



**104 S Burma Ave | Gillette, WY 82716  
(307) 680-4422**

### **CREDENTIALS**

- As a child care provider, I am currently licensed by the Department of Family Services.
- I have been in the childcare business for 15 years.
- TB testing is required of all staff and auxiliary staff having contact with children in care in accordance with Wyoming Department of Health Recommendation. First aid and infant/child CPR certification must be completed biennially and kept current at all times.
- I am required to complete a minimum of thirty (32) clock hours of continuing education biennially.
- Fire drills shall be held on a monthly basis and all occupants shall participate.
- A portable fire extinguisher shall be available in my facility, as well as an evacuation plan.

### **ADMINISTRATIVE POLICY HOURS OF OPERATION**

The Tot Spot is open Monday – Friday from 7:00 a.m. to 5:30 p.m. **The Tot Spot does not provide overnight care.**

The Tot Spot is a tobacco-free facility.

### **PAYMENT**

Please remember that child care is my business. I expect payment for services rendered, as mutually agreed upon in each contract.

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**PREPAYMENT IS REQUIRED – Due the 1<sup>st</sup>, Late by the 5<sup>th</sup> of each month.**

**Full Time Flat Rates, Per Child:**

**Infant to 2 Years: \$650/month**

**2 to 3 Years: \$600/month**

**3 to School Age: \$575/month**

**Drop-in fee is \$40 per day.**

**Payment is expected to be made on time as late fees will be added for any payments not made per arrangement @ \$10.00 per day.**

**\*Parents will also be held responsible for any collection fee, attorney fees and/or any other fees.  
Please be considerate and pay on time.**

**Schedules:**

**Schedules are due in on Fridays for the upcoming week. If your schedule changes from week to week and you don't have it in by Friday, you may not bring your child Monday. This is important for staffing and activity scheduling as well. Please be courteous and get it in on time.**

**Withdrawing your child from care:**

**Withdrawing your child from care completely: a two week written notice is required. Failure to do so will result in full payment for those two weeks plus any accumulated late fees at \$10 per day.**



## RELEASE OF CHILDREN

No child will be released from care to anyone other than the parent or guardian without prior arrangements and a photo ID will be required.

## TRANSPORTATION

- When children are transported, there shall be a first aid kit, emergency medical release forms on all children being transported and no smoking.
  - Each child who is a passenger shall be properly restrained in accordance with the State Statute at all times while in vehicle.
- Children will never be left without adult supervision in any vehicle.
  - My license is current
  - My vehicle is maintained , current registration and is insured.

## ADMINISTRATIVE RECORDS

- Each child in care will have a "child's record" with required information completed;
  - Immunization record for each child;
- Written authorization from parent(s) or guardian(s) for the child to be transported;
  - Written authorization from parent(s) for emergency medical care;
- Reports of injury or illness occurring while a child is in care requiring hospitalization or treatment by a physician or the occurrence of the death of a child; and
  - All records for children actively participating in a program must be reviewed and updated annually.
- **All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect.**

## DISCIPLINE

Discipline will be consistent, clear and understandable to the child. When disciplining a child, positive guidance, redirection and setting clear limits that enable a child to become self-disciplined will be used in this facility. Children will be encouraged to respect people, to be fair and learn to be responsible for their actions. Aggressive behavior toward provider or children is unacceptable. Good behavior will be encouraged and praised.

## **THE FOLLOWING DISCIPLINE SHALL NOT BE USED:**

- Punishment associated with food, rest or toilet training;
- Rough handling of children including hitting, spanking, beating, shaking, pinching and other measures that could produce physical pain;
  - Abusive or profane language

*Revised 2/1/2006*

- Any form of humiliation including threats of physical punishment; and
  - Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating or ignoring a child.

Child can be removed from a group, but not isolated. Behaviors of a child may be ignored, but not the child

## **EXCLUSION FROM CARE FOR STAFF & CHILDREN**

Any child who cannot participate in a regular child care program due to discomfort, injury or other symptoms of illness may be refused care. A facility serving well children may not admin a child who has any of the illnesses/symptoms of illness specified below:

- Severe diarrhea
  - Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of twenty-four (24) hours
  - Difficult or rapid breathing
    - Yellowish eyes or skin
  - Sore throat with a fever over 100° F or severe coughing
    - Untreated head lice or nits
      - Untreated scabies
- Children suspected of being in contagious stages of chicken pox, pertussis, measles, mumps and rubella or diphtheria
- Skin rashes, excluding diaper rash, lasting more than one (1) day

Children with the following symptoms should be excluded from child care unless they are under the care of a physician and the physician has approved, in writing, their return to child care:

- Skin rashes, excluding diaper rash, lasting more than one (1) day
  - Swollen joints or visibly enlarged lymph nodes
  - **Elevated oral temperature of 100° F or over**
    - Blood in urine

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from the other children until the child is removed from the facility within 30 minutes.

## **ADMINISTRATION OF MEDICINE**

As required, I/staff have received training on the administration of medication.

Medications can only be given in my child care facility when:

- Medications are prescribed by a licensed health professional.

Commonly used non-prescription over the counter medications including, but not limited to, ointments, repellents, lotions, creams or powders for which a medication consent form has been given to the child care facility by the parents or legal guardians. Any deviation from recommended dosage on the label must be accompanied by physician's written instructions. **ALL MEDICATIONS, EVEN OVER THE COUNTER, MUST BE PROVIDED BY THE PARENT OR GUARDIAN.**

- Medications bear their original prescription label or manufacturer's label and are in safety lock containers, transported and stored safely with regard to temperature, light and other physical storage requirements
- A medication consent form must have been completed by the child's parent or legal guardian and include specific instructions for the date and time to be administered and dosage.

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## **SUNSCREEN**

Please provide a bottle labeled with your child's name on it.

The following information needs to be included as well:

- The following sunscreen is used on your child/ren:
- Please complete the consent form attached to these policies giving DFS Child Care permission to use the sunscreen on your child/ren.

## **ALLERGIES**

All children with food and/or other allergies should have an emergency care plan in place. For food allergies, the plan shall provide detailed instructions about food(s) the child is allergic to and what to do in case of any reactions. Name of medication(s), doses, and methods of administration of every medication that may be given must be provided. It must also specify symptoms that would indicate the need to administer one or more medications. The same shall be in place for any other children with allergies. All staff will be trained for this situation.

All children with special health care needs (i.e. asthma, seizures, diabetes, etc.) who require scheduled daily medication or medications to be given on an emergency basis (Benadryl, epi pen, rescue asthma medication, etc.) shall all have a care plan. Care plans should clearly state parameters, directions, and symptoms for giving the medication. Care plans shall be updated as needed, but at least yearly. All persons who come in contact with the children with emergency plans will be fully trained and aware of plans and how they are to be followed.

## **PETS**

All pets shall be fully vaccinated and kept up-to-date with records on site.

## **PLANS FOR CONTINUITY OF OPERATIONS**

In the event the facility loses power, water, etc. the facility will close until it is restored.

## **INFANT SLEEP**

- Infants will be placed on their back to sleep on a firm, flat surface, unless a licensed health care provider signs a waiver.
  - Nothing shall be placed in or over crib, bassinet or play pen.
  - Pacifiers shall only be used when provided by the parent(s).
  - Nothing shall be placed over his/her face or head while sleeping.
- Infant shall be placed in clear view of staff/actively supervised every 5 minutes.
- No swaddles, blankets or loose items including pacifier holders shall be used.

## **SWIMMING OR WADING POOL**

An adult staff member shall be in immediate vicinity at all times when water hazard is available and accessible. An adult will remain in direct physical contact with infants at all times. No child will be allowed in swimming or wading pools without consent from parent or legal guardian.

## **SUSPENSION/EXPULSION**

At The Tot Spot Daycare, we strive to make every child's experience a positive and nurturing one, however sometimes behavioral issues may arise that create a difficult learning environment.

If we at The Tot Spot find that your child continually exhibits inappropriate and disruptive behavior causing concerns, we will discuss our intervention methods through a written documentation or a parent conference. Every effort will be made to connect staff and families with local resources to address the challenging behaviors prior to an expulsion/suspension.

## **LIABILITY INSURANCE**

I carry additional liability insurance for this childcare center in addition to the facility policy on the building and outside areas.

## **WEAPONS**

NO weapons are kept on the premises.

## **REPORTING CONCERNS**

Open communication will be promoted by using written notes as well as informal conversations.

## **TO THE PROVIDER**

It is our mutual responsibility to communicate on a regular basis. This includes any concerns you may have with me (provider) or the care your child is receiving.

## **TO THE DEPARTMENT OF FAMILY SERVICES**

- Please contact your local licensing office or child care licenser at (307) 687-5211.
- In case of suspected child abuse or neglect, contact the Department of Family Services or local law enforcement.

## **FOOD SERVICE**

Food served shall be planned for the needs of the children and shall be appropriate for their ages. Menus shall be kept on file for viewing.

# The Tot Spot Daycare

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I \_\_\_\_\_ have read and fully understand all the policies and procedures for The Tot Spot Daycare.

My child \_\_\_\_\_ will be enrolled in full time care at \$550/month.

I have chosen to pre-pay for my child's care \_\_\_\_\_ (Monthly due the 1<sup>st</sup> late by the 5<sup>th</sup> or biweekly prepaying before bringing my child for the 2-week period).

I understand that if payment is not received on time a \$10/day late fee will be applied and my child may not return for care.

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Parent Signature

Date

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Provider's Signature

Date