



# **Parent Handbook**

## **Policies and Procedures**

We welcome you to My Small Wonders  
Child Care and Development Center.

Our team would like to take this opportunity to thank you for entrusting your child to us. We strive to provide a safe, engaging, and enriching environment for your child every day. We consider it an honor to partner with you by playing a small role in the life of your child.

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## **NON-DISCRIMINATION POLICY**

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### **NON-DISCRIMINATION POLICY**

My Small Wonders, Inc. admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the center. We do not discriminate based on race, sex, color, national or ethnic origin in the administration of our educational policies, admissions policies, programs, or any other center-administered programs. In order to maintain a safe environment for all of our children, we reserve the right to refuse service to anyone who exceeds our ability to provide the level of care we feel is appropriate and required or is unable to abide by the policies of My Small Wonders, Inc. as allowed by law.

### **ADA COMPLIANCE**

My Small Wonders complies with all requirements of the *Title III act of the ADA*. As such, we make reasonable modifications to our policies and practices to integrate children with disabilities as required. As a part of our partnership, parents are required to disclose any known issues or special situations that may require said modifications prior to enrollment to ensure proper care can be provided without a fundamental change to the program. In accordance with *Title III* My Small Wonders will perform individual assessments, prior to enrollment and as needed, on each child to determine if the child may pose a direct threat to others and/or to determine if due to our program/structure (specifically one-teacher classrooms) care would require a fundamental change in the program. Said situations will be communicated with parents and care may or may not be provided/continued.

### **PROGRAM PHILOSOPHY AND PURPOSE**

We strive for My Small Wonders to be the leading childcare and development center for children in the Edmond area. Being a leader in the industry brings great responsibility to continually improve and provide unsurpassed care to the families we serve. My Small Wonders dedicates its efforts and resources toward providing our very best in care giving services, coupled with a high-quality activity based learning environment tailored for the children and families we serve. We strive to focus on what matters most, your child. The center will respond to the needs of its parents and students by providing excellent care-and instruction, an innovative well-rounded center wide curriculum, a dedicated well-trained staff, flexible programs, local community involvement and business partnerships.

My Small Wonders, Inc. is committed to partnering with parents who desire to provide a better quality of care, character, preparedness, and education for their children. My Small Wonders, Inc. is committed to maintaining a leadership role in childcare services, higher learning and community services in the Edmond community and beyond. My Small Wonders, Inc. directs its activities towards student success. We are unapologetically child focused and committed to promoting and providing a place where your child can flourish and be prepared for their future. We will not compromise what is deemed best for the whole based on the preferences of one child or family. Instead, we will proactively work to maintain the best environments possible to help build a strong foundation of self-esteem and self-awareness coupled with a desire to fulfill the full

potential that lies within each boy and girl we serve. The policies set forth in this handbook are for the protection of all of our children.

## **ENROLLMENT POLICY FOR MY SMALL WONDERS PROGRAM**

My Small Wonders program currently serves the childcare needs of families with children ages 6 weeks to early elementary age. Siblings of students currently enrolled in our program have first priority for admission when possible. Our program works with parents in an attempt to accommodate special needs that any child may have but may refuse care if an illness or condition prevents them from comfortable participation in program activities or they require more care than childcare staff can provide without compromising the health and safety of other children in care. We will actively evaluate the degree to which we are able to provide care for all the needs of the families we serve and reserve the right to refuse service to any family whose needs are beyond our capacity or expertise to serve with excellence according to the law.

The following items must be submitted for each child, **before the child can begin participation in our program:**

- Complete Enrollment Packet
- Medication Form
- Compliance File Notification Form
- Current Immunization Records
- Completed Brightwheel account with payment information

## **REQUIRED SUPPLIES**

If used, parents are responsible for providing the following items;

- Diapers
- Pull Ups (with Velcro sides)
- Wipes
- Labeled (First & Last Name), Baby food
- Labeled (First & Last Name), pre-made bottles with formula or breast milk
- Diaper rash ointment labeled with first and last name
- Sunscreen labeled with first and last name
- Pacifiers (if applicable)
- 2 changes or clothing (appropriate for the season)
- Extra pair of shoes

## **LICENSE**

My Small Wonders, Inc. is licensed by the State of Oklahoma through the Department of Human Services and complies with the regulations of the State of Oklahoma. Our license is posted in the front vestibule.

## **COMPLIANCE MANUAL**

A copy of our compliance manual is kept in the front vestibule and is available to anyone who wishes to view it.

## **THE CAMPUS**

**Tobacco**-My Small Wonders is a Tobacco free campus.

**Firearms**-No firearms are allowed on the campus. According to the law, that overrides both the open carry and concealed carry OK licenses. The exception to this rule within our center, and exception to the law, is in regard to current law enforcement officers. My Small Wonders has signage on the front door that is DHS approved which states that no firearms or weapons are allowed on the property. Again, the exception to this rule is active law enforcement officers. For all our parent officers, when their gun is visible or present, there will also be visible identification through either their uniform, a badge or other form of identification.

**COVID**-My Small Wonders has worked with OKDHS, OK Department of Health and is utilizing CDC guidelines to formulate our COVID-19 response plan. Copies of the current plan are available for parents at the front desk. My Small Wonders reserves the right to administer and modify this plan without notice at the discretion of management for the safety of staff, parents, and children. Tuition waivers will not be given for closures that are mandated by the governing authorities' guidelines and are at the discretion of management. During such a period, management may choose to waive the 14-day termination notice requirement if deemed appropriate.

**Nut Allergies**-My Small Wonders is an "allergy aware" facility. Every effort is made to ensure that no products that contain nuts are brought into the center in order to protect children with nut allergies. We require all parents to comply with this policy at all times. My Small Wonders is unable to guarantee whether products we serve were made or housed in the same facility as nuts or nut containing products. If your child has a nut allergy please speak to a member of management.

## **PROBATIONARY PERIOD**

ALL new students are enrolled on a one-month probationary period. For students who seem to be having a hard time adjusting we will take appropriate actions, which may include holding conferences with the teacher, management, and parents to determine if My Small Wonders is the best option for the child. If so, an action plan will be put into place to determine what steps may be taken by parents and teachers to help the child adjust. Their continued attendance will be determined at the discretion of management. Either party may decide to terminate care during this probationary period. All fees and tuition paid during probationary period are non-refundable. After probationary period should you wish to terminate your childcare agreement with My Small Wonders a 2 week written notice is required. If no notice is given you will still be responsible for 2 weeks of tuition at your current rate. Should the assistance of an attorney be necessary to collect your past due balance you will also be responsible for any legal fees expended to collect the balance due on your account.

## **TUITION/ FEE POLICIES**

Tuition is based upon age group. Please speak with center management to determine your tuition rate based on the number of children enrolling and the age of the

children. The only discount offered is our family discount.

The enrollment process previously described must be completed before admission will be secured for the child. Regular tuition is the standard price of services before any discounts.

All tuition is charged on a per week basis and may be paid weekly or monthly. Tuition is due in full whether the child attends. Tuition will not be prorated or discounted due to any absences, scheduled facility closings, or unscheduled facility closings, other than the Vacation Credit as provided in Paragraph C.2. of the Child Care Contract.

Billing, attendance, and other information pertaining to my child's enrollment at My Small Wonders can be discussed with anyone listed as a "parent" in the Brightwheel app. Please update contacts in the Brightwheel app accordingly.

### **DAYS & TIMES OF OPERATION**

My Small Wonders is open Monday through Friday from 7:00 a.m. until 6:00 p.m. PLEASE do not enter the building before 7:00 A.M. and you must arrive in time to have your child picked up from the center and exit by 6:00 P.M. When entrance is secure, please ring the doorbell to gain entry into the building.

### **LATE PICKUP FEES**

The Client will pay an additional fee of \$1 per minute per child if their children are picked up later than 6:00 PM. This is for emergency use only. It is the Client's responsibility to ensure their children are picked up timely every day prior to 6:00 PM. Clients who are consistently late (after 6:00 PM) will be subject to termination.

The late fee will automatically be added to the primary guardian's account. These fees shall be added to the tuition and shall be automatically paid..

Parents should plan for emergency pick-ups by having a person on their authorized pickup list prepared to cover for them.

### **FAMILY DISCOUNTS**

- There are discounts for two or more children from the same family.
- The discounted rate for two children is 15% off the eldest child's tuition.
- The discounted rate for three or more children is 15% off the eldest child's tuition and 10% off the middle child's tuition.

### **FAMILY VACATIONS**

After six (6) months of continuous enrollment, clients will earn up to one (1) week vacation per calendar year. After one (1) year of continuous enrollment, clients will earn up to two (2) weeks' vacation per calendar year. A tuition credit of 50% will be applied to your invoice for the vacation week. Prior notice must be received (email is

acceptable) for vacation dates, and your child(ren) must be absent for the full week (Monday through Friday.) Vacation weeks cannot be used consecutively, and can only be used once per six (6) month period. We are unable to hold a spot due to international travel. If your child is absent, you may use your vacation credit for the length of time you are eligible. The remaining length of time, you are responsible for covering the cost of the tuition in order to keep your child enrolled. If you do not wish to pay the tuition during your child's absence, you may disenroll and place your child back on the waiting list and wait until another spot becomes available.

## **WAITING LIST**

The waiting list is typically based on a first come first served basis but shall be exercised solely at the discretion of the Provider.

- Prospective clients must fill out a waiting list request form online and pay the non-refundable \$50 waiting list fee. At that point, their child's name is placed, by date of request and date of birth, on the waiting list for the age appropriate classroom and the family is assigned a number. The waiting list fee will be applied to the registration fee when enrollment is secured.
- If a current Client already has a child in MSW's care, and is expecting another child, the Client will be promoted to the top of the waiting list based on due date whenever possible. However, the Client must make this request in writing as soon as possible and other terms of the waiting list still apply, including completion of the waiting list request form.
- When an opening occurs, MSW will consult the waiting list for children that fit the opening. Parents or guardians are contacted regarding the opening and have 24 hours to accept the open position.

If client does not respond, MSW will offer the open position to the next family on the waiting list and the \$50 waiting list fee will be forfeited. The waiting list fee will not be forfeited if the prospective client notifies MSW within the initial 24-hour period that they are not ready to start but wish to remain on the waiting list.

## **2021 HOLIDAYS & IN SERVICE DAYS**

The childcare program will be closed on the following days:

- New Year's Day—Friday, January 1, 2021
- In Service Day #1 (President's Day)—Monday, February 15, 2021
- Memorial Day—Monday, May 31, 2021
- Independence Day—Monday, July 5, 2021
- In Service #2—Monday, August 2, 2021
- Labor Day—Monday, September 6, 2021
- Thanksgiving Day--Thursday, November 25, 2021
- The day after Thanksgiving--Friday, November 26, 2021
- Christmas Eve—Friday, December 24, 2021

The Client must pay for all holidays and in service days (deep cleaning and center maintenance) listed above, regardless of any other terms in this contract.

## **SIGN IN AND OUT**

Parents or guardians must sign in at one of the attendance terminals at the front desk upon arrival. The parent must walk the child to their class and verify that the teacher is aware of their presence. The parent must sign the child out of the program at the end of the day. Failure to do so may result in late fees to the account.

The parent or guardian should check the child's cubby each day to pick up any announcements or communications from the teacher. Confidential messages will be conveyed via Brightwheel messaging.

## **EMERGENCY CLOSING**

My Small Wonders will make every effort to be open to serve our clients, however; we will close the center if it is unsafe for our employees or our clients to travel. If we are unable to open, we will make an effort to notify parents by utilizing the BRIGHTWHEEL app and/or posting on our Facebook fan page (please add/'like' My Small Wonders, Inc. to receive these and other important messages). No refunds are made for emergency closings.

All closings are at the discretion of MSW management. As a general rule, the center may be closed on the first day that Edmond Schools are closed due to weather. Additional days will be communicated by MSW management.

If the inclement weather causes an early closing, MSW staff will notify parents via the brightwheel app that the child must be picked up as soon as possible. If the parent is unable to pick the child up early, the parent must make special arrangements for the child. The staff must be notified of these arrangements. These special arrangements must at all times comply with the terms of the Child Care Contract.

## **RELEASE OF CHILDREN**

The student's enrollment form and brightwheel profile provides a list of persons authorized to pick up the child.

When a person on your authorized list comes to pick up your child they will be required to show a photo ID so that we can verify their identity. Once their identity has been verified we will assist them with the checkout process and escort them to the classroom.

If a parent calls and states that someone who is not currently on the authorized pickup list is going to pick up, we will advise you to add this person to the Approved Pick Ups in Brightwheel.

If an unauthorized person attempts to pick up the child, the parent or guardian will be contacted immediately. If a parent or guardian cannot be reached, persons on the authorized list will be notified. The child shall remain in the center until an authorized person arrives. This policy **WILL** be enforced to protect the child.

We reserve the right to refuse to release a child to any person suspected of being under the influence of drugs or alcohol. Should we suspect that a person is under the influence of drugs or alcohol proper state authorities will be contacted.



## **PHOTOGRAPHY**

My Small Wonders has permission to take pictures of children during periods of care and use said pictures on the My Small Wonders website and in MSW social media.

## **CONFLICT RESOLUTION**

At My Small Wonders we are committed to constantly improving and ‘making our best better’. We cannot do this without feedback from the families we are so blessed to serve. Should you ever have any questions or concerns regarding the care your child is receiving at My Small Wonders please let a member of management know. We want to know what is going on and how we can improve and without your feedback we cannot do that. We are here for you!

## **BABYSITTING**

On occasion, parents will ask an employee to babysit. If babysitting does occur, My Small Wonders, Inc. is not a party to it and takes no responsibility or liability for incidents arising from this situation.

## **CENTER DAMAGES**

My Small Wonders understands that toys will get broken, books will get torn, walls may be marked on and paint may be spilled. However, should your child cause significant damage to furniture, equipment, plumbing or the building, you will be required to pay to have the damages repaired/replaced.

## **BEHAVIOR GUIDANCE POLICY**

My Small Wonders utilizes a preventative guidance and discipline policy. Should your child display inappropriate or undesirable behavior we always use positive redirection whenever possible. We want to work with you to bring out the very best in your child and the best way we can do that is through constant communication with you. We strive to teach each child how to make good decisions and we do this with care and compassion. Every attempt will be made to work with your child in all situations. However, if continued unacceptable behavior does not improve with the staffs' interventions, the following steps will be taken.

1. Parents will be notified of the occurrences.
2. A meeting with parents will take place to discuss concerns and to determine a behavior guidance plan.

If these steps are ineffective, we may require that the child be withdrawn from My Small Wonders. A two-week notice will be given unless MSW determines that a safety issue exists for the child or staff. In this case, the withdrawal shall be immediate.

## **MEALS AND SNACKS**

Breakfast, lunch, and an afternoon snack (2:30) and a late afternoon snack (5:00) are provided to the students and are included in your child’s tuition. MSW will make every effort to make menus available on our website. A current menu is posted on the information board in the front vestibule. Students must arrive by 8:30 AM in order to receive breakfast from the kitchen. All allergies or dietary concerns must be given in writing to a member of management so that we can properly document the

child's file and notify staff.

My Small Wonders will try to accommodate modest changes to the menu when requested by a parent in writing. If the child needs rigid dietary supervision, food must be provided by the parent in which case the food and menu must be provided to the center.

In accordance with DHS regulations, all foods brought into the center for parties and other events by parents must be store bought, labeled with first and last name, and packaged. You must check all outside food into the Front Desk. No homemade products are allowed. No open containers may be brought into the center by parents or children. We are also a "nut free" and "allergy aware" facility. Be sure to check all food labels before bringing pre-packaged snacks into the facility.

### **QUIET/NAP TIME**

A daily quiet/nap time of up to 2 hours occurs during the afternoon. Cots, sheets and blankets are provided. Bedding will be washed weekly (or more frequently if needed). Children ages three and up are encouraged but not required to take an afternoon nap, quiet activities are provided for those children who wish not to take a nap.

### **INFANT REST**

All infants are placed to sleep on their backs unless there is a medical reason, documented by a doctor, in which the infant should NOT sleep on their back. Per DHS regulations, the only item allowed in a crib with a child under the age of 12 months is a pacifier without anything attached to it. Infants are not allowed to wear bibs or pacifier clips when sleeping. Infants are not allowed to have blankets of any kind in or on the crib and are not allowed to be swaddled. Children under 12 months may sleep in sleep sacks only.

### **FIELD TRIPS**

Field trips are periodically planned for the older children. Parents are notified in advance of the destination and time of any field trip and are welcome to attend. The parent must sign a permission form. Parents will be assessed an additional charge on their child's individual account. Should you not want your child to participate in the scheduled field trip or your child arrives after the busses have departed, you may be required to find alternative care at your expense as center staff will be required to be on the scheduled field trip. Lunch and snack, that meet the OKDHS dietary standards, will be provided.

### **INFANT TOTES**

As a part of your tuition, the center will provide a My Small Wonders tote for use by all infant families. The tote is yours to keep and is the only bag we allow in the classrooms. The tote will go home every day and will need to be brought back every morning. You will need to keep all supplies needed for the day in your tote. Please make sure to check your tote each night as the teachers will send home any soiled clothing, important notes, reminders or artwork in your tote.

### **PERSONAL BELONGINGS**

Children are to be dressed appropriately for inside and outside activities. Each child must

have two changes of clothing, including shoes, (appropriate for the season) which are kept at the center in a bag or cubby labeled with their name. Infants, toddlers and any child learning toileting skills might need to have several changes of clothing on hand. All clothing, shoes, and outerwear must be labeled.

Valuable items should not be brought to the center. We are not responsible for the loss or damage of any items brought from home. We do not encourage items to be brought in except for scheduled show-and-share times or items of comfort for naps. The center is not responsible for lost items.

### **CHILD ABUSE**

All staff members are mandated by state law to report suspected child abuse. This means that if they "know or have reason to believe" that a child is being physically, emotionally or sexually abused, they are required to contact the Child Protection Services of the county where the child resides. All reports concerning suspected abuse or neglect of children occurring in a licensed facility will be made to OKDHS Child Protective Services at 800-522-3511.

### **HAND WASHING/CLEANLINESS**

Staff and children must wash their hands after diapering or using the restroom, before and after eating a meal or snack, after touching body fluids including wiping noses, after playing outdoors and any other time when soiled. Our staff monitors hand washing and assists a child when needed. Staff and children are to dry their hands with single use paper towels that are provided. The staff works diligently to eliminate the spread of germs and illnesses. All toys and surfaces are cleaned and disinfected regularly with sanitizing solution. The carpets are professionally deep cleaned throughout the year.

### **SICK OR ABSENT CHILDREN**

My Small Wonders is a licensed 'Well Child' facility. We are not licensed to serve children with illnesses or symptoms that prevent them from comfortably participating in daily activities and/or require more care than personnel can provide. Our foremost concern is the health and safety of the children in our care and we will not compromise that by caring for ill children. We realize that missing work due to the illness of a child is a burden on some families. My Small Wonders recommends that all families have an alternate child care plan in the event their child becomes ill and is not able to attend child care. Center management should be notified anytime a child has a contagious illness or disease or will be absent from the center. Each child is observed initially and throughout the hours of care for symptoms of an illness and obvious signs of infestation or physical injuries. A child's temperature is taken when there is a concern.

If your child has any of the following symptoms they must remain at home:

- Fever over 100 degrees
- Diarrhea
- Vomiting

Additionally, your child may be sent home and parents may be required to bring a doctor's note if your child displays any of the following symptoms:

- Persistent cough
- Thick/discolored discharge from nose

- Skin rash
- Discharge from eyes (or red/pink eyes)
- Flu-like Symptoms
- Head Lice
- Other symptoms not listed that could indicate a contagious illness.

When a child becomes ill or shows any of the above symptoms, the parent or guardian will be contacted to pick up the child. After notification, the sick child must be picked up within one hour. The child may be provided with a cot and blanket and placed within sight and hearing distance of the staff person in charge. Children must be free from the symptoms listed above or have a written statement from a licensed physician stating your child does not require exclusion from child care. Re-admission is at the sole discretion of MSW.

Please notify management anytime your child has any type of a contagious illness such as Coxsackie Virus (Hand, Foot and Mouth), strep throat, RSV, influenza, chicken pox, impetigo, conjunctivitis (pink eye) or lice so that we may take all necessary steps to prevent further spreading of the illness. A child who has had lice must be nit-free for 24 hours in order to be readmitted to childcare. Per Oklahoma State Guidelines we are required to notify the Oklahoma State Health Department about any cases of the following; Hepatitis, Meningitis, Shigellosis, Giardiasis, Measles, Rubella, Whooping Cough, Tuberculosis, E Coli, Salmonellosis, or any Haemophilus influenzae invasive disease.

If your child visits a doctor, please ask for a Return Authorization Note. MSW reserves the right to exclude a child from school at any time for any reason, even if a doctor or other recommends otherwise.

If your child has been exposed or may have been exposed to a communicable disease or infestation, we will notify you through our Brightwheel App.

## **IMMUNIZATION POLICY**

Before any child can attend the center, the center must have on file a current immunization record. An official copy of the record is required before your child will be admitted. **There are no exceptions to this rule.** As a courtesy to parents, notification of missing immunizations will be distributed periodically. However, it remains the parent's responsibility to keep all immunizations up to date with written documentation provided to MSW. After a third notification of a missing immunization, parents will receive notice that the child will be unable to attend until proof of immunization is provided.

Should your child follow a delayed or alternate immunization schedule please provide a letter from your physician stating the vaccination schedule your child is on. We will accept delayed immunization schedules for medical reasons only. If your child is behind on immunizations and there is no medical documentation to support the delay, your child must follow the "Catch-Up" schedule as documented in the "Child Care Guide to Immunizations in Oklahoma". A copy of this schedule can be provided by management.

## **MEDICATION POLICY**

Medications should be given at home, whenever possible. If a medication is being administered once a day it should be done at home unless required to be given during hours of operation. Any medication brought to the center needs to be given to a member of management and a Medication Request form must be filled out. Over the counter medication must be in original container labeled with child's first and last name. Any prescription medication must be authorized by both the physician and the parent and be appropriately labeled by a pharmacist with child's first and last name, medication name, dosage information, current date and doctor information along with the completed Medication Authorization form (copies of this form are available from the staff). All medications will be stored in the office and administered by a member of management. Each dose administered will be recorded with dosage amount and time given. Parents can request a copy of medication record at any time. Prescription medications administered at the center need to be on a "Three dose" basis meaning that if a medication can be administered at home, it should be. We will administer prescriptions that require it to be given during our hours of operation. We will not store any medication here at the center. It will only be accepted and administered on a "daily basis" meaning that you will bring a medication the day it is needed and take it home that same day. We may hold medicine for a week at a time with management approval. All "life-saving"(such as Epi-pens and inhalers) medications will be stored in a tote and kept on the teacher or in the teacher cabinet in the classroom at all times in case of an emergency.

## **HANDLING OF BODY FLUIDS**

Objects that have been contaminated with blood or body fluids are cleaned immediately. The area is scrubbed with sanitizing solution. Staff personnel use disposable gloves and paper towels to clean the object or area. All objects are thoroughly cleaned and air-dried. The staff members and children wash their hands with soap and warm running water for 20 seconds after coming in contact with blood or other body fluids.

## **TOILET TRAINING**

Once you feel your child is ready to begin toilet training please let your teacher know. We can begin this process in the 2 year old and older classrooms. Our goal is to provide consistency and positive reinforcement to facilitate the toilet training process. Our staff will work with parents on an individual basis to determine the best method to toilet train your child.

It is My Small Wonders policy that a child must go approximately two weeks with no accidents in a pull up before we will allow them to wear underwear/panties during the day at the center. This policy is due to sanitary issues created by frequent accidents. Children should be toilet trained by age 3 in order to move up to the 4-year-old classroom. No child will be allowed to move into the 4-year-old area without being toilet trained with consistent success.

## **ACCIDENT PREVENTION**

The staff makes a continuous effort to avoid all possible injuries. To do this, we follow the following safety rules:

Injury

- Children are constantly supervised
- Children are always visible and within hearing distance of staff
- All dangerous substances are kept out of reach
- The room is inspected for safety every day

#### Burns

- Sunscreen is applied every time the children go outside
- All electrical outlets in child areas are protected by safety devices
- All cooking and electrical appliances are strictly supervised
- All electrical cords are inspected and in good condition
- The water temperature does not exceed 120 degrees

#### Poisoning

- All poisonous items are stored out of reach of children
- Emergency numbers are posted near the telephone in each classroom

#### Choking/suffocation

- Toys are continually inspected
- The toys in the room are age appropriate
- Children are required to sit when eating
- The staff is trained in first aid and CPR

### **EMERGENCY CARE**

Members of the My Small Wonders staff are trained in first aid and CPR within 90 days of employment and are prepared to use this knowledge if needed. If a child receives a minor cut or abrasion while in our care, the staff person follows pathogen procedures, washes it with soap and water, and applies a bandage and/or cold pack. Any further treatment must be done at home.

If the staff person feels the wound requires medical attention, the parent or guardian will be notified. If a serious accident should occur, the staff will contact 911 first and then notify the parent or guardian. If a parent or guardian cannot be reached, those listed as emergency contacts are contacted.

The management person in charge on the day of an incident, accident, injury will notify parents as soon as practically possible of the incident. The incident will be documented on an incident report. You will be asked to sign and be given a copy of the incident report for your records. If your child receives outside medical attention, you will also be provided with a student accident insurance claim form. This student accident insurance is a supplemental insurance policy that is an excess policy only. Your health insurance is and remains the primary responsible party for payment for the cost of treatment of your child. Parents/guardians have one year from the date of the incident to file a claim. The parent/guardian is responsible for initiating the claim, requesting all appropriate forms, and for tracking the status of the claim. My Small Wonders personnel can not discuss with either parent the identity of the other child involved in an incident, nor can they discuss the medical history of any child involved in an incident with the other parent.

### **EMERGENCY PROCEDURES**

In the event of a weather emergency, parents will be notified to come pick up their child(ren.) Any children that remain will be sheltered to the best of MSW's ability,

depending on the emergency.

Fire drills and tornado drills are held monthly per DHS requirements. If a child is missing, a search will be conducted for ten minutes. After that time, if the child has not been found, the parent or guardian and the authorities will be contacted.

If a child should swallow or eat anything that is poisonous while in our care, the Poison Control Center will be notified immediately. All directions given by the Poison Control Center will be followed.

MSW has an AED mounted in the main hallway in case of emergency. All staff have received training on the use of this device.

## **RULES FOR MY SMALL WONDERS PROGRAM**

Students will:

- Walk in the classrooms and hallways
- Respect others and use manners
- Use appropriate voice and acceptable language
- Follow guidelines for material and equipment use
- Listen and obey the staff member in charge at all times

## **RESPONSIBILITIES**

**Our program will:**

- Provide a suitable environment to meet the needs of the children
- Notify parents of changes in policy or procedures
- Notify parents in case of emergency
- Let parents know if any problems are being experienced
- Report cases of suspected child abuse to the proper authorities

**We will teach the children to:**

- Know and respect the rules of the program
- Not willfully harm another person
- Share equipment, toys, and supplies with other children
- Remain with a staff member at all times and get permission when going to another area
- Not willfully destroy any equipment or property
- Dress appropriately for indoor and outdoor activities
- Return materials, toys, and equipment to their proper place

**Parents of our students should:**

- Observe the rules and policies of the program
- Let the staff know if the child is not attending
- Sign their child in and out of the program each day
- Check the child's tote/cubby/folder each day before leaving
- Provide a change of clothes to be kept at the center
- Drop off and pick the child up on time according to center hours
- Share their concerns with staff members
- Listen to concerns the staff members have about their child
- Agree to work on solutions to problems that may occur
- Read about changes in policy or procedures when they are sent home
- Inform the staff if the child has been exposed to a contagious disease

- Notify the center of withdrawal from the program at least 2 weeks in advance
- Keep the child's records and tuition payments up to date
- Provide any special items the child may need

This Parent Handbook, along with the Contract, constitutes the full and complete understanding of the Parties hereto. In the event a term or provision in this Parent Handbook conflicts with a term or provision in the Contract, the terms contained within the Contract shall take precedence.

**By signing below, Client indicates that he/she agrees and understands that he/she has read this Parent Handbook, understands its terms, and agrees to abide by the terms contained herein.**

\_\_\_\_\_

Parent's Name

\_\_\_\_\_

Parent's Signature & Date

\_\_\_\_\_

Parent's Name

\_\_\_\_\_

Parent's Signature & Date

\_\_\_\_\_

My Small Wonders Representative

\_\_\_\_\_

Signature & Date