "talking it over" and exploring with the child ways of handling the difficulty, removal from the situation, redirection/suggestion of an alternate activity.

When misbehavior happens that is of concern or in the case of persistent misbehavior, a note will be written to you (the parent) explaining the situation. Please take time to talk with your child and your child's teacher and participate in the resolution of communication between parents and teachers!

If there is a situation that cannot be resolved and the well-being and safety of the other children are concerns, the center's Director can request that child care services for your child be secured elsewhere. This decision is solely the Directors.

The State of South Dakota prohibits humiliation or frightening punishment and the staff here will NEVER use any of the following:

1. Spanking, hitting, pinching, shaking, or inflicting any other corporal punishment.
2. Verbal abuse, threats, or derogatory remarks about self or family.
3. Restriction of movement by binding or enclosure in a confined space such as a closet, locked rooms, box or similar cubicles.
4. Punishment for lapses in toilet training.
5. Withholding or forcing of meals, snack, or naps to correct behavior.

Our teachers are well acquainted with these guidelines for discipline. We acknowledge the sensitivity of the issue of child abuse and of the concern of parents upon leaving their child in the care of others. We give you our assurance that we will provide for the health and well being of the children entrusted to our care. If at anytime you have a concern please address it with the Director.

Injuries

If a child is injured while at our center the staff that witnessed the incident completes an "Injury Report". This report is to inform parents of the injury and the action taken by the staff. Staff is allowed to administer only the first-aid supplies that we are given permission by the parent, on the registration form.

If another child at the center injures your child, the parents of the children involved will be notified. Due to confidentiality, we are not able to give the parents of the injured child, any information regarding the child that caused the injury.

One staff person trained in first aid and CPR will be on the premises at all times. If a child is seriously injured, parents will be notified immediately. If medical attention is needed immediately, the child will be transported to Rapid City Regional Emergency Room by ambulance. Please read and fill out the requested medical information on the registration form thoroughly.

Insurance

Medical and accident insurance are the parents' responsibility. The Center does not carry accident insurance.

Emergency Preparedness

Each year we are required to do 4 fire drills and 1 tornado drill. In each of the classrooms there is either a written plan or a visual plan of evacuation.

Severe Weather, Power Failure, Bomb Threats

- In the case of severe weather requiring emergency shelter, the staff will escort the children to the basement of the Church.

- In the event of a power failure, the children will be gathered in a room with windows for quiet activities.
- In the case of a bomb threat, the children will be exited out of the building to a shelter in the Fountain Springs Health Care Center.

Field Trips

Occasionally, groups of children will be going on outings outside of the center. A transportation permission slip (attached to the registration form) must be filled out, in order for your child to participate. If you wish for your child to not participate in the outing, please inform the staff in advance, so other arrangements can be made.

If the children will be away from the center during lunchtime, we will provide sack lunches. The only exception would be if part of the event were eating out.

Transportation

Our daycare van will be used for transporting of children to and from school and field trips. Our van will not carry more people than its stated passenger capacity. The required staff-child ratio will be maintained when children are in transport. When children under the age of five years or 50 pounds are transported, they must be secured in a child passenger restraint system as required by SDCL 32-37-1. All children must wear seat belts or use car seats.

Abuse and Neglect

Fountain Springs staff is mandated reporters of child abuse and neglect, per South Dakota Law. We are required to report any marks or behaviors that may lead to suspicions of physical abuse, sexual abuse, neglect, or emotional maltreatment. The following is a general list of abusive signs that we would be required to report:

- Bruising or marks along the buttocks, legs, back and arms
- Irritated or bruised genitals
- Any comments made by a child indicating abuse or neglect
- Denying medical attention to a child
- Shameful/inappropriately hurtful comments made to a child
- Excessively aggressive behaviors displayed by the child
- Improper hygiene
- Inappropriately clothed children

If you notice any behaviors by staff, that could be considered abusive or neglectful, please notify the Director as soon as possible. An investigation will occur to evaluate the continued employability of that staff member.

Video Cameras

We have four cameras within our facility. These cameras have the capability to record audio and video. The cameras are used as added security for the children and as a learning tool. Parents are welcome to come and observe their child, without the child being aware of their presence.

Changes

If in the event there is a change of circumstances which may affect ability to comply with licensing rules i.e., new program location, building renovations/remolding, ownership change, or new director both the parents and the Department of Social Services will be given a written notice.

Staff Qualifications

The staff here at Fountain Springs have certain qualifications they have to meet before they can be hired. The staff working directly with the children has to be at least 18 years of age; those working in the office or housekeeping may be 16 years of age but will not be left alone with any children. Staff driving the van needs to be 25 years old or have their CDL license. If at any time a volunteer is used to fill a staff member position, that volunteer will meet the staff requirement. Everyone goes through a background check with a private investigator and a screening for substantiated reports of abuse and neglect thru the state. No staff member or volunteer will have a substantiated report of child abuse/neglect. Each year the staff is required to have 20 hours of training. These include:

- First Aid
- Program health and safety
- Learning environments
- Child growth and development
- Guidance and behavior management
- Detecting child abuse/neglect
- Communications and relations with staff
- Food handling techniques
- Identification/prevention of communicable diseases
- Cultural diversity
- Nutrition for children
- Age-appropriate activities and planning
- Professionalism
- Partnerships with parents
- Inclusion of all children
- Program management and regulation
- Infant/Child CPR

We want you to feel comfortable with our nurturing environment that we are trying to provide for your child. Our goal is to have you look in our busy classrooms and smile when you see your child at play. Basic values will be emphasized, respect, manners, courteousness, the importance of friendships and human kindness. We feel that parents and our facility together can provide our children with the basic tools that will help them develop to their full human potential.

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