

“WE LEARN AND PLAY ALL DAY!”

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CHARACTER REFERENCES

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ENROLLMENT

Before your child can begin their first day at LITTLE RAS-KEL’S PLAYHOUSE, you must do the following: complete and sign registration forms, go over policy handbook and sign acknowledgment form, fill out appropriate food program papers, sign permission for ISTAR( an assessment tool we use), bring in a copy of the child’s latest immunization record, physical and birth certificate, and pay one week in advance. If you ae going on a waiting list the enrollment fee will be $25 and that is to be paid the first of each month to remain on the list.

PHILOSOPHY AND GOALS

We believe at Little Ras-kel’s that we are all here to “learn and play all day!” It is our goal to provide a safe and loving, home style environment for your children to thrive in. It is also our goal to bring the structure and organization that a center may bring.

HOURS OF OPERATION

I am going to start with my hours being 6am-6pm. However, I am aware that sometimes the need is different than this. Feel free to discuss hours outside of this with me to make prearrangements when possible. Just remember I may not always be able to accommodate you. IF your child is dropped off early or picked up late without prior arrangements in writing, you will be charged $1 for every min overtime, for that day, plus drop in rates. Making sure I am following ratio is very important.

OPEN DOOR POLICY

Parent involvement is encouraged, appreciated, and maintained through the open door policy. Volunteers are always appreciated and the kids love it when special people from their life come in to visit☺ Parents may visit to check on their “little Ras-kel’s” anytime during daycare hours. During this visit we may not be able to sit and chat. If you need to talk to me or a teacher we should plan a time that works for everyone.

ACTIVITIES/SCHEDULE

I try to maintain a daily schedule. However, when working with little ones I have learned to be flexible! The routines that we will try to stick to every day are snacks, meals, and nap/quiet time, for consistency. Our days will be filled doing a variety of activities that may change with interest. We will have free play, center based activities, arts and crafts, painting, drawing, outdoor play, sensory play(i.e. sand/water table, play dough) songs, stories, games, dress up and pretend play, cooking, educational toys and games and the list goes on and on….

Schedules vary at each location and could be discussed more upon your tour☺

MEALS AND SNACK

I will provide breakfast, 2 healthy snacks, and a nutritious lunch daily. I will provide supper at 445 and 515. Any children that require a special diet are asked to bring their own food and/or teach us how to better accommodate your child. I will follow guidelines set out by the state of Indiana and see that children are getting a balance from all food groups. For fairness, please do not bring in goodies unless there is enough to share. Pre –arranged treats are great and the kid’s love to feel like they are bringing in something for their friends. Please avoid candy and gum.

NAP/QUIET TIME

In the afternoons I will set aside roughly 1-2 hours for adequate rest. A child may bring their soother or a blanket, but it will only be given at this time. Any non-nappers will be asked to lay down or do a quiet activity to bring down energy level and allow the others to nap.(and maybe we can get some work done☺) If your child may require 2 naps a day a morning nap can be offered as well.

EQUIPMENT

I will ask that all toys be kept at home unless they are being donated to the daycare. This keeps kids from fighting over what is “their toy”. There will be times that children may be asked to bring in something for show and tell☺

NON-FURNISHED ITEMS

There are some things that a parent must supply. These items need to be labeled and kept at daycare. This may include (but not be limited to), diapers or training pants, wipes, ointments, special lotions, soothers, 1 change of clothes weather appropriate. Socks, hats, gloves, potty trainers should have several changes of clothes.

DISCIPLINE

As a childcare provider, it is my goal to help teach children certain values and respect. This goes hand and hand with discipline and positive reinforcement. I approach this in a positive manner with love, firmness and consistency. For younger children, we act mostly as a mediator from pushing, shoving, hitting that often happens at this age and teach values such as sharing, taking turns, being gentle and so on. I will also redirect play or remove a conflicting item if I feel it is necessary. I will use positive attitude and redirect children to positive activities. This is a time in life when they react directly to their mood and I approach this with the knowledge that they are still mostly unaware of consequences of their actions.

SPECAIL NEEDS

I will accept children with special needs into my program if I have the space and the capability. Please discuss your situation and exceptions directly with me and we will see if I am capable of accommodating all of your child’s needs. NOTE: there may be an increase of childcare fees for such placement, to be discussed.

ILLNESS

All children must have their immunizations up to date. Children who have any of the following symptoms are too sick to come to school and should not return until 24 hours have passed since the last symptom or with a note from the doctor saying that the child is no longer contagious or ill

* Fever over 100.5
* Vomiting
* Persistent diarrhea
* Severe cold of bronchial cough
* Runny nose with colored discharge
* Severe rash
* Pink eye
* Communicable diseases (measles, whooping cough, fifth disease…)
* Chicken pox

Parents,

I ask that you please not mask your child’s illness with medication and bring them anyway. If sick care is needed I could try to call someone in to help for the day, but this will make your daily rate go up and may not always be available. If I cannot provide this service, then you child is better off at home. If a child has medication, it must be kept in original packaging with child’s name and dosage. You will have to sign a dispensing form before I can give this medicine to your child. Parents will be notified immediately if your child becomes ill, runs a fever, or has and accident. You are then expected to pick your child up as early as possible unless other arrangements are made. I may refuse care of a child if I deem it necessary due to illness. Please do not put me in this position.

HEALTH AND SAFTEY

I am taking several precautions to provide a safe environment for your children. We are participating in the 5 star environmental program. With this program we are guided in being safe and environmentally friendly. I have all harmful products out of reach! Toys are disinfected once a week with infants is done more often. Laundry is washed daily or once a week

Prevention of Exposure to Lead Policy

**Policy:**  Little Ras-kel’swill minimize the risk of exposure of staff and children to lead in the child care environment.

**Background:** Lead is highly toxic and can be found in old paint, stains, and varnishes, dust from industrial fumes and vehicle exhausts, soil, and some consumer products, such as toys. It is an accumulative toxin and excessive exposure can affect children’s brains and nervous systems. Low levels of lead in the blood can have a detrimental effect on intellectual, psychomotor and behavioral development. Children under six are particularly at risk as they may ingest lead in dust, soil and paint by putting their hands in their mouth.

As a member of the Five Star Environmental Recognition Program, our facility has fully implemented the following policy.

**Practices:**

To reduce the exposure of children and staff to lead, Little Ras-kel’s will:

* For all child care facilities:
  + Not accept donated toys or furniture unless they are tested for lead and determined to be lead-free.
  + Track recalls. Any recalled item will be properly removed from the facility within five business days of recall notification.
  + Keep bare soil covered on the playground.
  + Encourage parents to have children’s blood lead level tested.
  + Use a door mat and wipe or remove shoes before entering the house, classroom, etc..
  + Encourage children to wash their hands after playing outside.
* For child care facilities built prior to 1978:
  + Train staff annually on the lead poisoning prevention and procedures for reducing lead hazards specific to our facility. (Includes teachers, kitchen staff, maintenance staff, cleaning staff, and health care staff. In addition, contractors will be notified of this policy and of their responsibilities for ensuring children and staff are not exposed to lead hazards due to their work at the facility.)
  + Use lead certified renovators to conduct work where any paint may be disturbed including remodeling and repair/maintenance, electrical work, plumbing, painting, carpentry, and window replacement. Any exemptions must have pre-approval from the Indiana Five Star Environmental Recognition Program at 317-232-8172.
  + Promptly repair chipping and peeling paint when it does not require disturbing existing paint. If existing paint must be scraped or otherwise disturbed in order to repair, hire a lead certified contractor.
  + Use lead safe cleaning practices, including only use wet dusting and mopping, wet dusting window sills regularly (weekly) with soap and water, and wash children’s toys, bottles, and pacifiers often and always after they fall on the floor. Stuffed toys in particular accumulate dust and should be washed often.
  + Flush cold water pipes and water fountains for 30 seconds prior to cooking or drinking each morning.
  + Use only cold water for drinking, cooking, and making baby formula.
  + Maintain a written plan for managing and eliminating all known lead hazards at this facility. The plan is available by contacting the child care director.
  + Remove visible paint chips in the soil.
  + Do not dry sand, dry dust, dry sweep, vacuum (without a HEPA filter) in these areas; these activities will spread the contamination throughout the building. Do not burn, torch or use heat guns in these areas. High pressure water washing is not recommended because it will spread the chips and dust widely. Do not use abrasive blasting or sandblasting. The use of chemical paint removers that contain methylene chloride are not recommended since the exposure to the chemical itself may be hazardous.

Prevention of Exposure to Asbestos Policy

**Policy: Little Ras-kel’s** will minimize the risk of exposure of staff and children to asbestos in the child care environment.

**Background:** Asbestos is a fibrous material that can still be found in buildings (most often those built before 1983). If inhaled, asbestos can cause cancer or lung disease. In good condition, these products present no significant health risks. However, safety precautions must be taken when renovating or demolishing buildings. If asbestos is cracked, torn or crumbling it can release asbestos fibers and dust.

**Practices:**

To reduce the exposure of children and staff to asbestos, Little Ras-kel’s will:

* Contact the Indiana Department of Environmental Management at 800-988-7901 to determine which asbestos regulations apply prior to any renovation or demolition work.
* Maintain a written plan for managing known asbestos at this facility. The plan is available by contacting the child care director. (A sample [Asbestos Operation and Maintenance Plan](http://www2.epa.gov/asbestos/what-operations-and-maintenance-om-program) is available from U.S. EPA.)

**No-Idling Program Newsletter Article and   
E-mail Template**

# Help Our Young Lungs Breathe Easier

This (2015), Little Ras-kel’s is launching a no-idling campaign to protect the health of our students and the health of our environment. In addition to restricting idling on our grounds by school buses, we are also asking parents to adopt a no-idling policy for personal vehicles.

Soon, cars that are in the carpool lanes for morning drop-off or afternoon pick-up will be greeted with our new no-idling signs. The No-Idling Zone is part of Little Ras-kel’s participation in the Five Star Environmental Recognition Program for Child Care Facilities.

**Why should you support the no-idling effort?**

## Air Pollution Hits Home

* Asthma is the most common chronic illness in children and the cause of most school absences
* Children’s asthma symptoms increase from exposure to car exhaust
* Children breathe, on average, 50% more air per pound of body weight than adults
* Children are closer to the ground and therefore, closer to the tailpipes
* **Idling harms our health**

Vehicle exhaust is harmful to everyone’s health, but it especially affects children who breathe more and at a faster rate than adults. By turning off your car, our students, teachers and parents won’t breathe in unhealthy fumes as they enter school.

* **Idling pollutes the air we breathe**

Vehicle idling creates unnecessary pollution. By not idling, you reduce car exhaust and prevent up to 3 pounds of pollution per month from going into the air.

* **Idling costs you money**

A popular misconception is that idling your car uses less gas than turning it off and restarting. The truth is, if you are going to be sitting more than 30 seconds, it is more fuel efficient to turn your engine off. Idling also causes more wear and tear on engine parts.

Please support Little Ras-kel’s No-Idling Zone and turn your car off while waiting to pick up your child(ren). Then we can all breathe easier. To learn more about air pollution, its effects and what you can do, visit [CleanAirCampaign.org](http://www.CleanAirCampaign.org).

ANNUAL CONFERENCE

I believe that is essential for parents and care providers to stay on the same page. This is the best way to ensure that children are getting the best care. I feel it is best to set this up three months after your child has started the program and year thereafter. If there is ever an additional need for a conference don’t hesitate to ask. I am here to help make this a positive experience for everyone.

VACATION POLICY

I do not plan on being closed any days but Christmas and Thanksgiving. If I plan a vacation, care will be provided by my staff during this time. If families want to plan for vacation I will allow one week at ½ price to keep your spot for these days. After one year of service, I will allow my family one week off without paying for care.

SICK LEAVE/ALTERNATE CARE POLICY

I plan on having qualified staff at all times. On the event that I am ill, someone will be here to provide care for your child that they are acquainted with. In the event that your child is ill you will still be responsible for paying for their spot.

CONTRACT CHANGES

Please inform me, in writing, in advance of any changes to be made to our agreement. Weather it is an hour change, adding time or subtracting, adding of a sibling, or ending service. I ask you give me two weeks for changes and I will do the same for you as well.

I sign that I have read the parent handbook and I agree to follow all rules and policies put in place by Little Ras-kel’s. I also agree that myself and Little Ras-kel’s will give a two week notice of any change in rule, policy, or schedule/termination of care.

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

I would like to schedule my first conference for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Goals for my child/children:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First words of encouragement to be the start of my child’s portfolio:

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