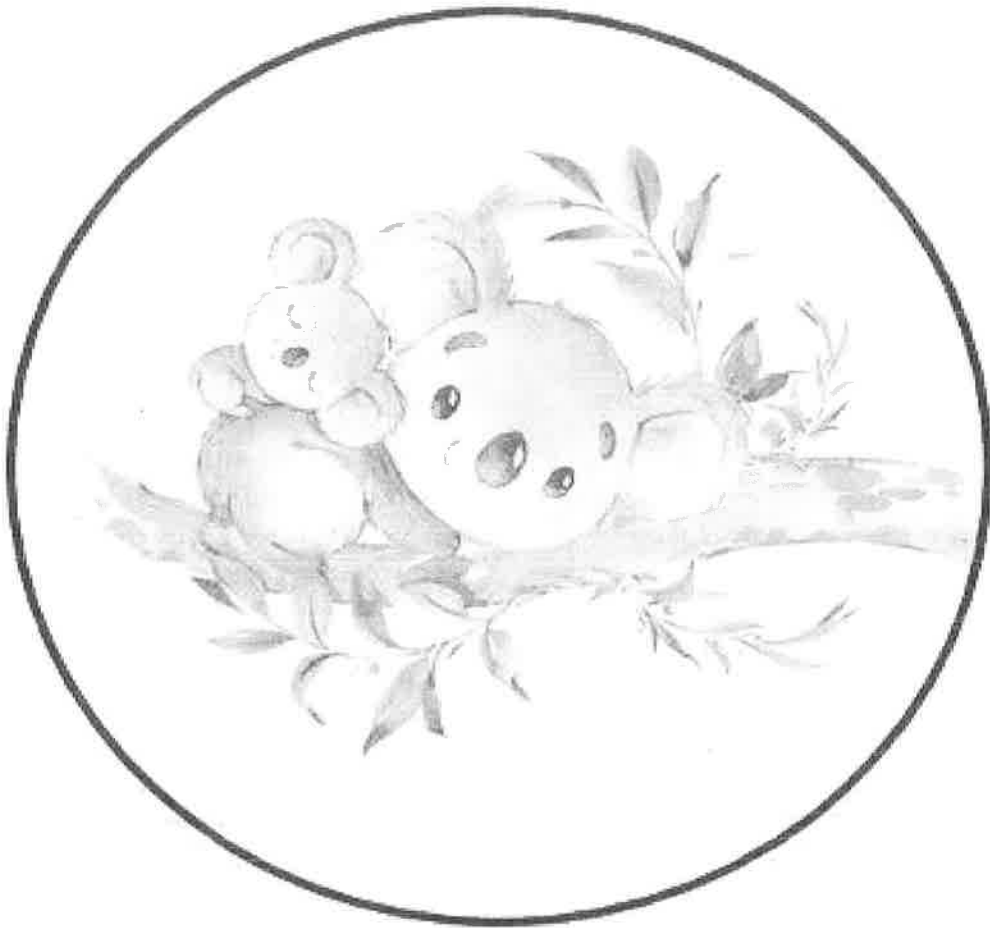


Koala Kid's and Babies Childcare and Preschool



411 Lincoln St
Lander WY 82520
307-240-1194

Welcome!

Dear Families,

Welcome to Koala Kids and Babies Child Care and Preschool! We look forward to working with you, your family, and your child. Your child will learn social skills, pre-k developmentally appropriate academic skills, be engaged in music, art, health and nutrition and physical activities.

- We believe in praising children for their efforts.
- We will provide a safe and nurturing environment.
- We do not discriminate against children of any race, religion and or background.
- We encourage children to be their unique self while guiding them in their physical, emotional and academic growth.

We are committed to providing a family friendly environment. You are invited to visit the center at any time and see how your child participates in the program. We look forward to helping your child grow to their fullest potential and we want to build lasting relationships with your children, your family and the community at large.

Our Mission

Koala Kids and Babies childcare and Preschool is dedicated to improving the quality of a child's life and helping all people realize their full potential. We strive to provide a safe, nurturing environment that allows the children to explore the world in which they live. We want to provide a foundation that allows the children to have a lifetime of learning.

Our Goals

- To provide a safe and healthy environment for the children.
- To provide and encourage the development of a positive self-image and foster independence in each child. We want to encourage respect of self as well as for others.
- To provide opportunities to develop positive relationships with adults.
- To help the children develop good health habits.
- To develop and promote healthy developmentally appropriate growth in areas of social, emotional, cognitive skills, and physical.

Our Philosophy

Koala Kids and Babies Childcare and Preschool is designed to meet the developmental needs of young children, ages 0-5. We provide a variety of hands-on experiences through creative art, science discoveries, motor development, sensory activities and dramatic play. We want to expose the children to many different experiences that are positive and developmentally appropriate. We will introduce activities that include materials that will help the children's natural curiosity and growth.

Holiday's

We will be closed for the following holiday's, but not limited to...

1. Thanksgiving day and the day after
2. Christmas Eve, Christmas, and the day after
3. New Year's Eve, New Year's day, and the day after

You will not be charge for days that the center is closed and your bill will be adjusted accordingly.

Vacation Time

As a family you are allowed two weeks' vacation that you are not charged for. You may use that all at once, or separate it out. You will not be reimbursed for time not used. You may use this for vacation or times that your child may be ill.

Late Pick Up

In the event a parent should pick up a child late the parent agrees to notify Koala's Kids and Babies Childcare and Preschool in advance if the children will not be picked up on time. Parents who have not notified the child care site that they will be late can expect the following to occur.

1. Our first attempt will be to contact all authorized guardians and pick-up persons on the child medical release.
2. In the event that no authorized guardians or pick up persons can be reached within 30 minutes the local police and or Child Protective Services will be notified. Your child will be taken into their custody.
3. If a child is continually picked up late from the program actions for dismissal from the program may be necessary. Parents that pick up their child late on-going will receive a "Notice of Late Pick Up," **if you receive three late notices you will be dropped from the enrollment.**

Our staff have family's and sports to get to just like all parents do, please be respectful of our family time.

Dress Code

Children's attire should be appropriate for a child's environment and wear clothes that allow them to participate in a wide range of activities. In the winter when the weather turns colder the child should be dressed in warmer clothes. A coat, hat and socks will help the child stay warm. We will be going outside on cold days. Child's play is messy work; your child will be painting, playing on the grass, in the sandbox, playing with chalk and other various activities. We will do our best to keep them clean, but remember they are learning children. Please be sure that all personal items are labeled with the child's name as sometimes things can be put into the wrong cubby. Parents are responsible for keeping a change of clothes available for each child and for taking any soiled clothing home when necessary. Please check your child's cubby daily and make sure your child has a change of clothes at the center at all times. Please help keep your child's cubby clear of clutter by taking home projects daily.

Personal Items

Toys and games are provided by Koala Kid's and Babies Childcare and Preschool. Toys brought from home often cause problems and or get broken or lost. We ask that children leave these personal items at home **unless it is show and tell at school**. The teacher will send a note home requesting an item be brought to school if there is a special day.

Bathroom Policy

Staff will escort two or more children to the bathroom and position themselves to visually observe the child enter and exit the restroom. Staff must be able to hear the children. Staff are not alone with the children in the bathroom. If a child has an accident and needs to be changed, we have a changing table. Children will need to have a change of clothes at the center at all times.

Philosophy of Families

At Koala Kid's and Babies Childcare and Preschool, we strive to create an atmosphere of family through which all differences are not only appreciated, but are celebrated. Families are an integral component of our life at the Center and the work we do with the children. The children's childhood experience is greatly enhanced when staff and families work together.

Termination of Agreement

Notice Either party may terminate this agreement for any reason provided the terminating party provides a minimum of two-week prior written notice to other party. Parent (s) may remit two weeks' child care fees in lieu of providing the two weeks' notice. Any modifications can occur in the contract with a 30-day notice from the center Director. All policies will remain in effect as stated herein unless the provider gives notice of any said policy in writing.

Childcare Assistance

We will gladly accept state or tribal assistance. If you need the information for subsidy programs. Please let Karen know. All inquiries are kept confidential.

Paperwork and Forms

All childcare participants are required to have the following paperwork in their file for licensing purposes.

1. Child care enrollment application
2. Identification and Emergency Information / Parents will notify the center of any changes in address, phone numbers, work, emergency contact persons and authorized pick-up drop off people. It is very important that the contact information is kept up to date.
3. Copy of child's immunization records (showing child) has received to date immunizations according to the child's age.
4. Child's health history report
5. Risk factor T.B. / Parent report
6. Notification of parent's rights / personal rights
7. Medical treatment form / Consent for emergency medical treatment
8. Transportation form

All forms and documents must be updated yearly with any changes necessary. Any changes to their information including address changes, phone number changes for work, home and emergency contact persons and authorized pick up people need to be given to the center Director. All forms are available for parental inspection upon request.

Childcare Fees:

The Chile Care Center is open Monday – Friday The hours of operation are: 7:30 a.m. – 5:30 p.m. Parents agree to pay the provider on the _____ of each month. This is a guaranteed rate that includes full payment with no credit for days absent as long as an opening (slot) is being held for the child or children. This does not include days that the center is closed. For parents that have recurring non-payment or Non-Sufficient funds (NFS), and or returned payment will be suspended or terminated from the program. Any modifications to the payment schedule will be given in writing with at least 30 days' advance notice. A payment agreement between provider and parents will be kept on file.

Absences

parents agree to notify the center of any planned absences and or vacation with a two-week advance notice with the dates of the vacation. Any unplanned absences or illness should be reported by 8:00 a.m. the day of the illness or absence and the reason for the absence reported.

Center Closing

If for any reason the child care center is closed, we will notify the parents as soon as possible in case of illness or any emergency. The provider will make every attempt to provide substitute care. The parents should be prepared with their own back-up plan.

Attendance Policies

Sign in and Out Procedures:

- Each person dropping off and or picking up the child will sign the child's name on the attendance roster. The person will also note the time on the sign in and out form and sign their full name. *Failure to do so could result in termination from the Center.
- Please keep current authorized and or unauthorized pick up persons with the center Director and inform the lead teacher of any changes.
- Parents dropping off and or picking up the child will be responsible for escorting the child to and from the Center. **Do not allow your child to walk in by themselves under any circumstance. They must be accompanied by an adult in and out of the center.**

Arriving Late

Parents agree to notify the center before 8:00 a.m. if the child will be arriving later than 30 minutes before scheduled time. This will allow us to include your child in activities.

Authorized Persons for Pick-up

For you and your child's protection, ONLY authorized persons may pick up your child or children. Your authorized pick-up persons are located in your child's file. To add people to your children's sign in or pick up we request the following information: the person's full legal name, phone number and their relationship to the child. All staff are required to ask for photo identification of all persons picking up your child (ren) that they do not recognize. Always be prepared to show your picture identification when picking up your child (ren) from the center. The center will not release any child (ren) to any person who is not on the authorized form. Verbal permission over the phone is not legally sufficient to allow your child to be picked up by someone that is not on the list of pick-up persons.

Unauthorized Persons for Pick-up

Any unauthorized persons must have a restraining order/court order on file at the site. In addition, all child custody papers and visitation schedules must be on file at the Center. Without a court order stating otherwise the center is legally required to allow the child (ren) to go with either parent.

Parent Communication

When signing your child in and out of the center daily; please check the parent's communication board. This information will give you up to date center information, licensing information, daily schedules and or menus for the week. Parents will be informed when pesticides are used in the Center.

Posting of License Koala Kid's and Babies Childcare and Preschool License will be posted on the Parent's Communication board.

Parent Concerns:

Koala Kid's Childcare and Preschool is dedicated to developing and maintaining the highest levels of Early Education care for your children. We want to hear from you if you have any concerns. We welcome your comments, suggestions and questions at all times. We strongly believe that the very best learning environments for children include those which have close ties between the center and the home. Continuity between the teaching staff and parents is imperative.

Curriculum and Activities

We believe that children learn through their experience with the outside world as they play. We want to expose them to a variety of positive, age-developmentally appropriate activities and materials. During play we want to foster their curiosity and growth. We hope to make learning fun and we believe that children learn best when allowed to explore and discover at their own rate of development. All of our classrooms contain the following learning / activity centers.

- Literacy: reading stories, fine motor development, critical thinking and talking
- Math, science and technology: everyday math counting, math vocabulary and numbers, biology and earth science, computers and problem solving skills.
- Art, music, and drama
- Social Development: caring, sharing, honesty, taking turns, respect, responsibility and self-respect.
- Conflict resolution: strategies to deal with conflict, positive interactions and socialization.
- Health, wellness and fitness: active games, developmentally appropriate sport games, and nutrition.
- Block building

- Housekeeping: dramatic Play
- Manipulative Areas with activities involving sand and water play, along with making snacks are also on our schedule.

Large Group

Activities are designed to be interesting and developmentally appropriate for the children, such as Pre-school learning, reading, puppets, music, instruction and reminders about the schedule and or rules and guidelines in the classroom.

Free Choice Play

Children will have options from several activities in the classroom to choose from. This time is focused on learning through play.

Small Group and Individual Activities

Small group activities can be initiated by the teacher and or initiated by the children themselves. This is our classroom learning time.

Discipline Policy

At Koala Kids and Babies Childcare and Preschool; discipline provides an opportunity for growth and learning. We use a variety of techniques to help the children resolve conflicts. These methods vary depending on the age of the child and the situation. All of the teachers will stress problem solving skills and instill an intrinsically motivated sense of right and wrong. Teachers use the following techniques when dealing with conflict situations. The parents, teacher and center Director all agree that they will communicate and try and resolve any problems and or concerns that may arise. All parties will keep in mind that the best interest of the child will be the most important factor when making decisions.

We Do

- Praise, reward, and encourage the children.
- Safety first
- Reason with and set limits for the children, the children are given basic clear and concise limits to guide their behavior. Boundaries and expectations expand with the children as they develop in their emotional maturity.
- Consistency / setting limits and expectations that are consistent across all classes and all adults respond in a similar way to conflict situations.

- Tone / firm yet kind to be delivered by intervening adults reinforcing the child's sense of security letting the children know that the situation is under control.
- Model appropriate behavior for the children. Teachers and Staff clearly demonstrate compassionate, caring behaviors that set an example for the children to follow.
- Redirection, a request to stop negative behavior is accompanied by a suggestion for an appropriate behavior to replace it. We show the children that we can accept, control and express feelings in a direct and non-aggressive way. We help the children deal with their intense emotions; we will not punish, threaten or withdraw from them.
- Modify the classroom environment in an attempt to prevent problems before they occur.
- Listen to the children.
- Provide the children with natural and logical consequences of their behaviors
- Treat the children as the unique individuals with respect for their needs, desires and feelings.
- Explaining and teaching in a conversation with the children on their developmental age appropriate level.

Teachers will design the physical environment to minimize conflict with the children. There will be a variety of toys and materials for groups of children. We will define classroom and outdoor areas clearly so that the children can be involved in active and quiet play. We will strive to maintain an appropriately calm level of stimulation. Teachers will maintain developmental age-appropriate expectations for the children's behavior. The teachers will attempt to minimize unreasonable waiting and transition times. We will strive to limit the length of large group and teacher-directed activity times according to children's developmental levels. We will give the children blocks of uninterrupted time during the day in which they can make their own activity choices. Teachers will closely monitor and observe the children, supervising the children's activities. The teachers will often intervene and guide children before situations escalate. Teachers will help the children verbalize their feelings, frustrations and concerns. The teachers will help the child describe problems, generate possible solutions, and think through logical consequences of their actions. The teacher is to be a helper in positive problem solving. We want to teach the children to value cooperation and teamwork. We want to help the children learn peaceful approaches to interactions with each other. Children whose behavior endangers others will be supervised away from the other children. A teacher will help the child move away from the group and then help the child process the problem verbally. A teacher will stay close to the child that is emotionally out of control and needs private time to regain composure. Discipline, guidance, will always be positive, productive and immediate when the child's behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to physical punishment or physical or verbal abuse by any staff member. When a pattern of behavior persists that endangers self, others, or property, or significantly disrupts the program, we will work with a child's family to find solutions. This could possibly include referral for outside services or being dismissed from the program.

Biting Policy

We realize that biting can be a big concern, and we strive to minimize the biting behavior at all times. Teachers and staff are trained to recognize triggers and how to prevent and decrease incidents. Biting is common among young children, during early childhood. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Children are sensory learners and often explore orally. Children at a young age often become frustrated because of not being able to communicate. Impulse control can also lead children to bite as a way of making their needs known. If your child is bitten or bites; you and the parents of the other child will receive a report of the incident. Office staff will discuss the incident report with you while keeping information confidential. No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur.

Health Information

All children in childcare must have age appropriate immunizations and we must have records of those on file.

Bathroom, hand washing sink and water are available to the children at any time.

Daily Health Check A daily health inspection of each child is made by the child's teacher. The teacher will check for any observable signs of illness. We do not accept children that are ill. When a child has been ill, he should not return to the Center until he/she has been without symptoms for at least 24 hours. If a child has a communicable disease (i.e., chicken pox, impetigo, strep throat, head lice, measles, etc.) a doctor's permission will be required before readmission to the center. Please notify the center should your child become sick with a contagious illness so that the other parents can be notified. The center will, in turn, notify parents of other children enrolled in the center that have been exposed to the communicable disease.

If the child becomes sick during the day, the parent and or authorized person will be contacted by phone that the child is sick and needs to be picked up from the Center within (1) one hour.

Emergency Care

Teachers are taught emergency procedures by the American Red Cross. The teachers will be provided with booboo first aid kits. For simple injuries not requiring medical attention, a supervising teacher or the Director will administer simple first aid and an incident / injury report will be completed and filed in the child's folder. The parent will receive a copy of this incident report. All regular staff members are trained in Basic First Aid and CPR.

- Center Staff shall immediately notify the child's parent / guardian if the child becomes ill, or sustains an injury more serious than a minor cut or scratch.
- The parent will receive a written report of the illness and or injury, and the report will include a report of the care that was given.

- Center Staff will obtain specific instructions from the parent or guardian on the phone regarding the action that needs to be taken when the parent is contacted.
- If the parent or guardian is unavailable at the time of the emergency and the illness or injury should warrant immediate medical attention, the medical professional and or hospital in closest proximity to the school will be used.
- Staff will consider preferences in the child's folder as to medical attention as well as the extent of the illness / injury and distance involved.
- If the child is ill and requires isolation the child will be isolated until the parent or authorized person removes the child from the center.
- In case of a life threatening emergency the Emergency Medical System (911) will be used. Medications

Medications

Any medications which need to be administered during program hours must:

- Come in the original bottle with a clear label and the dosage information. This bottle must have the child's name, physician's name, drug and dosage clearly labeled on the container.
- Must have specific age appropriate dosage amounts and times.
- Medication bottle must come with the signed medication authorization form provided by the parent.
- Medications should be picked up and taken home daily and then returned to the center.
- We are not allowed to administer over the counter medication such as aspirin and cough medication without written instructions and dosage provided by the child's physician. No medication is to be left in the child's cubby.

Meals

Parents are responsible for bring their child's lunch each day. We have a refrigerator and freezer, along with a microwave to heat up lunches. We will provide breakfast and two snacks daily.

Outings

- If a field trip is scheduled, parents and or guardians will be notified in advance. A permission slip will be available in advance of the field trip for each specific trip informing you of the destination, time and date. We will require a signature for each individual field trip.

Fire Safety

Emergency Procedures for relocating children / Also posted in the child's classroom Fire and Emergency disaster drills are scheduled monthly to ensure the staff and Center participants are prepared in case of an emergency. In the case of an actual emergency parent will be notified of their child's wellbeing as soon as possible. If your child's childcare must evacuate due to an emergency, they will go to the site listed on the "Emergency Care and Disaster Plan" located on the Parent Board and in the child's classroom. In case of a fire drill or practice, the children will meet at the designated location. Attendance will be taken and the amount of time taken to evacuate will be noted and recorded before the children are guided back into the building.

Rest Period

We will provide the children with the opportunity for rest and quiet time daily. Each child will have their own nap pad, blankets, and pillows that they will never share with another child. These items will all be stored separately. Babies will have their own pack n play's and bedding that they will not share.

Identification

A picture of your child will be taken and kept in their file for identification.

I (we) are signing to witness that we have read the information in the Parent Handbook and understand the policies and procedures. I have met with the Center Director and discussed any questions or concerns.

Parents Printed name _____

Parent Handbook / Information of Policies and Procedures Signature

Date ____/____/20____

Parent Handbook / Information of Policies and Procedures at Koala Kids and Babies Childcare and Preschool.

Parent Handbook Receipt Child's Name: _____

1. I have received a copy of the Parent Handbook and agree to abide by the rules, regulations, and requirements of Koala Kid's and Babies Childcare and Preschool
2. . 2. I have read all the forms and information, including Admissions Policies and/or Enrollment Agreements and all subsequent forms that are a part of the enrollment application packet.

Parents Print name _____

Signature _____

Date ____/____/20____

Transportation to and from the Center

Parent and or guardian are responsible for transporting your child / children to and from the Child Care. We do not transport.

Field Trips

Occasionally we will take your children on a field trip. When doing so we will walk to the location together as a class. We carry a notebook with a duplicate copy of emergency information when we are away from the Center. If there is an emergency you will be notified, your child will be cared for and we will take the steps needed to care for the child / children.

I the Parent and or Guardian give my permission for routine field trips with my child.

Parent's Printed Name _____

Parent Signature _____

Date _____/_____/20_____

I give/do not give my permission to Koala Kid's and Babies Childcare and Preschool to video tape and or photograph my child while attending. Dina's Child Care. Dian's Child Care and Preschool

Parent Printed Name _____

Parent Signature _____

Date _____/_____/20_____