

F



FOOTPRINTS IN THE SAND DAYCARE



Dear Parents/Guardians,

Welcome to Footprints in the Sand Daycare!

We ask that prior to your child's enrollment at our daycare that you read through this manual to be sure of all policy and procedure. This handbook has been made to inform parents/guardians of our policies & procedures. Please keep this handbook to refer to throughout the year. Upon registration, you will be asked to sign an "Agreement" form that ensures you have read, understand and acknowledge the information contained in the handbook for your child(ren) to attend Footprints in the Sand Daycare.

At our center we believe in learning through play and structured curriculum. We believe play is one of the most important parts of the learning process for young children. Play holds children's interest and motivates them to want to learn. This is your child's first educational experience away from home. We strongly believe in letting children express their creativity and individuality through playing and structured activities. By observing your child's strengths and areas needing strengthening, as well as interests and dislikes, we can better plan daily activities and curriculum.

This is also a great opportunity for your child to acquire social skills by interaction with other children. Making friends and being part of a group builds children's self esteem. The daycare staff tries to set aside time for both small and large group socialization. Our goal is to have a positive influence over each and every one of the children that attend our center.

General Policies and Information

Our hours of operation are 6:30am- 5:45pm. We are open Monday-Friday and closed for major holidays. Please see **Holiday** section for our closures. We serve families with children 6 weeks up to School age grade four (4). Hopewell Elementary, Independence Elementary and Margaret Ross Elementary bussing service only (kindergarten- fourth (4th) grade).

On your child's first day at the center, we encourage parents to stay a few moments with their child. This will help them feel secure that you are returning. However, if your child begins to cry, we have found that it is easier on your child, as well as the staff and yourself, if you leave the area. If you want to see that your child is all right, please wait out of sight. A smooth, but unhurried departure is best for everyone.

Staff will sign in the children upon arrival through BrightWheel. This will assist in proper logging of attendance.

There is a **Family Information Center** in the entrance. This includes a bulletin board with a listing of the food items for breakfast and snacks for that day along with the monthly Newsletter and any memos or notifications. There is a **Payment Box** for payments, Health Assessments and any written communication from families.

Please be sure that we have on file current work and home numbers. If your information changes, you must inform us immediately.

As a state licensed program, we are required to report any suspicions of abuse or neglect of children in our care. WE WILL ADHERE TO THIS LAW.

Admissions

It is required by Footprints in the Sand Daycare and the State of Pennsylvania that your child's file contains the following up to date information for continued admittance.

1. Application for admission (\$75.00 application fee per child).
2. Current physical - infants to 23 months required six-month physical updates
- 24 months and older require yearly physical updates

*Please keep in mind that doctor appointments may be up to three months waiting time. Our facility cannot make acceptations to a delinquent physical form and we are required by the State to refuse care. **Although our facility sends reminders, it is the responsibility of the parent to be sure all medical and emergency contact information is complete, correct and up to date. This daycare requires immunizations for admission.***

3. Emergency contact form
4. Daycare Agreement form
5. Initial meeting to discuss parent questions/concerns, child behavior, likes, dislikes and daycare expectations.
6. An additional meeting can be requested within first 45 days of enrollment to discuss transition, questions and concerns which may include the Ages and Stages Developmental Observation tool.
7. Additionally, two (2) annual meetings will be offered to review Child Service Reports and the Ages and Stages Developmental Observation tool.
8. Upon registration you will be asked to sign up for **BrightWheel**. This is an app available on android and apple to allow daily communication, pictures and record keeping.

Facility Rates & Fees

Footprints in the Sand Daycare facility accepts children at the following rates for your first child.

Any additional children will be charged at a 10% discount.

Full time is defined as 4 or 5 days a week. Part time is defined as 1 to 3 days a week.

Fees & Pricing Schedule (7/2022)

Age Group	Weekly Fees- Regular	
	Full time 4-5 days	Part time 1-3 days
Infants (6 weeks to 12 months)	\$253.00	\$195.00
Younger Toddler (13 to 36 months)	\$243.00	\$187.00
Older Toddler (36-48 months)	\$243.00	\$187.00
Preschool (4-5 years to kindergarten)	\$243.00	\$187.00
Kindergarten & School Age- Before & After School Care (Before & After School <i>Includes breakfast and afternoon snack</i>) <i>School age full day rate charged for 1 day; 2 or more days charged at Part time/Full time weekly rates</i>	\$138.00	\$112.00
Snow Day/ Full Day	\$57.00	\$39.00
Half Day		

Prices include breakfast, AM snack and PM snack for children attending our Younger Toddler, Older Toddler, Preschool and School Age.

Prices included curriculum and curriculum supplies for all ages.

*ELRC payments are accepted. There is a **\$25.00** weekly fee in addition to the weekly co-pay due. Any School Closure days or ½ days are charged at private pay rates, payment is expected. Weekly Co-pays are subject to any late fees at the COB Friday.*

Non refundable registration fee is \$75.00 per child, along with a **one-week advanced payment fee** (full weekly rate) on or prior to a child's first day attending.

Weekly fees are based on schedule given prior to the week. Schedules may not be changed **after 10am on Friday**. If a call off occurs a credit will not be given due to scheduling of employees.

Additional Fees:

The following fees are in place to ensure practices are followed, as defined in the Parent Manual, to allow proper attention to children and exceptional childcare can be offered. Policies along with fees are set to limit chaos and confusion.

Registration fee~ There is a **\$75.00, per child enrolling**, non-refundable registration fee. This fee must be paid at the time a child is enrolled to our center and prior to the first day of attending. If you withdraw at any point & wish to re-enroll your child within six months, you will not be charged the fee. If you wish to re-enroll after six months this fee will be charged again.

Advanced Payment fee~ A **one-week Advanced Payment fee** is required prior to or on the first day a child is attending; this advanced payment is held to ensure prompt payment and a 2-week notice prior to withdrawing or exiting our program. ***This fee does not pay for the first week of care.*** The advanced fee is charged at the regular weekly fee price.

Payments~ Payments for services must be made on time and before service is rendered. Delinquent accounts will not be tolerated. If payment is not received on the Friday before the following week, your child will be refused care the following Monday until the bill is paid in full, along with a

Late Fee of **\$45.00** per week late. An individual payment schedule may be arranged (bi-weekly, monthly; at the Director's discretion).

Insufficient checks- If a check is returned (NSF) a **\$45.00** fee will be imposed. A NSF check must be replaced within 48 hours in the form of a money order or cashiers check and must include a late fee and NSF fee for re-admittance. After a second returned (NSF) check is received personal checks will no longer be accepted; verified funds only.

Postdated checks are not accepted.

Drop off~ We ask that children are dropped off no later than **1 hour** after scheduled drop off time. If a child is later than 1 hour they will be considered absent. If no communication is received and a child is dropped off past the schedule **1 hour**, a **\$15.00 charge** will incur for every 15 minutes late. Please communicate via **Brightwheel**. We ask that children are no more than **2 hours** later than scheduled drop off time on any day schedule. If a child is dropped off past the scheduled **2 hours**, a **\$15.00** charge will incur for every **15** minutes late, regardless of communication.

Pick up~ Late pick up fees are charged at the rate of **\$15.00** for every **15 minutes** beyond **5:45** and begins at **5:46pm**.

Restricted hours: Late pick up fees are charged at the rate of **\$15.00** for every **15 minutes** beyond scheduled business closing.

Sick day/Absent Day ~ If your child becomes ill and they don't come on a day they are scheduled you must still pay for that day. This is due to the fact that we staff according to our needs and we have to pay that staff member. You must call the facility to notify us that your child will not be present. It is not the responsibility of Footprints in the Sand Daycare to contact the parent if a child is not present.

If a child is **absent** and we do not receive communication, a **\$15.00** charge will incur.

Vacation~ Vacation rate is 50% for the vacation week.

Leave of Absence~ A leave rate is 50% to hold a reserve. If the leave of absence is summer break, the fee is based on the enrollment rate for the subsequent year.

Any leave or vacation fees are based upon the regular schedule of enrollment. If a child's enrollment varies from full to part time, the fee will be based upon the majority.

Pandemic fees~ In case of a recommended or required closure: Vacation rate will be due for a minimum of two (2) weeks. *In the case of a mid-week closure*; fees will be prorated based on full days attended along with vacation rate for remainder of week. (Based on weekly scheduled days).

Fund Raiders~ Footprints in the Sand Daycare has a minimum of two (2) fundraisers per year. This is to allow the daycare to keep weekly fees low and not charge supply fees throughout the year. Families will be asked to participate in our fundraiser with a minimum each fundraiser. If the minimum is not met, an additional fee will be added to your ledger. Thank you in advance for your participation.

Schedules~ All scheduling must be turned in by Thursday the week prior. Employee scheduling is based on child schedule needs and as a courtesy, employee schedules are completed on Friday.

Please understand that any changes in schedules directly affect your daycare costs. If a child has an appointment, will be absent or will be present during a school day off, we ask that the schedule form is filled out properly the week prior. We schedule staff based on childcare scheduling needs and if children will be absent, it may mean a staff member is not needed. One child can change a staff to child ratio. Once scheduled, a staff member is not called off and when reviewing our **pricing and budget**, we compare employee hours to child care scheduling hours. We regret that we are unable to accommodate last minute changes due to state required ratios, no schedule changes will be accommodated after 10:00 am Friday (or per holiday schedule).

In the event a schedule is not received by Friday at 10am, the child will be scheduled a vacation week and a 50% weekly fee will be required; attendance not permitted.

Holidays

The facility will be closed on the following days:

New Year's Day
Good Friday
Easter Monday
Memorial Day
Week of July 4th
Labor Day

Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

We will be closed Friday if the holiday falls on a Saturday and Monday if the holiday falls on a Sunday.

Payment of the above holidays will be expected. You will be billed at your normal weekly rate.

Daycare Vacation Week~ Footprints in the Sand Daycare will be closed annually the week of July 4th. This closure allows for families to take a full week of vacation. In addition, it allows the daycare staff to enjoy a week's vacation without leaving the daycare operating with a low staff during multiple vacations. (We will be closed the week prior to the 4th if the holiday falls on a Saturday, we will be closed the week after the 4th if the holiday falls on a Sunday)
update 1/2/2022

Closing

The daycare reserves the right to a closure on the day before or after a holiday in the event that less than 3 families sign up for care.

If our center needs to be closed due to weather or an emergency, please see **WPXI and WPXI.com**. We will be listed as Footprints in the Sand Daycare- Hopewell. Our hours are 6:30am-5:45pm; therefore, hourly delays are based on these times. Closures are not based on the school district. We also notify via Brightwheel, Email and our closed Facebook page.

Exit Policy

This facility may not be for every child. Some children do not adapt well in a day care setting, and it may become necessary for you to withdraw your child. If you must withdraw your child for any reason, a **two-week notice is required**. This will allow us to fill the slot of your child with another. If a notice is not given, your **advanced payment will not be refunded** and re-admission may not be granted. A two-week notice must be in writing. We have a two-week probation period at our facility. If your child is not adjusting well after this probation period, we reserve the right to refuse care as stated in our disciplinary policy. It is the policy of the daycare that requests for the transfer of child records to another individual and/or educational setting must be in writing.

Discipline Policy

It is the belief of this facility that children learn appropriate behavior in a supportive environment. Our methodology is designed to teach young children appropriate behavior through the use of clearly defined limits, positive reinforcement and redirection & lastly time out of activities or play. Redirection will be the main source of discipline. In some cases (hitting another student, teacher or biting) the child will be separated to allow them to calm down and relax. They will be spoken to about the appropriate behavior and explained what is expected.

Parents will be informed, through Brightwheel or at the end of the day, if their child was misbehaving or had to take time out of activities or play. This facility does not use any form of physical punishment, humiliation, intimidation or restraint. If any conflict arises that we can not resolve, the parents will be asked for suggestions.

Footprints in the Sand Daycare will do everything to support a child that may act out inappropriately. Families may be asked to assist in outside support to allow appropriate behavior and positive growth and development. Initially, if the problem persists, the parents will be asked to pick up their child and keep them home the next day, as if it were a sick day. The next step will be to suspend a child's attendance for a period of one week and/or keep the child at home until the child is ready to cooperate. Additionally, the family is asked to assist by seeking outside support. It may be expected that an action plan is established and followed within an allotted time. Daycare is a group care environment. We understand that some children may have specific needs and acquire more attention. It is expected that daycare staff support and assist in every child care situation. It should not be expected that staff allot continued one on one time for any specific child. It should not be expected, and is outside the role of a daycare caregiver, to diagnose a child, continually give one on one care or attention, or make special exceptions that are not attainable to offer all families.

If a child is hurting other children or staff physically, there will be a "three strikes rule". A group setting may not be the best child care situation for this child and hurting others is not tolerated by Footprints in the Sand Daycare.

If the conflict continues, we find no hope of resolution & it becomes a continual disruption to our facility; the parents will be asked to remove the child from the facility. We reserve the right to refuse care to consistently uncontrollable children. To permit this behavior would be unfair to the rest of the children, the staff and to the specific child. All extreme cases of behavior problems will be documented.

Biting Policy

We want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills, out of frustration, attention getting, being overly tired or simply just trying to get a reaction from someone. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means that is a particular concern for the staff in the Infant/Toddler/Young Toddler Rooms.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. **Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset,** so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

The biter is immediately removed from the group with a firm STOP. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, and then redirected.

A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.

We work with each biting child on resolving conflict or frustration in an appropriate manner.

We try to adapt the environment and work with parents to reduce any child stress.

We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

If biting persists as an act of aggression beyond non-verbal years, the discipline policy does take effect. Please see the above defined discipline policy.

Health & Safety of Children

Shaken Baby Syndrome, Abusive Head Trauma and Child Maltreatment

Preventing and recognizing child maltreatment is the responsibility of all staff members at Footprints in the Sand Daycare. All staff members are responsible for following mandated reporter requirements.

Staff members receive training in mandated reporting and the prevention of shaken baby syndrome and abusive head trauma prior to being alone with children.

Shaken baby syndrome is a serious brain injury resulting from forcefully shaking an infant or toddler. It's also known as abusive head trauma, shaken impact syndrome, inflicted head injury or whiplash shaken infant syndrome.

Shaken baby syndrome destroys a child's brain cells and prevents his or her brain from getting enough oxygen. This form of child abuse can cause permanent brain damage or death.

Shaken baby syndrome symptoms and signs include:

Extreme fussiness or irritability, Difficulty staying awake, Breathing problems, Poor eating, Vomiting, Pale or bluish skin, Seizures, Paralysis, Coma.

While sometimes there's bruising on the face, you may not see signs of physical injury to the child's outer body. Injuries that might not be immediately seen include bleeding in the brain and eyes, spinal cord damage, and fractures of the ribs, skull, legs and other bones. Many children with shaken baby syndrome show signs and symptoms of prior child abuse.

In mild cases of shaken baby syndrome, a child may appear normal after being shaken, but over time they may develop health or behavioral problems.

Strategies for coping with a crying, fussing, or distraught child:

1. Cuddle the baby 2. Try offering a feed again 3. Change the if it is wet or dirty 4. Make sure the baby's clothing is not too tight 5. Make sure the baby isn't too hot or cold 6. Burp the baby (wind pain can be very uncomfortable) 7. Wrap and hold baby safely in a lightweight blanket 8. Is baby tired? Put baby down somewhere safe to sleep. I've done all this and baby is still crying... now what? 1. Hold the baby close, massage their back, sing, hum or talk 2. Put baby in a stroller and go for a walk 3. Walk away

If you're holding baby, put baby in a safe place and walk away. Leave the room. 4. Take a break

Check baby often, but do not pick baby up until you feel calm.

Try doing something that usually relaxes you, like a quick walk or a cup of tea. 5. Talk to someone,

Call a teammate to give you a break. Don't be embarrassed. It's OK to know when you've reached your limit.

Prevention and identification of child maltreatment Prevention efforts are generally recognized as occurring along three levels: primary prevention directed at the general population to prevent maltreatment before it occurs (universal), secondary prevention targeted to individuals or families in which maltreatment is more likely (high risk), and tertiary prevention targeted toward families in which maltreatment has already occurred (indicated).

The ideal approach to prevention encompasses all three levels, which results in a comprehensive service framework focused on improving outcomes for children and families.

Primary prevention

Primary prevention activities are directed at the general population and attempt to stop maltreatment before it occurs. Primary prevention activities with a universal focus seek to raise the awareness of the general public, service providers, and decision-makers about the scope and problems associated with child maltreatment.

Universal approaches to primary prevention might include:

Public service announcements that encourage positive parenting

Parent education programs and support groups that focus on child development, age-appropriate expectations, and the roles and responsibilities of parenting

Family support and family strengthening programs that enhance the ability of families to access existing services, and resources to support positive interactions among family members

Public awareness campaigns that provide information on how and where to report suspected child abuse and neglect

Secondary prevention

Secondary prevention activities with a high-risk focus are offered to populations that have one or more risk factors associated with child maltreatment, such as poverty, parental substance abuse, young parental age, parental mental health concerns, and parental or child disabilities. Programs may target services for communities or neighborhoods that have a high incidence of any or all of these risk factors. Approaches to prevention programs that focus on high-risk populations might include:

Parent education programs located in high schools, focusing on teen parents, or those within substance abuse treatment programs for mothers and families with young children

Parent support groups that help parents deal with their everyday stresses and meet the challenges and responsibilities of parenting

Home visiting programs that provide support and assistance to expecting and new mothers in their homes

Respite care for families that have children with special needs

Family resource centers that offer information and referral services to families living in low-income neighborhoods

Tertiary prevention

Tertiary prevention activities focus on families where maltreatment has already occurred (indicated) and seek to reduce the negative consequences of the maltreatment and to prevent its recurrence. These prevention programs may include services such as:

Intensive family preservation services with trained mental health counselors that are available to families 24 hours per day for a short period of time (e.g., 6 to 8 weeks)

Parent mentor programs with stable, non-abusive families acting as "role models" and providing support to families in crisis

Parent support groups that help parents transform negative practices and beliefs into positive parenting behaviors and attitudes

Mental health services for children and families affected by maltreatment to improve family communication and functioning

Daily Program

For toddlers & preschoolers

6:30-8:30	Children are greeted.
8:30-9:00	Breakfast is served. (7:15 S.A. breakfast, arrival by 7:30) (Breakfast is served if child arrival time is before 8:45am)
9:00-9:30	Circle Time
9:30-10:00	Curriculum learning/Free play Younger Toddler
10:00-10:30	Morning snack.
10:30-12:00	Free Play (outside weather permitting) 10:30-11:00 Curriculum YT
12:00-12:30	Lunch
12:30-1:00	Story time
1:00-3:00	Nap/quiet Time
2:30-3:00	PRESCHOOL Discover and Art Time
3:00-3:30	Clean up/Potty Time/ Free Play
3:30-4:00	Afternoon snack
4:00-5:45	Free play

For infants

6:30-9:00	Children are greeted. Breakfast. Free floor play.
9:00-10:00	Floor play, exercise, stretching (morning nap if needed)
10:00-11:00	Morning feeding/ Snack
11:00-12:00	Stimulus time (learning, stuffed animals, blocks, ect)
12:00-1:00	Lunch
1:00-3:00	Nap Time
3:00-4:00	Afternoon feeding/ Snack
4:00-5:45	Free play (Floor play, exercise, stretching)

Summer schedule:

6:30-8:30	Children are greeted.
8:30-9:00	Breakfast is served. (Breakfast is served if child arrival time is before 8:45am)
9:00-10:00	Outside Free Play
10:00-10:30	Morning snack.
10:30-11:00	Circle Time
11:00-11:30	Discovery and Art Time (Summer curriculum used)
11:30-12:00	Free Play
12:00-12:30	Lunch
12:30-1:00	Story time
1:00-3:00	Nap/quiet Time
2:30-3:00	PRESCHOOL Discover and Art Time
3:00-3:30	Clean up/Potty Time/ Free Play
3:30-4:00	Afternoon snack.
4:00-5:45	Free play

This is a general program we try to follow. Sometimes schedule problems arise, but we will try to keep changes to a minimum. We try to be somewhat uniform so that it is easier for the children to adjust.

Our daycare is currently rated a Star 1 facility. We following the Pennsylvania Learning Standards for Early Learning based on each child's age group. A semi-annual Child Service Report and Ages and Stages observation report is reviewed with each family to ensure parent and childcare cooperation and allow communication of learning progress.

The **Brightwheel** app is used for daily documenting and promotes communication of daily activities along with any needed items. A journal system is in place for the School Age group. All staff is available to discuss concerns or questions daily. It is expected that staff respond to messages during napping time only to allow care giving to be the priority.

Food Preparation Policy

Every child will be offered a meal plan of breakfast, a snack in the morning & afternoon and family provided lunch. We believe it is the child's choice if they want to eat what is provided. No child will be forced to eat any meal for any reason.

The breakfast and snack schedule that is being offered will be posted in the center and Emailed weekly. We ask that you go over the schedule and if the scheduled food is something your child does not like; please supply a meal that your child will eat. All food items are bagged and/or pre-prepared.

Please see "What to Provide" for specific food supply requirements.

Outdoor play

It is required by the state to take the children outside for outdoor play as long as the weather permits. We ask that you provide proper outdoor clothes and outerwear at all times.

It is our policy that all children will go outside if weather does permit. We are unable to keep one or two children indoors (unless it is an extreme situation or staffing allows). If a child is too sick to go outside, then the child is considered too sick to be at the center for that day. Footprints in the Sand Daycare follows the guidelines per National Pediatric Recommendations ***Caring for our Children Health and Safety Standards***.

What to Provide

Please provide a packed lunch each day. Please keep in mind we have limited refrigeration and care for several children when heating meals. Breakfast, am snack, pm snack and drinks will be provided to children in our Younger Toddler, Older Toddler and Preschool and School Age groups. *(The daycare will provide back-up lunches for \$5.00 if a lunch is forgotten.)* Please include a microwave safe bowl for any food items that need to be heated. **ALL ITEMS MUST BE LABELED.**

Infants/toddlers~ It is required that bottles (formula or breast milk) and baby food is provided daily. All bottles and food items must be labeled. We ask that bottles are filled daily with water and formula is provided for formula feed infants. We ask that bottles are filled daily for breast milk feed infants. All bottles and left-over food must go home daily.

It is required you supply diapers, wipes & ointment for infants and toddlers who are not potty trained. *(The daycare will provide back-up diapers and wipes for a \$5.00 fee each day a supply is forgotten.)* It is required that Pullups have release tabs so to not undress and re-dress children at each potty/diaper change.

We ask that a swaddle blanket is provided for infants in place of blankets.

Please check your child's diaper supply every few days. They will require **labels** & used only for your child. **ALL ITEMS MUST BE LABELED.**

We ask that you provide your child with blankets and sleep items for naptime. A bag/backpack must be provided to contain Naptime items for contamination purposes (no plastic shopping bags allowed). Naptime items will be sent home each week to be laundered and need to be returned for the following week. *(The daycare will provide back-up blankets for a \$5.00, laundering service fee, if a blanket is forgotten.)* ***Naptime items must be able to fit in a 12x15x5 container. No over-sized blankets, pillows or stuffed animals allowed.***

Cots will be provided for older children to sleep on. Each Cot is labeled to ensure your child has his/her own individual cot. Infants & some toddlers will have a pack n play for sleeping purposes. Other than a blanket and a sleeping/comfort item, **ALL personal items from home should remain at home (This includes toys)**. Any responsibility for lost, stolen or destroyed items is the sole responsibility of the parent. **ALL ITEMS MUST BE LABELED.**

It is required that a child having a **pacifier/binkie have an attachment clip** so that staff is able to attach and keep track for sanitary purposes. **ALL ITEMS MUST BE LABELED.**

Our program includes both indoor & outdoor learning experiences. Please be sure your child is dressed appropriately for daycare activities along with the weather. Children should arrive appropriately dressed with clothes and shoes for play. Please understand we are dealing with groups of children and we ask for your assistance to allow transition times to run smoothly by bringing children properly dressed and prepared. *Long dresses and "flip flops (with the exception of water day)" are not allowed.* We want to discourage injury and/or soiling. During the winter months every child needs gloves, a hat, and snow boots.

Make sure you keep an extra set of seasonally appropriate clothes in case of spilling or a bathroom accident. Please check your child's storage area periodically to see if clothes need replaced or updated to match weather conditions. Please do not dress your child in anything that may be ruined by art supplies. All of our paints & markers are washable, but some colors may be difficult to remove from clothing.

During the summer, your child may need a bathing suit and towel. These items can be left in your child's cubbies or taken home daily. **ALL ITEMS MUST BE LABELED.**

All items that enter the daycare must be labeled. Labeling of items such as jackets, clothes, blankets and cups ensures that your child is using their own items for sanitary reasons and that we can safely return any items.

Please check the following in your child's bag and be sure the items listed below are removed and kept at home:

- *Hand Sanitizer
- *Pain reliever/ Fever reducer
- *Sunscreen/Lotions
- *Any items listed as "Keep out of the reach of children"

It is suggested that a separate bag is used for daycare and personal. **An inspector will check in and out of any items/bags that are brought into the daycare. Toys from home. Please leave toys and other items such as rings, bracelets and action figures at home. These items might be choking hazards. If items listed are found we are required to remove them and discard appropriately.**

Exclusion Policy

This facility reserves the right to exclude your child if he/she is displaying the following symptoms. At the first presentation of these symptoms, the parent or guardian will be notified to pick up the child from the facility. ***Upon notification, arrangements must be made for a child to be picked up within a one (1) hour time period in order to protect the spread of any contagious infections. The facility reserves the right to require doctor's consent before reentry. Please see Pandemic Addendum for additional information.***

- Fever: Oral temperature of 101.1F. Febrile seizures can occur when a child's temperature escalates to a fever point rapidly.
- Signs of possible severe illness including unusual irritability.
- Persistent crying and/or difficulty breathing.
- Uncontrolled diarrhea; defined as increased number of soft stools compared with a child's normal pattern.
- Vomiting one or more times in a previous 24-hour period.
- Mouth sores of any type.
- Until 24 hours after a first dose of an antibiotic for any reason.
- Contagious sickness; contagious sickness includes but not limited to Conjunctivitis (viral or bacterial), Strep throat, cold and flu with a fever.
- Signs of a communicable disease.
- Unknown rash that is spreading.
- Lice and/or Nits (lice eggs) are spotted.
- Hand, Foot and Mouth: It is the requirement of Footprints in the Sand Daycare that children diagnosed and/or showing signs of Hand, Foot and Mouth are fever free for a period of 24 hours, have no new bumps/sores for a period of 24 hours and all blisters are healed over to be considered no longer contagious and return to daycare.

A child is welcomed to return after a 24-hour period of antibiotics and/or 24-hour period showing any symptoms listed above. It is expected that a child does not return to child care the day after a requested pick up due to a contagious symptom including but not limited to vomiting and/or diarrhea even with a doctor's note for return to care.

It is expected that the daycare will be notified of any sickness and or/communicable disease

Upon registration and admittance, it is understood that there is risk for illness and by signing the required agreement for admittance; the risk is accepted without holding the daycare or any associates at fault, responsibility or liable. Any and all precautions are taken daily to ensure safety and wellbeing of children. Cleaning of toys and rooms occurs multiple times a day.

Medication Policy

No medication of any type, such as vitamins, aspirin, ear or eye drops, or cough medicine will be given without written consent from the parent. Cough drops are not allowed. A medicine log is located on our clipboards. The parent must fill out the child's name, current date, and name of the medication, amount & time it is to be administered; whether it is a prescription or non-prescription. All medication must be labeled with your child's name, in an original childproof container & it must be current. Each day the medicine must be administered a new Medication log must be filled out.

Prescription medicine must have the name of the child for whom it has been prescribed. We can only give medication to the person it has been prescribed. This rule includes siblings. If both names are not present on the bottle, we can't administer the medication. Once the medicine is given, the staff who administered the medication will initial the medicine log. They will also note any reactions to the medication.

Potty Training

Footprints in the Sand Daycare begins to assist in potty training at the age of two (2) years old. Our normal practice is to take groups of children that are training or are in need of bathroom assistance to the potty every 1 ½ to 2 hours. The child is offered a small training potty or a training seat added to a regular toilet. Positive reinforcement is offered at each stage (1. Sitting 2. Urinating 3. Staying dry 4. Bowel movement). We request that pull ups or diapers are used until a child is dry consistently at daycare. Home and daycare created two different environments for children. We are required to keep pull ups or diapers on children for contamination purposes. Children must remain dry for a minimum period of 5 consecutive days to be considered potty trained. Pull ups must have a side closure that can be opened and re attached so that staff does not have to undress and redress each time a child is changed. It is expected that children age four (4) and up are potty trained. Children that attend our School Age program must be potty trained.

Safety Drop-off & Pick-up Policy

All children must be accompanied by a parent or designated adult into the center. While children are walking to & from the center, their care and safety is the responsibility of the parent. The child will be released only to the parents or legal guardians unless written instructions are received permitting a pick-up by another adult.

Please be aware that children are not allowed to run through the parking lot or daycare once you arrive.

We are concerned for the safety of the children!

We ask that parents drive slowly & watch for children when coming or leaving the facility.

State Law requires that when you come in to pick up your child, the ignition of your car must be turned off & keys must be removed. Please inform anyone picking up or dropping off your children of our policy. This is not only our rule, but a state regulation. No child will be left unattended in a vehicle!

In an emergency, a parent may contact the center if anyone other than the designated adult will pick up the child. The facility will verify this by calling back to your place of employment. This is to ensure the information was accurate & is for your child's protection.

A photo driver's license is required of the unfamiliar person before the child will be released from the center. If a parent is not familiar to the staff, a valid photo driver license will be required. This is not done to inconvenience parents, but to ensure the safety and wellbeing of the children.

All parents must fill out an emergency contact form. On this form a parent must indicate who can pick up their child. If a person is no longer allowed to pick up a child, please contact the center immediately.

Note: We are required by law to release a child to either biological parent unless we possess a copy of a custody order at the center. In the case of extreme circumstances and/or forced pick up, a child will be release for the safety and wellbeing of staff and other children and the Hopewell Police along with Parent/Guardian will be contacted.

Childcare Center Video Surveillance Policy

To promote the safety and security of all children, staff, parents, and visitors, as well as the security of our daycare facility, **Footprints in the Sand Daycare Center** is equipped with 24-hour video surveillance system. Security cameras are installed in all classrooms along with outdoor play area, and parking lot and may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms and staff lounge. Video/security cameras will be positioned in appropriate places within and around our daycare center facility and used in order to help promote the safety and security of people and property.

[The following are just some of the many benefits of having security cameras installed in daycare centers.](#)

- * Security cameras keep children & staff safe & are very effective deterrent of any crime.
- * People tend to behave/perform better when there are security cameras around.
- * Owners/ Directors can better monitor the entire facility and supervise/observe staff's interactions with children and with other staff members effectively.
- * They provide peace of mind to our parents & staff.

[Because we respect the privacy of all children, parents, and staff in our daycare center, our 24-hour video surveillance system/ security cameras are for internal purposes only.](#)

ONLY the Director and/or the owners are allowed to view our security cameras/ video footage either at the Center's office at the site OR live video footage may be viewed remotely by the owner.

Conflict of Interest

Disclosure: If a family approaches a staff for means of personal nanny and/ or child care, it is a conflict of interest per your signed Agreement. Footprints in the Sand Daycare is a business and it is not allowed for clients to attempt to recruit the staff.

It is not recommended for families and staff to communicate after business hours. It is not recommended that families and staff communicate via social media. A Conflict of interest can occur when a person's private interest interferes in any way - or even appears to interfere - with the interests of the company. ***A conflict of Interest may be reason for immediate family dismissal.***

Non-Discrimination Policy

Admissions, the provisions of services, and referrals of children of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and /or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Footprints in the Sand Daycare
400 Corporation Drive Suite 3
Aliquippa, PA 15001

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
P;O; Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222

U.S Department of Health & Human Services
Office of Civil Rights
Suite 372 Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Department of Human Services/
Office of Child Development and Early Learning/
Department of Equal Opportunity
11 Stanwix Street
Pittsburgh, PA 15222

Abuse by any person inside the Center will result in immediate action. Verbal-or any other form of abuse by Authorized Representative or other Adult or Child inside the facility will not be tolerated under any circumstances and can result in immediate termination or removal of that person from the center, either temporarily or permanently.

THIS FACILITY IS CERTIFIED BY Department of Human Services and Licensing

To Contact the Regional Office:

Office of Child Development and Early Learning

11 Stanwix Street
Pittsburgh, Pa 15222
1-800-222-2149
412-565-5183

Written Regulations are provided on scheduling desk.

Electric access:

<https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html>

We welcome you and your family to the Footprints in the Sand Family!

Thank you, Footprints in the Sand Daycare

Revised 12/2022

Any topics are subject to amendment

Pandemic Addendum

In the event of a Pandemic, the following procedures and policies will be in place. All information below is subject to amendment based on the Office of Early Learning and Child Development, Pennsylvania Department of Health and CDC recommendations/requirements.

- Exclusion for 72 hours: Fever; Temperature of 100.4 F. Temperatures will be taken upon arrival.
- Exclusion for 72 hours: Signs or Symptoms as listed per the CDC.
- Communication to the daycare of any symptoms.
- Communication to the daycare of positive testing of child attending, family member or direct contact/exposure.
- Masks may be required by children over the age of 2 years, depending on pandemic and CDC guidelines.
- Masks must be worn by parents, adults or any non-enrolled child over the age of two (2) upon entry of the daycare
- Parents and Child must wash hands upon entering the daycare.
- Items that come in contact with children (including but not limited to; all toys, tables, chairs, refrigerators, microwaves, changing stations, restrooms, door handles/push bars) are cleaned/disinfected with approved cleaning products and/ or alcohol solution.
- Possible reduced hours of operation. Late drop off and Late pick up fees are based on operating hours.
- Possible lottery for child attendance due to reduced classroom size/ limited staff
- Parents asked to not enter classrooms during drop off or pick-up times
- Only immediate family allowed to drop off/pick up children unless emergency situation
- Homeschooling is not an available service for School Age students

In case of a recommended or required closure:

- Vacation rate will be due for a minimum of two (2) weeks.
 - Vacation rates are charged at 50% the regular weekly rate
 - School age students will be charged vacation rate based on School age rates during regular school year, School age students will be charged vacation rates based on Full or Part time rates per their attendance during summer/Christmas breaks.
 - CCIS clients will be required to pay vacation rate based on weekly required fee. Co-pays will be charge
 - *In the case of a mid-week closure*; full day will be charged; vacation rate will be charged for remainder of week

Upon registration and admittance, it is understood that there is risk for illness and by signing the required agreement for admittance; the risk is accepted without holding the daycare or any associates at fault, responsibility or liable. Any and all precautions are taken daily to ensure safety and wellbeing of children. Cleaning of toys and rooms occurs multiple times a day.

Footprints in the Sand Daycare follows guidelines from the CDC and requirements of the OCDEL (Office of Child Development and Early Learning).

Pricing to begin week of April 3, 2023 (30-day notice of price change):

Age Group	Weekly Fees- Regular	
	Full time 4-5 days	Part time 1-3 days
Infants (6 weeks to 12 months)	\$253.00	\$195.00
Younger Toddler (13 to 36 months)	\$243.00	\$187.00
Older Toddler (36-48 months)	\$243.00	\$187.00
Preschool (4-5 years to kindergarten)	\$243.00	\$187.00
Kindergarten & School Age- Before & After School Care (Before & After School <i>Includes breakfast and afternoon snack</i>) <i>School age full day rate charged for 1 day; 2 or more days charged at Part time/Full time weekly rates</i>	\$138.00	\$112.00
	<i>Non School weeks/Summer rate:</i>	
	\$243.00	\$187.00
Snow Day/ Full Day Half Day	\$57.00	\$39.00

Footprints in the Sand Daycare uses a July fiscal year in correlation with the State and ELRC fiscal year and their request for pricing updates. We calculate pricing with consideration of competitors pricing, and a budget including supplies, food and staff hours along with utilities, insurance, taxes and rental fee increases. We do our best to conserve as a green compliant company and accommodate scheduling needs of parents and children in order to minimize over staffing.

ELRC payments are accepted. There is a \$25.00 weekly fee in addition to the weekly co-pay due. Any School Closure days or 1/2 days are charged at private pay rates, payment is expected. (there are no discounts offered on ELRC weekly fees or co-pays)

Fees reminder: (See Parent Manual for full descriptions)

- ADMISSION FEE- \$75.00 per child
- VACATION 50% of regular weekly fee
- LATE FEES- \$45.00
- SCHEDULING FEE- Vacation rate charged as a weekly rate if a schedule is not submitted by 10:00 AM Friday (attendance not permitted)
- LATE CHILD DROP OFF- \$15.00 for every 15 minutes late for first hour no communication, \$15.00 for every 15 minutes late second hour
- LATE CHILD PICK UP- \$15.00 for every 15 minutes starting at closing time.
- ABSENT- \$15.00 for no communication
- SUPPIES- Laundry fee- \$5.00, Wipes daily fee- \$5.00, Diapers daily fee- \$5.00, Meal fee- \$5.00
- FUND RAISERS- Minimum charged for non-participation
- PANDEMIC FEES- In case of a recommended or required closure: Vacation rate will be due for a minimum of two (2) weeks.
In the case of a mid-week closure; full day will be charged; vacation rate will be charged for remainder of week.
- ADVANCED FEE- One week charged at admission (Regular weekly fee)
- LEAVE OF ABSENCE – 50% of regular weekly fee
- INSUFFICIENT FUNDS- \$45.00

Discounted Policy:

At admission a two-week payment is required along with a registration fee. One week is an advanced fee held until a notice is given and the second is payment for the first week of attendance. Each week payments are expected on Monday. Footprints in the Sand Daycare offers a grace period without late fees until close of business on Friday. We are offer a discount for advance payment. It is expected that payments are made in full and without a balance due in order to receive a discounted rate. **Payment must be made on or before the Monday of service (or first day of the week the daycare is open due to holiday or closure) in order to receive discounted rate.** **The discount will not be available if paid after Monday or first day of the week the daycare is open after close of business, regardless of child schedule, vacation or any situation that arises.**

Please see the following discounts available:

Age Group	Weekly Fees- Early Pay Discounted	
	Full time 4-5 days	Part time 1-3 days
Infants (6 weeks to 12 months)	\$243.00	\$185.00
Younger Toddler (13 to 36 months)	\$233.00	\$177.00
Older Toddler (36-48 months)	\$233.00	\$177.00
Preschool (4-5 years to kindergarten)	\$233.00	\$177.00
Kindergarten & School Age- Before & After School Care (Before & After School <i>Includes breakfast and afternoon snack</i>) <i>School age full day rate charged for 1 day; 2 or more days charged at Part time/Full time weekly rates</i>	\$118.00	\$104.00
	<i>Non School weeks/Summer rate:</i>	
	\$233.00	\$177.00
Full Day Half Day	\$49.00	\$33.00

ELRC is eligible for School Age Full and Half day discounted fees.
As always, please feel free to discuss any questions or concerns with Miss Kim.