

MORNING STAR CHILDCARE & PRESCHOOL LLC



POLICIES AND PROCEDURES HANDBOOK

MISSION STATEMENT

At Morning Star ChildCare & Preschool LLC children are gently encouraged to discover their individual strengths and unique talents. We believe that each child possesses a marvelous Capacity to learn. Learning and playing is best accomplished in a place that is emotionally secure, physically safe, and fun!

MORNING STAR CHILDCARE & PRESCHOOL LLC

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WELCOME TO MORNING STAR CHILDCARE & PRESCHOOL LLC

The daycare program and its staff would like to welcome you to Morning Star ChildCare & Preschool LLC. Please take a moment and read through this policy and procedure manual as we find it very beneficial to Parents and Child Care Providers.

Morning Star ChildCare & Preschool LLC will adhere to Oklahoma Licensing Regulations for Children from Birth to 12 years of age.

OUR PHILOSOPHY

Children: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Parent: Are entitled to individual respect, support and quality care for their Children.

Staff: Are entitled to work in an environment which recognizes and respects their training, skills and commitment to child care.

ENROLLMENT AND TUITION

Children between the ages of 6weeks and 12 years are eligible for enrollment at Morning Star ChildCare & Preschool LLC. Children may attend 12 hours a day block between 6:30am to 5:30pm., Monday to Friday.

Documents to be completed and returned before enrollment are:

- Child Enrollment Form
- Enrollment fee
- Policy Agreement Form
- Health care Form/ Immunization Record

Tuition for full or Part time child care is due by the child's first scheduled day.

FEES

A \$1.00 per minute added onto your next usual weekly fee for late pick up.

Payment for childcare is due each Monday morning prior to week's care. A \$10 late fee is added onto the regular week's payment for each day that payment is late. I accept cash or check payments, visa card, cash app and all forms of payment. If the check bounces \$35 fee will be added onto your weekly payment. If a second check bounces then I will only accept cash and card payment.

- If the daycare is closed due to a holiday, your weekly payment is still due in full for that week.

- If your child is out sick, your payment is still due in full for that week.
- If the daycare is closed due to weather the weekly payment is still the same.
- If you are planning a vacation, please let me know at least 2 weeks in advance. While on vacation, you must pay your regular fees in order to hold our child's space.

PROCEDURE FOR RECEIVING AND RELEASING A CHILD FROM CARE

Providers can only release a child to those having a legal right to remove a child or someone who was previously authorized by a parent or legal guardian. Parents can authorize individuals by adding their name to the pick up list, and ID needs to be shown at the time of pick up. Provider will receive the child after the parent has signed the child name in the sign-in sheet. Parents will notify me when a child is not coming by 8:30 am or the usual schedule of the child. Provider will text or call by 9:00am if a child is not at the childcare.

PROCEDURE FOR HANDLING EMERGENCY MEDICAL SITUATIONS

- Should any medical emergency occur parents will be notified immediately and arrangements made for the child to be picked up from the childcare as soon as possible.
- On enrollment parents must give authorization for an ambulance and medical service to be sought if required.
- All costs associated with an ambulance service will be the parent's responsibility.
- A copy of the incident report will be provided to the family as soon as possible.
- In any administration of First Aid a report will be documented in the Accident book explaining the circumstances, treatment carried out and statement/signature of

witness if any. This is to be signed and dated.

HOLIDAYS THE CHILDCARE IS CLOSED

- Christmas Day
- New Year's Day
- Memorial Day
- Labor Day
- 4th of July
- Thanks giving Day (Thursday and Friday)

OPEN DOOR POLICY

You are welcome to come to the daycare anytime during regular hours.

IMMUNIZATIONS

Your child immunizations must be completed up to date before coming to the daycare. There are no **EXCEPTIONS**.

HYGIENE

Please I ask that children arrive clean and smelling fresh with a clean diaper and clothed appropriately each day in daytime clothing. No

pajamas unless you have a baby or a pajamas day activity.

MEALS

I provide nutritionally balanced breakfast, snacks, lunches and drinks for the children. The children drink either milk or water. I only do juice in case we are having a party. All meals included in weekly payment.

The only things we don't supply for meals are **Formula for infants.**

SICKNESS POLICY

Please do not bring your child to the childcare center. Please use your best judgement if you feel that your child is sick to be around the other children. Please call or text by 8:00am if your child is not coming.

If your child has a contagious illness, they cannot come to the daycare until:

- They have been cleared by doctors stating that they are no longer contagious and are clear to be around other children (Usually

24 hours after antibiotics or 24 hours after fever subsides.

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- I give, final ok for the child to return to the daycare, per my own daycare policies.
- Your child cannot attend the daycare with a fever of 100 degree or higher and must be fever free for 24 hours before returning. If your child comes up with 100 or higher fever, We will call ASAP to pick up your child and you have an hour to do so.

PROCEDURE FOR ADMINISTERING AND STORING MEDICATION

- All medication will be stored in container on top of the fridge
- Authorization for administration of medications must be filled and signed in the medication book each day the medicine is given.
- Parents must provide medication in their original container bearing the original label and displaying the name of the child it is to be administered to.

- Medication will not be administered if it has passed its use-by- date.
- Non prescription medications will not be given without written consent from parent/guardian

If a child becomes ill, the parent will be notified as soon as possible for the child to be picked up. If a child has fever, tepid water will be applied as a means of reducing the temperature until medical attention has arrived or the child has been collected. Parents must inform the daycare at the time of enrollment and updates as necessary of any allergies or illness which require medication or specific treatment. These may be of a life threatening nature such as asthma, epilepsy or an allergy.

TRANSPORTATION

To school and field trips

POTTY TRAINING

Potty training will start at the age of two, along with your effort at home.

BEHAVIOR AND GUIDANCE POLICY

- We will document the challenging behaviors and intervention methods that were attempted in a behavior tracking log
- We will use redirect approach to direct the child
- Time out will be used if needed till the child calms down. Time out regulation will be followed.
- Parents will be notified verbally of any behavior.
- Parents /guardians will be given written copies of the disruptive behaviors that might lead to expulsion.

EXPULSION POLICY

If the remedial actions above have not worked, the child's parent /guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

FILING YOUR TAXES

I keep track of every payment that you make for your child care throughout the year. At the end of the year, I will be giving you a receipt along with a special form for you to use when you file your taxes with a dollar amount of how much you paid for the year with tax I.D. so you can claim it on your taxes.

Licensing Compliance file is located in the folder by the parent sign in area.

EMERGENCY PLANS

The following procedures will be followed in the circumstances listed below:

Fire: Get the children out of the center, meet at the designated safe place as far away from the building as possible, and conduct a head count to ensure all children are safe. Call the fire department, call

parents, and call Oklahoma childcare services within 24 hours.

Severe Weather: Remain calm. Move the children into a hallway or interior room away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.

Loss of Electrical Power: Remain calm. Call the power company to report power loss. If in hot weather, open the windows, if possible. If possible. In Cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time.

Loss of Water: Have bottled water available for drinking purposes.

Call the water department if in the city. Call the plumber if in a rural area. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for an extended length of time.

Serious Injury to a Child: Call 911 or the police. Keep the child calm and comfortable until

medical service arrives. Call the child's parents to report the injury. Report the injury to Oklahoma Children Services from the start within 24 hours.

Loss of a Child: Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Call the neighbor to help assist in the search. Look in the house, yard, and surrounding area.

Death of a Child: Call 911 or the police. Call the child's parents.

Keep the other children calm. Report the death to Oklahoma Childcare Services from the start within 24 hours.

Any Child abuse and neglect will be reported to Childcare service.

PARENTAL ACCESS

Parents may visit the childcare center unannounced and at any time that their child is in care. Any information requested by the parent concerning the operation of the childcare or the care of the child will be provided to parents. The parent(s) will be provided daily communication (verbal/written) regarding the care

of the child, especially with infants, toddlers, and nonverbal children.

NOTIFICATION OF THE OTHERS PROVIDING CARE

Parents will be given notification of the names of any other caregiver, their responsibilities, and the names of the persons who would be called upon in an emergency. Additional staff will receive orientation regarding these rules; the provider's policies regarding discipline, injuries and illnesses, and release of children; the provider's written plan for handling emergencies; and appropriate information about any child's specific health needs.

MORNING STAR CHILDCARE & PRESCHOOL LLC POLICIES AND PROCEDURES

Declaration

I have read and fully understood these policies and procedures. I agree to abide by the above policies and procedures. I have received an exact copy of this Policies and Procedures Handbook for my own records.

Parent/Guardian Signature: _____

Date _____

Provider Signature: _____

Date _____