

Burlington Little Elks Daycare
Parent Handbook
503 Poplar Street
Burlington, OK 73722

Welcome to Little Elks Daycare. Our purpose is to provide quality child care services for the families in our community through a nurturing, safe environment. Our staff is dedicated to positive teacher/child interactions and age-appropriate activities. This handbook is an explanation of the policies and procedures of Little Elks Daycare, to create understanding and cooperation between parent/guardian and staff of the childcare center. If you have any questions, please contact the center director or Assistant Director.

Owner	Director
Gerrett Spears 580-431-2222	Stormy Rosenberger (620) 825-6432
	Asst. Director Shannon Shrum (580) 430-1484

Program Statement

Burlington Little Elks Daycare is licensed for children ages newborn through 9 years. Little Elks Daycare accepts all children regardless of race, color, sex, national origin, age or special needs. As of January 1, 2023, this daycare is a STARS 2 program.

Admission of a child must be arranged in advance. Enrollment forms are available in the Burlington Public School office.

Children will be disciplined with positive reinforcement and redirection as necessary. Good behavior is encouraged and recognized. Brief, supervised separation from the group is used when necessary. Cooperation from families with assistance in correcting unacceptable behavior is appreciated.

Questions, comments, and concerns need to **first** be brought to the attention of your child's teacher. If you are not satisfied, bring your concerns to the center assistant director or director. If at that time you are still not satisfied, you may take your questions or concerns to daycare owner – Mr. Spears.

Public Access to Compliance File

Compliance file is located in the bottom file drawer in the daycare center office.

Program information and emergency numbers are posted per OAC 340:110-3-281.1(i)

Hours of Operation

Monday - Friday 7:00 am to 6:00 pm (year-round)

Please contact the daycare center by 9:00am if your child will not attend as scheduled.

In order to meet child/staff ratios required by licensing regulations, it is critical that the center knows when children are going to be dropped off and picked up, and that any planned absences are communicated to staff ahead of time.

Your child must be picked up no later than 6:00 pm. If you are unable to pick up your child, it is your responsibility to notify the daycare immediately and make arrangements for someone else to pick up your child. Please include the names of several individuals with permission to pick up your child on your enrollment form. Children cannot be released to individuals not listed on permission form. An additional fee of \$1.00 for every minute past 6:00pm will be assessed for late pick up.

If someone not listed on your child's enrollment form needs to pick up your child, you must call the center and give verbal authorization. This authorization will be documented per OAC 340:110-3-281.4

If a child is still in care after 6:30pm, and no one has contacted the center and center staff have been unable to reach anyone authorized to pick up your child, the Alfalfa County Sheriff's office will be contacted.

Little Elks Daycare holiday schedule:

Little Elks Daycare will be closed for several holidays throughout the year, these days are approved by the Board of Education annually. You will be provided with a calendar indicating days the center will be closed upon enrollment and when a new calendar is published.

Please plan ahead and make arrangements for your child's care on holidays.

Enrollment Procedures

Before your child can be accepted for care, all enrollment forms must be completed and signed. Forms include:

1. Child Information Form (Enrollment Form)
2. Up-to-date immunization record
3. Child Care Agreement Form
4. Must pay the enrollment fee (\$100 for first child, \$50 for each after)

To ensure accurate information is available during an emergency, parent/guardian must notify the center immediately of any of the following changes in writing:

- ❖ Change of phone number
- ❖ Change of address
- ❖ Change of employment
- ❖ Change in marital status
- ❖ Change of emergency phone numbers

Payment Policy

All fees must be paid in accordance with the Child Care Agreement made upon enrollment. Billing statements will be available no later than the first business week of the month.

Payments are due in the Burlington school office no later than the 15th of each month. No extensions will be given unless written arrangements have been made in advance. There will be a \$35.00 charge for returned checks.

Drop Off / Pick Up Procedures

- Parents/guardians must bring their child into the center and see that they are under supervision before leaving the premises.
- Attendance is promptly documented, including arrival and departure times.
- Children will only be released to those persons that are listed on the enrollment form. Individuals unknown to center staff will need to present photo identification.
- Children will be released to adults only, you may not send another child to pick up your child
- Parents/guardians will be notified if their school-age child does not arrive as scheduled per OAC 340:110-3-280(d)

Discipline and Guidance Policy

Giving positive verbal rewards encourages acceptable behavior. Asking a child to stop and think about his/her unpleasant behavior enables that child to work on self-control. Positive affection will be used to motivate the children throughout the day.

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead for focusing only on unacceptable behavior
 - Reminding a child of behavior expectations daily by clear, positive statements
 - Redirecting behavior using positive statements and brief supervised separation or time out from the group when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

Discharge Policy

You may withdraw your child from the center at any time. A two (2) weeks notice is requested.

LITTLE ELKS DAYCARE REQUEST FOR TERMINATION OF CARE

Our policy is to give the best care possible to the children enrolled. It may, however, become necessary for the center, at the direction of the superintendent, to discharge a child for one of the following reasons:

- Needs of the child cannot be met
- Parents/guardians are uncooperative, such as:
 - Failure to pay your child's care fees
 - Failure to promptly pick up your child
 - Failure to submit required health forms
 - Failure to observe the rules of the center
 - Behavior of the child is deemed detrimental to other children

Illness

We understand that it is difficult and sometimes costly to keep your child home from the center. However, our hope is that your child will be exposed to fewer illnesses while attending and therefore be sick less often. We appreciate your cooperation and assistance in helping us prevent illness at the center.

- Do not bring your child to the daycare center if they have had a temperature of 100.1° (before fever-reducing medication) in the previous 24 hour period.

Little Elks Daycare cannot care for your child if:

- He/she has an illness that has a greater need for care than we can provide without compromising the health, safety, and supervision of the other children
- Temperature of 100.1 degrees or greater (may return only after fever free for 24 hours without use of fever reducing medication)

- Any child showing symptoms of illness will be isolated with complete supervision and the family or designated person will be notified. If you can't pick up your child or make arrangements, your child will continue to be isolated. Please refer back to the handbook to determine if your child can attend the next day.

- Your child may not attend if they have any of the following, unless medical evaluation by a healthcare professional indicates that you can include the child in the childcare center's activities:
 1. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, **uncontrolled** diarrhea, **uncontrolled** vomiting, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
 2. If your child has been diagnosed by a health professional with communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious, he/she will be unable to return to the center.
 3. **If you can't make arrangements to pick up your child within 2 hours, your child will be isolated and will not be able to attend the following day.**

If a COVID/Flu diagnosis has been made, child must remain home 5 full days unless symptoms continue, or with approval from a licensed physician by providing a note.

Exclusion Criteria

- Children diagnosed with these illnesses are excluded from all childcare programs
 1. Aseptic meningitis
 2. Bacterial meningitis
 3. E. coli 0157:H7, until diarrhea resolves and two stool cultures are negative
 4. Untreated scabies
 5. All reportable contagious diseases, until the period of communicability has elapsed as determined by a licensed physician or health department official

- Children with these illness symptoms are excluded from Little Elks Daycare:
 1. Fever, defined as axillary (armpit) temperature of 100 degrees or higher, or oral temperature of 101.1 degrees or higher
 2. Uncontrolled Diarrhea, defined as runny or watery stools with increased frequency of loose stools. You will be notified on the 2nd instance, and a plan will need to be made.
 3. Uncontrolled Vomiting two or more times in a 24-hour period
 4. Undiagnosed body rash or pox, except diaper rash, with fever
 5. Draining skin wounds that cannot be kept completely covered by a bandage
 6. Eye discharge, defined as thick mucus or pus draining from the eye or Conjunctivitis (pink eye) without evidence of allergic reaction
 7. Yellowish skin or eyes
 8. Severe and/or persistent coughing, where a child gets red or blue in the face, makes a high-pitched whooping sound after coughing, or coughs to the point of vomiting
 9. Appears to be severely ill from an unexplained cause, such as extreme lethargy, irritability, persistent crying, difficulty breathing, or any other unusual signs

Additional exclusions from Little Elks Daycare

1. Diarrhea and vomiting:
 - diarrhea, stools, or vomiting that:
 - contain blood or mucus; or are accompanied by lethargy or signs of dehydration, such as no tears, dry mouth, fewer wet diapers, or decreased urination
 - diarrhea diagnosed as Giardia until asymptomatic (no diarrhea)
 - vomiting two or more times in the previous 24 hours
 - salmonella, until two negative stool cultures
 - shigella, until two negative stool cultures
2. Respiratory conditions:
 - asthmatic child with respiratory distress uncontrolled by current medication

- difficult, rapid breathing or wheezing
- respiratory conditions, when the primary symptom is coughing accompanied by repeated vomiting
- diphtheria, until five days of the appropriate antibiotic therapy that is to be given a total of 14 days
- pertussis, until five days after treatment with antibiotics
- streptococcal pharyngitis, until child has been on treatment for 24 hours
- tuberculosis, until the child's physician or the local health department states the child is not infectious

3. Rash illnesses:

- undiagnosed rash, except diaper rash
- varicella (chicken pox), until sixth day after onset of rash or sooner if all lesions have dried and crusted, unless cared for only with other children diagnosed with chicken pox
- measles, until six days after onset of rash
- rash accompanied by fever or behavioral change
- rubella, until seven days after onset of rash
- roseola

4. Skin conditions:

- impetigo, until 24 hours after treatment started
- ringworm, until treatment started

5. Miscellaneous:

- conjunctivitis (pink eye), readmit with physician's statement or 24 hours after treatment initiated, unless cared for only with other children who have conjunctivitis
- hepatitis A, until one week after onset of illness
- mouth sores with drooling
- mumps, until nine days after onset of parotid gland swelling
- pinworms, until treatment started
- post-operative convalescent care

Head Lice

If lice or nits are discovered on your child, you will be contacted to pick them up. They may return to daycare after proof of treatment.

If your child becomes ill with any of the above mentioned illnesses or any others, you will be notified and that you have 2 hours to pick him/her up from the center. If we are unable to reach you, one of the emergency contacts on your child's enrollment form will be asked to come and pick up your child for you.

Any child afflicted with a reportable contagious disease shall be excluded from attending until such a time as the period of communicability has elapsed as determined by a licensed physician or health department official. Such exclusion shall be reported to a local health department official.

Parents/guardians will be notified if their child has been exposed to a communicable disease or infestation exposure so they may closely monitor their child for signs of illness or infestation.

Medication Policy

If a child is taking medication that needs to be administered during the day, the following procedures apply:

- Parent/guardian must fill out medication form completely and accurately, including signature
- Parent/guardian must provide medication labeled with child's name
- Medication must not be expired
- Medication will only be given as prescribed. Over the counter medication will only be given according to directions on packaging or alternate physician instructions
- Medication cannot be given for fevers, a child may not attend the center with a 100.1 degree temperature
- Medications are stored according to label instructions
- Medications that should be administered twice (2) a day will not be administered at the center. parent/guardian should administer medication before they come to

the center in the morning and at home in the evening

- Medications that should be administered three (3) times a day will only be administered once (1) at the center. Parents/guardians should administer the other two (2) doses in the morning and evening at home.
- If your child requires specialized medical assistance, you must provide us a copy of the directions from the child's health care professional.

*Medical assistance is any medical assistance other than medication that a child needs. Examples: apnea monitor, protective helmet, leg brace, etc.

- Medications are returned to the parent/guardian daily, when the permission period on medication form ends, when it expires, or when the child is withdrawn from care.

Medical Emergencies

If your child is injured and requires medical attention by health care professionals:

- Your child will receive First Aid or CPR as needed
- Little Elks Daycare will contact the physician that is identified in the child's record
- Parent/guardian will be notified

Sunscreen/Insect Repellent

- Parent/guardians are required to supply sunscreen for the staff to apply each day before outdoor play in the summer. Parents/guardians will be asked to provide the center with permission to apply sunscreen. Make sure all sunscreen is labeled with your child's name.

Parents/guardians may supply insect repellent for their child if they wish. They will be asked to provide the center with permission to apply insect repellent.

Please label insect repellent with your child's name.

- Please make sure to give all products directly to a teacher for safe storage.

Infant Safe Sleep Environment

The following steps are our “safe sleep” protocol:

1. Infants sleep in cribs or play yards that meet the requirements per OAC 340:110-3-302(b), with the sides fully raised and secured
2. Infants sleep directly on a tight-fitting sheet covering the mattress
3. Only pacifiers without attachments are in rest equipment (when used)
4. Infants are protected from overheating by adjusting room temperature and clothing
5. When an infant arrives asleep, the infant is immediately moved to appropriate rest equipment
6. When an infant falls asleep in equipment other than appropriate rest equipment, the infant is immediately moved to appropriate rest equipment.
7. Soft products are prohibited inside and on the side of infant rest equipment (not limited to blankets, boppies, bumper pads, pillows, stuffed animals, bibs, strings, toys)
8. Soft sleeping surfaces are prohibited
9. Sleep positioners and elevated mattresses are prohibited, unless there is a medical reason as documented per OAC 340:110-3-281.4(b).
10. Infants are placed on their back for sleeping, unless there is a medical reason an infant should not sleep in this position as documented per OAC 340:110-3-281.4(b).
11. Infants who are able to turn themselves over, are placed initially on their back for sleeping, but may turn themselves over and sleep in a position they prefer.

Severe Weather Policy

Little Elks Daycare Emergency Closure Policy is for snow, severe weather, power outages, disaster, or any unforeseen reason that the childcare center may need to close without prior notice. All parents/guardians are encouraged to have a backup plan for emergencies. We will make every attempt to provide care, however we cannot guarantee our staff will always be able to get to the center or that the center will be open in every situation.

- If Burlington Public School is canceled due to weather, Little Elks Daycare will be closed.
- If Burlington Public School is delayed, Little Elks Daycare will make every effort to arrive on site at the regularly scheduled time. Please understand travel may take longer than expected. Please call the center before traveling.
- Please monitor media for Burlington Public School cancellation or delay information.

Food Service – Will only be provided while Burlington Public Schools is in session.

Little Elks Daycare provides breakfast, lunch and a snack. It is important that you have your child here no later than the time the meal / snack is scheduled to be served, or make arrangements for your child to eat before arrival. Meals cannot be saved.

Serving times are:

Breakfast - 7:35am - 8:00am

Lunch – 11:00am - 11:30am

Snack - 2:30pm

Snacks for after-school children are provided upon arrival.

Emergency Procedures

Emergency plans include procedures addressing the individual needs for children 2-years old and younger and procedures and needs for children with disabilities and those with chronic health conditions.

Fire – Caregivers will take all children in their care, the emergency kit, and phone out the nearest exit. Once outside caregivers will verify that all children in their care are accounted for and relocate to the school .

Tornado – Caregivers will take all children in their care, the emergency kit, and phone and shelter in the basement.

Intruder – In the event of an intruder all doors will be secured, law enforcement contacted, and staff will relocate children to a designated secure area.

Relocation – In case of an emergency where the children cannot return to the building we will relocate to the school.

In an emergency situation, Little Elks staff will contact relevant local authorities, emergency medical services, and parents/guardians.

Transportation

Little Elks Daycare does not provide daily transportation. Children will only be transported in an emergency situation.

Child Abuse and Neglect and Human Trafficking

- Abuse and neglect - Any person who has reason to believe a child has been abused or neglected per 10 O.S. § 1-1-105 is required to report the matter promptly to the DHS Child Abuse and Neglect Hotline at 1-800-522-3511 per Section 1-2-101 of Title 10A of the Oklahoma Statutes (10A O.S. § 1-2-101). Failure to report is a misdemeanor offense and upon conviction is punishable by law. Failure to report with prolonged knowledge, six months or more, of ongoing abuse or neglect is a felony offense
- Human Trafficking - Per 21 O.S. § 870, every person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children, as described in 21 O.S. § 866 of the Oklahoma Statutes, reports the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control.

Family Notification

Families will be notified of policy changes in a timely manner. Changes in policy will be posted at the center and individual notices will be given to families.

Scheduled Dates Closed for the 2023-24 School Year.

Tuesday July 4th, 2023 (4th of July)

Monday September 4th, 2023 (Labor Day)

Wednesday November 22nd, 2023 – 4:30pm Closing (Thanksgiving)

Thursday and Friday November 23rd and 24th, 2023 (Thanksgiving)

Friday December 22nd, 2023 – 4:30pm Closing (Christmas)

Monday and Tuesday, December 25th and 26th, 2023 (Christmas)

Monday January 1st, 2024 (New Years Day)

Monday May 27th, 2024 (Memorial Day)