

Mount Marty
Child Care Center
Parent Handbook

REVISED 7/14

Philosophy

We believe each child is special and holds the future in their hands. Mount Marty Child Care Center offers a quality child care program for infants, toddlers and preschoolers that facilitates and nurtures the individual needs and abilities of each and every child.

Goals

Mount Marty Child Care Center strives to meet these goals for each child:

1. Offer a curriculum which encourages social, emotional, physical and intellectual growth.
2. Teach the child to relate to others, to value friendship, and to respect all people.
3. Provide a safe, comfortable environment for these early learning and growth processes.
4. Help each child learn to develop self-discipline and independence and to deal with his/her emotions in an appropriate manner.
5. Provide a well-balanced schedule of activity and quiet times.
6. Provide nutritious snacks and lunches that contribute to the growth and development of a happy, healthy individual.

Curriculum

Each child participates daily in periods of group activity, individual play, outdoor play, and quiet times. All activities are developmentally appropriate and meet each child's physical, emotional, social, and cognitive needs. The imagination and curiosity of every child is valued.

Enrollment

Mount Marty Child Care Center is licensed to accommodate 40 children. We accept children between the ages of 6 weeks and 8 years. The Center gives first priority to Mount Marty College full-time students, faculty and staff. Part-time and drop-ins enrolled are at the discretion of the Daycare Center's Director. If mailing, send to:

Kathy Harens, Director
Mount Marty Child Care Center
1105 West 8th Street
Yankton, SD 57078

Phone: (605)668-1262
Home: (605)665-1748

Hours: The Center operates from 7:30 am to 5:00 pm Monday thru Friday.
Any needs for extended hours shall be discussed with the Director and will be considered on a case by case basis.

The Center will be in operation from the first day of classes in August through the last day of finals in May. We will be closed those days that Mount Marty College is closed for holidays, etc (see Holiday Schedule).

Holiday Schedule

The Center will be closed for the following holidays and any other scheduled holiday approved by the President of the College. Changes occur based on the current MMC calendar. Reminders will be posted before each holiday.

Labor Day

Native American Day

Thanksgiving Day and Friday

MMC Christmas/Semester Vacation

Presidents Day

MMC Spring Break

Good Friday/Easter Monday

*We open the first day of classes in August and close the last day of Finals in May.

Emergency Closing Procedure

In the event that the Center should have to close due to severe weather, the **announcement will be made on radio stations WNAX, KYNT, KVHT, and KELO-Land Television**

We will only close in the case of severe weather if Mount Marty College does, so listen for “Mount Marty College” closing announcement.

Admission

Mount Marty Child Care Center does not discriminate against children or parents from admission regardless of race, color, creed, sex, or religion. A child with special needs may be accepted based on the ability of the Center and the teachers to meet those needs. Mount Marty Child Care Center is a group child care facility and does not have sufficient and properly trained staff to provide **individualized** care.

Before a child is enrolled in the Center the following **must** be received by the Director:

- *Completed application
- *Health History
- *Up-to-Date Immunization Record
- *Emergency Authorization
- *Parent Permission
- *Verification of MMC enrollment (if student)
(copy of class schedule received at registration)
- *Class and/or Work Schedule
- *Payment Agreement
- *Food Program Form
- *Child Care Assistance Certificate, if applicable
- *\$25 deposit
- *Child's anticipated schedule

*It is preferable that the child and parent(s) have had a tour of the facility and prior meeting with the Director to answer any questions and explain material before attending.

Fee Schedule **3 years (36 months) and older**

Full-time * - **\$103.00** (flat rate based on an average of 35 hours per week) plus **\$2.90** per hour for each hour over 35.

Part-time (Students) * - **\$43.95 per week** (flat rate based on an average of 15 hours per week) plus **\$2.90** per hour for each hour over 15.

Drop-Ins - **\$4.50 per hour** (Available to children needing no more than 10 hours per week and at least 3 hours per day. This rate has no guarantee of space.

*Leave time is 15/35 hours per contracted school year. (PTO hours) This is with written notice to the Center.

A deposit of \$25 is due upon enrollment and must be paid before child(ren) may begin attending. At the time your child has officially withdrawn from the Center, you may apply this toward your final bill, or it will be refunded. If, at any time you withdraw without sufficient notice, the deposit will be forfeited. Proper notice is a minimum of 2 weeks.

Your rate is set at the time of enrollment, according to your schedule. It can be changed at semester time or when you verify a permanent change in your class/work schedule.

*If Center is closed due to Holiday schedule, billing is set by the hourly rate for that week.

Fee Schedule: **3 years (36months) and Younger**

- Full-time * - **\$115.50 per week** (flat rate based on an average 35 hours per week) plus **\$3.30** per hour for each hour over 35 hours.
- Part-time * - **\$49.50 per week** (flat rate based on an average of 15 hours per week) plus **\$3.30** per hour for each hour over 15 hours.
- Drop-Ins - **\$4.50 per hour** (available to children needing no more than 10 hours per week and at least 3 hours a day)

*Leave time is 15/35 hours per contracted school year. (PTO). This is with written notice to the Center.

A deposit of \$25 is due upon enrollment and must be paid before child(ren) may begin attending. At the time your child has officially withdrawn from the Center you may apply this toward your final bill, or it will be refunded. If, at any time you withdraw without sufficient notice, the deposit will be forfeited. Proper notice is a minimum of 2 weeks.

Your rate is set at the time of enrollment, according to your schedule. It can be changed at semester time or when you verify a permanent change in your class/work schedule.

*If Center is closed due to Holiday schedule, billing will be adjusted to hourly rate for that week.

Termination of Care

In the event that you find it necessary to cancel your child care, you must give a written and dated notice of cancellation to the Center Director **two weeks** prior to such termination of services. You will be required to bring your account up to date. The \$25.00 deposit may be applied to any unpaid balance or refunded if the account is current.

The Center reserves the right to dismiss any child for disruptive and/or damaging behavior. If, after a period of time and conferences between the parent and Director, a child is unable to adjust to the routine of the Center and is causing disruptive and/or damaging behavior to persons and/or property, the child will be asked to leave. This policy is without regard to race/sex/creed/color/religion and is instituted so that we can ensure the children attending the Center a safe and comfortable atmosphere in which to grow and develop.

Health and Safety

When a child becomes ill, he/she will be isolated from the other children, and the parent will be notified to pick up the child **within an hour**. If the parent cannot be reached, we will contact the person indicated by you on your child's emergency care form.

A parent will be contacted to pick up a sick child when the child exhibits any of the following symptoms at the Center:

Fever of 100.0 degrees F. or higher

Diarrhea 3 loose stools in one day, or 2 in one hour

Vomiting 2 episodes in one day

Rash that is unexplained, except for diaper rash

Pink Eye (conjunctivites) when the eye is red or pink with white or yellow eye discharge.

Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye.

Irritability or listlessness which is not consistent with the child's temperament will be noted by the director who will call the parent. The child does not have to leave the Center.

If your child contracts any of the following infectious diseases he/she must be excluded until:

Chicken Pox	After all blisters have scabbed over.
Croup	After the cough has subsided.
Ear Infection	After three doses of medication or after 24 hours.
Fever	After the fever has returned to normal without the aid of fever reducing medication.
Head Lice	After one complete treatment and removal of all nits.
Impetigo	After 24 hours of medication.
Pink Eye (Conjunctivites)	After the child has been on medication for 24 hours and has no matter in their eyes.
Ringworm	After medical treatment with a fungicidal ointment.
Roto Virus	After the child has had one formed stool.
RSV	After the wheezing and coughing have subsided and fever has been absent for 24 hours or more.
Shingles	After all blisters have scabbed over (same as Chicken Pox).
Strep Throat	After the child has been on medication for 24 hours.
Thrush	After 24 hours on medication.

If your child contracts any communicable disease, please inform the Center. If your child is exposed to a communicable disease while at the Center, a notice will be posted.

All incidents of reportable contagious diseases will be reported to the Department of Health.

Category I: Report immediately on suspicion of disease.	Category II: Report within three days.
<ul style="list-style-type: none"> <input type="checkbox"/> Diphtheria <input type="checkbox"/> E. coli (Enterohemorrhagic) <input type="checkbox"/> Measles <input type="checkbox"/> Meningococcal Disease, invasive <input type="checkbox"/> Whooping Cough (Pertussis) <input type="checkbox"/> Rubella <input type="checkbox"/> SARS <input type="checkbox"/> Outbreaks: - Acute Upper Respiratory Illness - Diarrheal Disease - Foodborne - Waterborne - Rash Illness <input type="checkbox"/> Syndromes suggestive of bioterrorism and other public health threats. <input type="checkbox"/> Unexplained illnesses or deaths in humans or animals. 	<ul style="list-style-type: none"> <input type="checkbox"/> Acquired Immunodeficiency Syndrome (AIDS) <input type="checkbox"/> Campylobacteriosis <input type="checkbox"/> Chicken Pox (Varicella) <input type="checkbox"/> Chlamydia Infections <input type="checkbox"/> Cryptosporidiosis <input type="checkbox"/> Giardiasis <input type="checkbox"/> Gonorrhea <input type="checkbox"/> Haemophilus Influenza (type b disease, invasive) <input type="checkbox"/> Hepatitis (viral) <input type="checkbox"/> Herpes (neonatal or genital) <input type="checkbox"/> Human Immunodeficiency Virus (HIV) Infection <input type="checkbox"/> Influenza Outbreaks <input type="checkbox"/> Mumps <input type="checkbox"/> Salmonellosis <input type="checkbox"/> Shigellosis <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Vaccine Adverse Events

Medication

In order for a caregiver to administer a prescribed medication at the Center the parent must fill out a **Medication Permission** form. All medications must be labeled with the child's name and be in the original container. Only permanent staff is directed to administer medications. Doses of medication must be in accordance with the label or a physician's notice. All medications will be stored out of the reach of children.

Accidents

The children are carefully watched whether indoors, in the gym, on the playground, or on a walk outside of the Center. Accidents, though, occasionally occur. Any accident is reported to the parent. If emergency medical care is necessary the Director may take the following steps:

1. Attempt to contact parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact the parent or guardian through any of the other persons listed on the emergency information form you complete upon admission.

If we cannot contact you or your child's physician, we will do any or all of the following:

1. Call another physician.
2. Call an ambulance.
3. Have the child taken to Sacred Heart Hospital in the company of a staff member.

Any of the expenses incurred will be the responsibility of the child's parents or guardians.

Evacuations

Should it be necessary to evacuate the Center, the children will be taken to the area east or west of Corbey Hall, then to Roncalli Center or the safest area, as adapted in the Fire Alarm/Storm procedures listed by the Facilities Department.

The Center conducts at least 3 fire drills and one tornado drill each school year. The staff is instructed in procedures for exiting the building and insuring the children's safety. In case of severe weather (tornado) a warning is issued, the children will be kept in the Center until all clear is sounded and then will be released to the parent or guardian.

Nutrition

Morning snack is served at 8:00 am to 8:45am, Lunch at 11:15 am, and Afternoon snack at 2:15 pm. The Center follows the USDA Child and Adult Food Program guidelines. Meals are provided by MMC's contracted food service. Children will be asked to eat the meals provided here unless a doctor's notice requires a special diet (allergy, etc.). The Center will accommodate any special dietary needs of the children enrolled. Please advise the Center if child has food allergies. The Center discourages having outside food brought into the Center.

Meals, snacks, and formulas which are prepared by the child's parents and served by the center must be stored according to § 67:42:11:17 until consumed and disposed of.

If your child is to be here for only a few hours we **must know** if he/she will be eating **Lunch** here. This is essential for meal planning.

The Mt. Marty Child Care Center will be participating in the National Food Program to assist in keeping child care affordable. We encourage your assistance and participation.

Rest Period

A rest period is part of the daily schedule for each age group. The child is encouraged, but not forced, to sleep during this time. A mat and blanket is provided for each child. Cribs for infants are provided.

***For the sake of all the children, including your own, please arrange for your child(ren) to arrive either before nap time begins or once it is over.*

Guidance and Discipline

The staff strives to create an atmosphere of acceptance for and to enhance the self esteem of each child. When discipline is needed, we never use any type of physical punishment. Discipline will use positive guidance, redirection, and limit setting. We will prohibit the use of humiliating and frightening punishment. We will also prohibit peers from administering discipline. The Child will typically be separated from the group for a short Time-Out.

We believe that:

1. All children need limits which are consistently enforced.
2. Children need opportunities to learn to accept responsibility for the consequences of their actions.
3. Positive behavior should be reinforced in order to redirect inappropriate behavior.
4. Punishment is not to be used in connection with rest, food, or toilet training.

When a specific behavioral problem has been identified at the Center, the Director (and possibly primary teacher) will bring this to the attention of the child's parent(s) or guardian(s).

Items from Home

Our Center is equipped with appropriate toys; therefore, we request that playthings from home **only be brought on Show and Tell Day (Fridays)**. We also ask that children do **not** wear rings and necklaces as they are not safe on playground equipment or in the gym. If such items are brought to the Center we **cannot** be responsible for them.

We do not allow the children to play with guns or violent toys of any kind. **Never** send your child with **candy** or **gum**.

The Center has many types of "sippy" cups and it is not necessary for a child to supply their own.

Parents of Infants

Infants will be fed according to their individual schedule and will be held while bottle feeding.

Please remember to bring:

1. A supply of baby food (unopened) and prepared bottles or breast milk (include plastic bottles and caps) labeled with the child's name.
2. Disposable diapers and 2 containers of wipes.
3. An extra set of clothing.
4. Bring one box of Kleenex per semester.

A daily record of your infant's activity is kept on the chart in the infant room for your viewing at the end of the day. A note will be placed in the check in book if you need to replenish any items and if there was anything special or of concern that occurred with your child that day.

Parents of Toddlers

Please remember to bring:

1. Disposable diapers and 2 containers of wipes.
2. An extra set of clothing to be left at the Center in case of spills or accidents.
3. A box of Kleenex per semester.

We will follow the parent's lead with regard to toilet training. Most experts recommend that toilet training begin no earlier than 18 months, preferably around 2 years.

Miscellaneous

Checking In/Out:

Please bring your child into the Center when you come. Each child has a page in the Sign In Book. **Please record the time that your child arrived correct to the nearest quarter of an hour.** Example: if you arrive at 8:55 sign your child in at 9:00. Check your child out the same way when you pick them up. **If your child leaves the Center during the day for Headstart, etc., you are responsible to record that time in/out.**

If your child will be absent or needs to attend at a time when he/she usually does not, notify the Center as soon as you know or by 8:00 am that day if you do not know before that.

Child Abuse Reporting:

All staff who are employed at the Center are obligated under State Law to report all suspected child abuse directly to the Department of Social Services or Law Enforcement. Our staff is screened before they are employed at the Center.

If there is an incident of suspected in-house child abuse/neglect, we will ensure that further incidents cannot re-occur until the allegation is investigated. Upon results of investigation, the employability of any staff member involved will be evaluated.

Conferences:

Parents are welcome to visit and discuss their child with the Director any time. You may schedule a conference at any appropriate time.

Transportation:

We do not provide transportation for the children.

Birthdays:

Parents are welcome to provide treats (please, no candy) for their child's birthday. If you do not choose to do this, the staff will still make every effort to make your child's day special. **If you bring treats, please do not bring any treats containing peanuts or any nuts as we have allergies in the Center.**

Changes in circumstances:

Any changes of circumstances which may affect ability to comply with licensing rules i.e. new program location, building renovations/remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions, or new director will be reported to the Department of Social Services.

Workstudy Job Description

Each child care worker must be 18 years of age and supervised by owner/operator, director, assistant director. Secondary child care workers must be at least 14 years of age and under the direct constant supervision of adult.

Person who plans center programming must have specific education/experience.

Volunteers used to fill staff member position will meet requirements of staff.
No staff member/volunteer will have substantiated report of child abuse
No staff member will have convictions of felony within past 5 years, a sex offense, a crime of violence or a crime against children
No staff members name will be on the sex offender registry

Big Room SCHEDULE

7:30	CENTER OPENS
8:00-8:45	BREAKFAST/SNACK
9:00-11:00	SCHOOL (CALENDAR, STORY)
	FREE PLAY
	LESSONS (SKILLS)
	BATHROOM
10:45-11:15	PUZZLES & BOOKS
11:15-11:45	LUNCH
11:45-2:15	BATHROOM
	MOVIES
	REST TIME
2:15-3:00	UP FROM NAP
	BATHROOM/WASH
	SNACK
3:00-5:00	FREE PLAY
	DISMISSAL

Baby Room SCHEDULE

7:30	ARRIVAL
8:00-8:45	BREAKFAST/SNACK
9:00-9:30	FREE PLAY
9:30-10:00	DIAPERS
10:00-10:45	MUSIC/BOOKS
	FREE PLAY
10:45-11:00	FEED BABIES THEIR CEREAL
	MOVIES
11:00-12:00	LUNCH/BOTTLES
	DIAPERS
12:00-2:15	REST TIME
	BOTTLES
2:15-3:00	UP FROM NAP/DIAPERS
	SNACK
3:00-5:00	FREE PLAY
	DISMISSAL

Mount Marty Child Care Center

1105 West 8th Street
Yankton, SD

Initial Registration

For Office Use Only	
Date of Contact: _____	Items Completed: Deposit _____
MMC/ Work Schedule _____	Regist. _____ Immun. _____
Room: Infant Toddler Preschool	Paymt. Agree. _____ Emerg. _____ Food Prog. _____
New Child: No Yes	CCA Cert. _____ Parent Permiss. _____
Date Enrolled: _____	

Last Name _____ Mother _____ Father _____
 Home _____ SS# _____ SS# _____
 Address _____ Phone # _____ Marital status _____
E-mail: _____ Cell ph.# _____

Children for whom childcare is requested:			Other children in family:	
Name	Age	Birthdate	Name	Age
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Mother's Employer _____	Father's Employer _____
Address _____	_____
Phone # _____	_____
Hours _____	_____

Child's Physician _____ Phone # _____
 (Do not leave blank. This information is required by State regulations)

Emergency Names and Phone #s (other than parents) _____

Mount Marty Child Care Center Agreement

Initial each statement. Your initials indicate that you understand and agree to each statement.

_____ Child care is billed each month, payment is due the 10th of each month and must be paid on time to guarantee your child a place at the Center.

_____ Any payment that is late will be considered delinquent and child care services may be terminated.

_____ Any MMC student who is delinquent in payment to the Center will have his/her record sealed at MMC and no transcripts or grades will be released or registration allowed.

_____ A deposit of \$25.00 is required and is to be paid upon application to the Center.

_____ I will notify the Center by 8:00 am if my child(ren) will not attend that day.

_____ I will give a two week advance notice before removing my child from enrollment at the Center. Failing to give the two weeks notice will result of forfeiture of my deposit.

_____ Failure to update immunization records within one month of required immunizations may result in termination of child care services at the Center.

_____ **A minimum of 15 hours per week is required, with the exception of any 15/30 hours per year for absences, unless you are a “Drop-In”.**

I am (check one):

_____ A MMC student in _____ (Program) scheduled to graduate _____ (date)

OR

_____ a staff/faculty member at MMC.

OR

_____ A parent from the community.

With the information provided the fee will be _____.

I understand and agree to the stipulations above.

Parent’s Signature _____ **Date** _____

MOUNT MARTY CHILD CARE CENTER

Parent's Agreement:

I consent to the enrollment of my child(ren) in Mount Marty Child Care Center and agree that the Center shall not be responsible in case of illness or injury of the child(ren) while in attendance of the Center or in transit to and from the facility.

I give my consent to having pictures taken of my child(ren) while at the Center and the pictures may be used as the Center so chooses.

I agree to carry out the rules and regulations of the Center as set forth in the Parent Handbook and other accompanying material.

Signature

Date

Pick Up Authorization:

Below are the names of people to whom I have given permission to pick up my child/children.

Name	Telephone Number
------	------------------

Name	Telephone Number
------	------------------

Name	Telephone Number
------	------------------

Health Permission Form:

I hereby give permission for the Mount Marty Child Care Center to:

1. ___ Yes ___ No Take my child to Sacred Heart Hospital in case of an accident or to contact the physician designated on the Registration Form (only if we are unable to contact you or the emergency contact list by you).
2. ___ Yes ___ No Consult the college nurse if we cannot contact you in in case of minor accidents.
3. ___ Yes ___ No To administer **the prescribed medication** given to the Center by the parent after they have signed a medication permission form.

Signature

Date

**MOUNT MARTY CHILD CARE
PAYMENT CONTRACT
CONTRACT PERIOD
SCHOOL YEAR 2014/2015**

FULLTIME: (flat rate for hrs. weekly)

_____ \$115.50 per week – 3 years & younger DOB _____
Child's Name (\$3.30 per hr. over 35 hrs.)

_____ \$103.00 per week – 3 years & older DOB _____
Child's Name (\$2.90 per hr. over 35 hrs.)

PART-TIME: (flat rate for 15 hrs. weekly)

_____ \$49.50 per week – 3 years & younger DOB _____
Child's Name (\$3.30 per hr. over 15 hrs.)

_____ \$43.95 per week - 3 years & older DOB _____
Child's Name (\$2.90 per hr. over 15 hrs.)

DROP-IN: (\$4.50 per hour – available to children needing no more than 10 hours per week and at least 3 hours a day)

_____ \$ 4.50 per hour DOB _____
Child's Name **(The drop-in status holds no permanent space, if
Center's ratios are in question.)**

Signature _____ **Parents** _____ **Date** _____
(Please Print)

MMC DIRECTORS APPROVAL _____ **DATE** _____