

**Wee Kids
Child Development I**



Parent Handbook

WELCOME!

Welcome to the Wee Kids Child Development I program! We are licensed by the Department of Human Services Child Care Licensing and follow all regulations as defined in the licensing rules.

Our caregivers are loving, caring, nurturing individuals with education, training and/or experience working with very young children. Our room is equipped with age appropriate materials offering a variety of experiences to foster each child's individual development. Our toddler room is designed for children who are 12 months- 33 months. Children who are at least 33 months may enroll into the Wee Kids Child Development II with parent written consent. Once enrolled in Wee Kids CD I, children stay in this program throughout that school year, regardless if they turn 33 months during the school year.

To help make this a wonderful experience for you and your child, we have put together this booklet that will both answer questions and be a reference for the future. This booklet is designed to give you information regarding this unique program. The **Kids and Company Parent Handbook** should still be used as a guide for our policies and procedures. Of course, we are always here if you have any questions or concerns.

OUR PROGRAM

PRIMARY CAREGIVER: Each child is assigned a primary caregiver who provides consistent and loving care for up to 4 children. This caregiver recognizes each child's particular uniqueness and will attend to their needs. You will be informed as to who your child's primary caregivers are each day. Your child may have two primary caregivers during their day based on the length of your child's day and staffing. However, all caregivers may respond to or play with each child.

ARRIVAL AT THE TODDLER ROOM:

- Please have your child dressed and ready to play when they arrive in the morning. We will assume the clothing they are wearing when they arrive is the clothing they will wear for the day.
- To help keep our floors as clean and safe as possible, we are asking **everyone** to remove their shoes before entering our room during snowy or wet weather.
- Check to make sure your child is not carrying any small objects into our room.
- If your child is eating or drinking when they arrive, please have them sit at the table until they are finished.

PARENT INFORMATION SHEETS: Each day upon arrival, please take a minute to complete a child update on our daily report form found in the parent information area. This will help your child's primary caregiver best meet your child's needs for that day by noting when they last ate, if they should be receiving any medications, or how the child's morning has been.

DAILY REPORT: Each day a report is filled out by the primary caregiver for each child. Throughout the day every diaper change, feeding, medication and nap will be charted with the time and caregiver's initials. Activities of the day and general disposition are also noted.

COMMUNICATIONS: You will find any additional notes from the staff or the office in your child's file. Please keep us up to date on your child's needs. Your child's daily report will be given to you by the caregiver available at pick up. The daily report is kept in your child's file. You may request copies of the daily reports at any time.

CUBBIES: Each child has a space labeled with their name in a designated cupboard. Extra supplies, such as a change of clothes, extra blankets, diapering supplies, and food/snacks may be left in the designated space. The bottles or sippy cups that your child used during the day will be stored in your child's space to be taken home at the end of each day. We only **rinse** bottles or any other dishes sent with food for your child.

BOTTLES: Please label each bottle or cup with the child's initials. According to licensing regulations, all liquids (bottles or cups) must be disposed of one hour after the child begins drinking from them. Please be aware that we are not permitted to alter or refill bottles or cups for any reason. Parents should provide enough filled bottles or cups for the entire day. Bottles/cups cannot be reused.

FOOD: Parents supply all toddler food. A light afternoon snack will be provided. A parent may volunteer to bring in enough snacks for all toddlers. A parent provided breakfast is optional and will be served to children arriving before 9:00 a.m. at the parent's request. Lunch is brought from home and ready to eat. We will only be able to warm food in a microwave; any other food prep is not available.

SLEEPING: Each child will have a cot for naptime. Please supply a blanket, small pillow (optional) and crib sheet for the child. If the child has something special that they like to sleep with, please send it in. All items will be sent home on Fridays (or the child's last day of that week) to be laundered and returned the following week.

DIAPERING: Parents supply diapers and diapering supplies. Each child is changed every 1-2 hours depending on the child's needs. Any creams or powders brought in will be labeled with the child's name and kept in the diapering area. Disposable swim diapers for water play outdoors are provided by the parent during warm weather.

CLOTHING: Our room temperature can vary throughout the day. Dress your child in layers or have additional clothing available for changes in temperature. Extra clothing will be kept in your child's cubby. Please check periodically to make sure the items are still the correct size/season. We will make an effort to go outside daily (weather permitting) so coats, hats, mittens, scarves, boots and snow pants are necessary in the winter months. Tennis shoes will be needed in the summer for playground time. Crocs, sandals, and slip on shoes are not recommended. Please provide sunscreen for your child during warmer weather and swimming diapers if you would like your child to participate in water activities.

DAILY ACTIVITIES

TYPICAL DAY: Daily schedules are very general and very flexible based on the children's individual schedules day-to-day. We do have a lesson plan with various activities posted in the room. This is very flexible due to the daily schedules of the children. We utilize the Creative Curriculum for Infants, Toddlers, and Twos. Our goal is to provide a nurturing environment with a daily routine full of meaningful activities in a learn through play environment.

ART: The focus of art activities is the process of exploring the materials. The children use play dough, paints, crayons, etc., and create whatever they wish.

SMALL/FINE MOTOR MANIPULATIVES: Puzzles, pop-up toys, and stacking cups are examples of this center where children exercise their small muscles and their inquisitive minds.

SENSORY: We may provide children with a variety of materials such as water, sand, rice, etc. for them to explore. Careful attention is given to materials that are age appropriate and safe.

LARGE/GROSS MOTOR/OUTDOOR PLAY: Opportunities for large motor development are available daily. A gross motor area can be found in the classroom. Outdoor play is a fun part of our day. It is important for large muscle development and good health.

MUSIC & MOVEMENT: This center is active with scarf dancing, imitating animals or dancing to music. It is another opportunity to develop those large muscles and have fun too!

LANGUAGE & LITERACY: Providing opportunities to develop literacy skills is a part of our day beginning with our very youngest children. Children hear lots of language from each other and the caregivers. We have books available at all times for the children and incorporate stories, finger plays, nursery rhymes and songs throughout the day. We choose experiences which include rhythm, repetition and rhyme because these are both fun and great literacy builders. A love of learning is a wonderful gift and we do our best to encourage it in everything we do.

TOYS FROM HOME: Sharing your own toys at Kids and Co. when you are a toddler is asking the impossible. Please leave your child's toys at home to enjoy.

HEALTH

ILLNESS: Children who become ill at Kids and Company are made comfortable and isolated in a quiet spot until he/she can be picked up. Kids and Company reserves the right to send a child home when they are ill. This is for the safety of the other children and to keep potential diseases from spreading.

When a child is sick, it is important for the child to be picked up as soon as possible. When a parent is not immediately available, Kids and Company will request that the parent contact an alternate person listed on the emergency card. The parent then notifies Kids and Company to let them know who the pick-up person will be. A 1-hour time frame (from the initial phone call to the parent arrival) is expected.

Children who are ill are best cared for at home. If a child has symptoms that indicate they are not feeling well, they should remain at home until the symptoms are gone. Kids and Company has no provisions to care for sick children.

- **RUNNY NOSES:** Children may have runny noses for different reasons such as teething or infection. The overall health of the child is taken into consideration as to the child's attendance at Kids and Company with a runny nose.
- **RASHES:** A child *may* be sent home for a skin rash until the rash has disappeared or been confirmed as a non-contagious by a note from the doctor.
- **FEVER:** A temperature of 100.5 degrees or higher is considered a fever and a parent/guardian will be contacted to pick up the child. The child may return to Kids and Company when he/she is fever free for 24 hours without the use of any medication.
- **DIARRHEA:** When a child has had two episodes of diarrhea at Kids and Company, the caregiver will contact the parent to inform them of their child's symptoms. It will depend on a case by case basis whether a child should be sent home due to diarrhea.
- **COMMUNICABLE DISEASES:** Please report exposure to communicable diseases and any infectious illnesses of other family members so that Kids and Company may alert families to early symptoms. The classroom will post a notice and also send home a note to all families so they can be aware to look for symptoms in their children. No names are used.

- **MEDICATION:** Staff may administer both prescription and over the counter medications with a permission form completed by both the parent and the physician. Forms are available in the classroom. A new form is needed any time a medication dose is changed unless the physician states “at parent direction”. The form is completed daily as needed for non-prescription medications, like Tylenol, that are used for teething or fever and discomfort related to immunizations. Medication is charted daily.
- **NOTES/FAX NOTES FROM THE DOCTOR:** When the parent has been notified that the child needs to see the doctor and may not return to Kids and Company without a doctor’s note, the doctor’s note must state that the child has been seen by the doctor, and the child may return to the programs without restrictions. If restrictions are required, Kids and Company will accept the child only if the restrictions can be accommodated. The note must be on a prescription pad or the doctor’s letterhead with the doctor’s phone number, dated and signed by the doctor.

HEALTH CARE PLANS: Health care plans are completed by the parent with the child’s physician for any child with special health care needs, including asthma, the use of a nebulizer, sleep monitor and after surgery, etc. Every effort will be made to accommodate the child at Kids and Company, however, the Kids and Company reserves the right to determine if the needs of the child can be met at Kids and Company while in group care.

PACIFIERS: Children may have their pacifiers during naptime, but for health reasons, we discourage use during play time. Please keep your child’s caregiver up to date on pacifier use and preference and inform the caregiver when a pacifier is not being used during the child’s time at Kids and Company.

SUNSCREEN: Parents are requested to provide sunscreen labeled with the child’s name. A permission form for sunscreen is completed at enrollment.

BITING: Within this age group you may start to see more biting behavior from your child or another child. Even though this is very frustrating to both parents and teachers, and to the child who is receiving this aggressive behavior from another child, it is NORMAL. In order to minimize this behavior, the children will be kept busy with various activities, and lots of interaction with the caregivers. If it does happen, our policy is to tell the biter that it hurts the other child and that we may not bite our friends. The child’s parents will be notified of biting incidents. We don’t give the biter much attention. For the child who was bitten, we wash the bite with soap and water and apply an ice pack. We also give them a lot of hugs!

Potty Training

Most children are successfully toilet “trained” at about three years of age; night time training may take a year longer. Developmental changes must occur for the child to be ready. Our teachers will let you know if signs of readiness are seen at Kids and Company; please let the teachers know what you see at home. The teachers will work with you and your child.

Please provide clothing that permits the young child to gain independence when potty training. Shorts or pants with an elastic waist are easiest for young children to manage. Accidents will happen so please have several extra changes of clothing, including underpants, pants or shorts, socks and shoes for your child. Please supply lots of underwear for awake times and velcro-type pull-ups or diapers for naptime.

EMERGENCY DRILLS

Kids and Company has plans in place for fire, tornado, crisis, and medical emergencies. We hold regularly scheduled drills as directed by both licensing and the school district. Emergency drills may include evacuation of the building. In the event of an evacuation your child may be transported by school bus with their caregivers to another location. More specific information regarding emergency situations will be shared throughout the school year.

PARENT TIPS AND INFORMATION

- Our Parent Information Board outside the classroom door is kept up to date with articles of interest and events for young children.
- There is a Parent Information Board in the hallway near the office.
- Handouts of interest will be distributed periodically to parents via the child's file along with monthly classroom newsletters.