



Amazing Grace Daycare

Parent Manual





The purpose of Amazing Grace Daycare is to provide a safe and caring atmosphere for children to enjoy developmentally appropriate play experiences. We aim to nurture children's God-given talents in a caring and stimulating space. Amazing Grace Daycare admits children of any race, color, religion, and gender identity.

Hours of Operation

Amazing Grace Daycare will be open Monday through Friday from 7:30 A.M. to 5:30 P.M. No early arrivals or late pickups.

The daycare will be closed on the following holidays:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Native American Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Eve Afternoon
11. Christmas Day

If a holiday falls on a Saturday, the daycare will be closed on the previous Friday. If the holiday falls on a Sunday, the daycare will be closed the following Monday. Additional closures may be granted by the Amazing Grace Daycare Board.

Enrollment

The following items are required for enrollment.

Completed application, current immunizations, signed parent manual form.

Immunizations: Children attending Amazing Grace daycare must be current on the following listed immunizations: Medical exemptions are allowed if written by a medical doctor (must be an M.D.) The state does not accept medical exemptions from anyone other than an M.D.

Amazing Grace Daycare does not accept religious exemptions.



Attendance

Arrival and Departure

In considering the safety and well-being of the children in our care, parents are required to notify the director regarding a child's arrival and departure times which is not part of the child's normal schedule.

Children will not be released from daycare to anyone not previously authorized to pick up the child. Authorization is to be given by the parent(s) to the director.

Sign In/Out: Parents must sign children in and out to track attendance.

Absences: Please call the daycare directly to report absences.

Program Activities

Amazing Grace Daycare strives to provide a classroom environment and curriculum that is specific to each age group, as well as the individual child. Additional activities not included in the curriculum, are planned by teachers in reference to the South Dakota Early Learning Guidelines.

Staff/Child Ratio

Amazing Grace Daycare, in compliance with the Department of Social Services of the State of South Dakota, will adhere to the following adult/child ratios:

1. 4 weeks to 3 years – 1:5
2. 3 years to 6 years – 1:10
3. 6 years to 12 years – 1:15

The daycare will ensure the following requirements are always met.

Policies and Procedures

Emergency Preparedness – Amazing Grace Daycare has an emergency preparedness plan developed in the event of an emergency. Amazing Grace requires all staff be aware of the emergency preparedness plan that the program has in place. See the program director for further details.



Shaken Baby Syndrome – Shaken baby syndrome is caused by the brain moving back and forth inside the skull and being bumped, bruised or twisted. Amazing Grace Daycare requires any care provider, employee, or substitute who provides care and supervision to children under age 5, to be trained in recognizing what shaken baby syndrome is, how it is caused, what the symptoms of the syndrome are, and how to prevent it.

Food and Allergic Reactions – Amazing Grace Daycare requires staff to be trained in the area of food and allergic reactions. Amazing Grace Daycare requires all parents to complete an enrollment application and if there are allergies, to list those allergies. When a parent lists any allergy, they are required to complete a document that lists the allergy, what is the allergy related to (food, pets, etc); what the signs and symptoms of distress are should the child have an allergic reaction; and what the process is for assisting the child should they be in distress due to a reaction. Each staff person who is associated with this child (teacher, cook, etc) is provided an overview of the situation, an overview of the allergy document and they instructions for preventing a reaction; and instructions for handling a reaction.

Disposal of Bio-Contaminants – Amazing Grace Daycare requires all staff to be trained in the area of Universal/Standard Precautions. Universal/Standard Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including child care providers. The Universal/Standard Precautions require persons to have a barrier between any infectious substance and the workers, skin, eyes, nose, and mouth. Amazing Grace Daycare requires any provider, employee, or substitute who provides care and supervision to children to follow the universal/standard precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other body fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious. To meet this, training on this topic is provided through the orientation training.

Naptime Policy – Each child will be offered a nap cot to sleep on. Parents may bring a blanket and pillow from home for them to sleep with. Children are encouraged to take a rest time after the lunchtime meal. For those children that are too old to nap, or parents do not wish for them to nap, appropriate quiet time activities will be provided.

Such activities are:

- Book/Reading
- Puzzles

Discipline Policy



Philosophy: Amazing Grace Daycare will utilize positive discipline and guidance techniques so that children will be provided with a safe, happy, comfortable environment. The purpose of discipline is to help children develop self-control, and to teach children that each person is responsible for his own actions. It is the adult's responsibility to provide discipline so that a child may grow and learn to get along comfortably with others.

Implementation: Definite guidelines for behavior are established so that children know what is expected of them. Limits and consequences will be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action. When discipline is necessary it will be carefully applied so that the child still feels that he is an important and worthwhile person. Children will be handled lovingly. When there is a specific plan for responding to a child's unacceptable behavior, all staff who affect the child will be aware of the plan and cooperate in its implementation.

Involving Parents: Parents will be provided a copy of the discipline policy. If a child, for some reason, is not responding to techniques used, we will ask for a conference with the parent to explain the child's behavior and the discipline techniques used. The parent and the staff together will develop additional techniques that will be used. The staff will keep a log of the child's behaviors, the discipline used and the outcome. The staff will maintain contact with the parent to further discuss progress or lack of progress.

Involving Children: Guidelines for behavior and consequences will be explained to the children before and as part of any disciplinary action. The staff will help the children to understand that the guidelines provide for a happy and safe place for all children. Preschool and school-age children will have reasonable opportunity to resolve their own conflicts.

Disciplinary issues as a cause for termination of enrollment: Amazing Grace Daycare will make every effort to meet the needs of individual children and to provide a safe, happy environment for all children. When behaviors exist which do not respond to the positive discipline techniques of Amazing Grace Daycare, the staff will meet with the parent and together they will develop additional techniques in an effort to help the child respond appropriately.

In the event that the staff and parent together are unable to resolve the inappropriate behaviors exhibited by the child, Amazing Grace Daycare will notify the parent that we will seek professional assistance through The Right Turn. This may include having a behavior specialist observe the child and develop a behavior modification plan.



If, after these attempts have been made to meet the child's individual needs, the child demonstrates inability to benefit from the type of care offered, or whose presence is detrimental to the group, Amazing Grace Daycare will notify the parent of the intent to discharge the child from the program. When it is determined that it is in the best interest of the child to terminate enrollment, the child's and parents' needs shall be considered and the center will assist the parent to plan for alternate care.

Discipline Policy

Amazing Grace Daycare discipline policy establishes a framework within which the children will be provided with positive guidance, redirection, and setting of limits and boundaries. It is designed to help children develop self-control, self-esteem, and respect for the rights of themselves and others. All staff will model appropriate behavior by using calm voices, avoid physical discipline, talk with others about problems, use good manners, show respect to others, etc. All staff will maintain a safe, warm, friendly environment in which children can feel secure and appreciated.

Staff will use the following steps to avoid discipline problems:

- Through team planning, we will discuss possible problems with activities, materials, transitions, etc. and devise solutions.
- Staff will provide intervention and redirection to children.
- A stimulating environment will be maintained for a healthy interactions.

Children need a structure within which they can be free to choose and experiment. Unlimited freedom puts too much responsibility on children and encourages them to use too much of their energy testing the limits rather than enjoying the freedom they are provided with. Staff will set clear limits for children and provide consistent enforcement of the limits, taking into consideration the individual child's need and development level.

If a child needs discipline, they will be reminded of the rule. The teacher will facilitate redirection, if needed. If the child continues to need redirection, the child will sit in a designated time out area. The child will remain in time out for the number of minutes of the age of the child. A teacher will always accompany a child if they are separated from the group for calming down purposes.

Prohibited: Any action which are humiliating or frightening to children are prohibited.

Prohibited actions included but are not limited to:

- All forms of corporal punishment.

- Verbal abuse, threats or derogatory remarks.
- Binding or tying to restrict movement or enclosing in a confined space such as a closet or locked room.
- Withholding or forcing meals, snacks, or naps.
- Punishing for toilet accidents.
- Withholding or forcing physical activity will be avoided.

Biting Policy

Although it is not uncommon for very young children to bite, it is a behavior that is taken very seriously, and is strongly discouraged. Whenever a child is bitten, the first task is to comfort the child. Next, the wound will be washed with anti-bacterial soap. If the bite has broken the skin, the parents will be contacted immediately. However, if the bite is superficial, and the child has returned to play, then both sets of parents will be advised of the incident at dismissal.

When a child under the age of 2 bites, it is generally for one of the following reasons:

- Out of curiosity
- Out of affection
- Out of ownership
- Teething

In the instance of these youngest children, the teachers will try to determine which type of biting scenario has taken place. Then, they will closely monitor the situation, hoping to intercept the next bite – accompanied by a stern “NO”.

When children are older than 24 months, biting is less common. Language is beginning to become the tool of choice. Verbal warnings alert the teacher that it may be time to intervene, and redirect the playmates involved in another direction. When older than 24 months bites the policy is:

- 1st offense – the child who bites will quickly be placed in “time out”, while the teacher comforts the child who has been bitten, and attends to cleaning the bite. Then, the teacher will return to “time out” and speak with the offending child about what has happened. The child is reminded that teeth are for eating, smiling, and not for biting. Both sets of parents will be told of the incident.
- 2nd offense – Parents will be asked to take the child out of care for the rest of the day.
- 3rd offense – The Director may ask permission from the parent for their child to be observed. This will be a tool to help determine any triggers or cause for biting,



as well as ensure that the facility is doing everything possible to meet the needs of the individual child.

- 4th offense – The daycare Director may ask the family to find alternative care.

Grievance Policy

If a parent has a concern, they are to directly approach the Director. If the concern is not addressed in a timely and satisfactory manner between the parent(s) and Director, a letter is to be written to the President of the Amazing Grace Daycare Board and a copy is to be given to the Daycare Director. It is the directive of the Board that will be discussed at the next board meeting and a written response given to the parent(s) within five days following the board meeting. If the concern is critical, the President of the board will determine if a special meeting is necessary and again, a written response will be shared with the parents within five days following the board meeting with a copy of the response shared with the Director.

Medical Authorization

Per ARDS Ch. 67-42-10 (14), all immunizations must be current and an immunization record must be signed by a physician, county health nurse, physician's assistant, or clinic nurse before a child is enrolled in Amazing Grace Daycare, in order to comply with record keeping requirements.

Amazing Grace Daycare staff is not allowed to give your child any kind of medication without your written permission. Medication is to be provided by the parent(s) including prescription and over-the-counter medications. If they medication is not prescribed for your child, and the dosage is different than stated on the bottle, we reserve the right to refuse to give your child the medication. All medications must be clearly labeled and will be kept in closed containers out of reach of children. Please be sure to alert staff when your child is taking medication whether or not it needs to be given at daycare.

Daycare Illness Policy

The purpose of the illness policy is to provide a healthy environment for all children and staff members. Any child who becomes ill at the Daycare Center will be isolated from other children. All infectious diseases shall be reported to the Department of Health as required by State Law.

Children who exhibit the following symptoms or have communicable diseases will not be allowed to attend Amazing Grace Daycare Center:



- Vomiting
- Diarrhea
- Undiagnosed sore or rash
- Temperature of 100 degrees or more
- Persistent sore throat
- Severe upper respiratory infection such as coughing and nasal congestion

At the discretion of the Director, the parent(s) will be contracted to take the child home in the event of the following occur:

- Vomiting
- Temperature of 100 degree or more
- Diarrhea (twice within a 24 hour period)
- Parents may be called to pick up their child for other symptoms that may be prevalent at the discretion of the Director.

COVID-19

Amazing Grace Daycare will follow the CDC guidelines and will keep the policies posted.

Nutrition

Any child attending the Daycare during the centers regular meal time will be offered a balanced meal which consists of child-sized portions from each of the four basic food groups (milk, bread & cereal, fruit & vegetable, and meat/protein) and which supplies at least one-third of the child's daily nutritional needs. The noon meal will be served from 11:00a.m. – 12p.m. Monday through Friday. Nutritious mid-morning snacks will be served 8:30a.m. - 9:00a.m. and mid-afternoon snacks will served 2:00p.m. – 3:00pm. Monday through Friday consisting of food and/or drinks from two of the basic four food groups. Children should not bring individual snacks from home without prior approval of the director. If a child is absent during a meal or snack time, it is the responsibility of the parent to provide.

Weekly menus for the center will be posted. Actual food served will be recorded on the weekly menus. Infants will be fed according to the parent's schedule for their infant and will be held during bottle feeding.

Parents of infants must provide formula and cereal. These items must be properly labeled with your child's name and any pertinent information. Formula and baby food will be properly stored and/or heated according to the needs of the particular food. Please inform the Director if your child has any special diet needs or allergies prior to bringing the special foods.



Any special diet food must be prepared in advance by the parent except for heating before serving.

Emergency Evacuation Plans

In the event of an emergency, the director or his/her designee will obtain the daily class attendance sheet and emergency contact list. All children must be accounted for. The director is responsible for contacting parents and arrange pick-up. Evacuation details are posted in each daycare room. All daycare children and personnel meet at the designated point and are accounted for by the director. There will be at least 4 fire drills and one tornado drill performed annually.

In the event of a weather emergency, children in basement will go to into the basement bathrooms. Staff and children upstairs will go to the basement kitchen. All children should face the wall, bend over with their hands over the back of their heads. Avoid glass doors and windows.

Payment Agreement

A copy of the fee schedule will be provided upon enrollment. Advance notice will be given of rate increases. Tuition refunds will be made only in special circumstance up approval of the Amazing Grace Daycare Board. The weekly rate remains in effect during weeks with holiday rates, snow days, and days your child is not present in daycare.

Payments are due on the first day of the week for which services is to be provided.

In the case a check or automatic payment is returned due to insufficient funds, the parent will be responsible for returned check fee. After two returned checks, the daycare may ask parents for an alternative payment method, such as a money order. After two weeks of not having your account paid in full you will be subject to termination of service at the discretion of the director.

Termination of Care

If parents or guardians choose to remove child/children from daycare we require a two week notice.



My signature acknowledges receipt of the Amazing Grace Parent Manual. Please sign and return this page to the Daycare Director.

PRINTED NAME_____

Signature_____ Date_____