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www.safarichild.com & www.facebook.com/SafariChildCareCenter

A note from Christine Stahly:

I've been working in child care since 2000, and I studied Psychology and Early Childhood Education at the University of Iowa. During my time there, I worked at Brookland Woods Child Care Center, volunteered at Handicare, a center for children with disabilities, and was a part time nanny for two children. I then was a lead preschool teacher at New Horizon Academy, just outside of Minneapolis. I met my husband while working in the cities. He was what brought me to Milford, where I taught preschool for nearly two years. We have a wonderful son named Jake and a beautiful daughter named Hayden, who I get the joy of bringing to work with me every day. I am very passionate about all we do at Safari, and cannot wait to get to know you and your family!

A note from Cassidy Hemphill:

My name is Cassidy Hemphill. I thoroughly enjoy working with children, and take pride in my profession as a teacher and childcare provider. It is my goal to offer a high quality child care program to children and families in the lakes area. I studied Early Childhood Education and Graphic Design at Iowa Lakes Community College. In my spare time, I like to go camping, hiking, biking, and helping my husband farm during harvest. I also enjoy traveling with my family. I am a proud Mother of two. I have a 7 year old named Koa and a toddler named Kyron. I hope you enjoy your time here at Safari with our little family. I look forward to watching your little one learn and grow.

Meet our staff: Please read our biographies in the entryway! All of our teachers are trained in Positive Behavioral Interventions and Supports. This training is NAC approved for 24 hours of training. All of our teachers are also certified in CPR/First Aid, Mandatory Reporting, and Universal precautions and must have AT LEAST 15 hours of training a year.

Mission

Our mission is to provide a safe, fun, nurturing, and educational environment to encourage children to explore and learn about the world around them. We believe that children learn best when they're having fun! We will provide many educational toys, games, art projects, and books. TV will be allowed at designated times. We are not here only to watch your children, but also to teach them essentials that will prepare them for their transition into kindergarten. Our daily activities will also aid in the development of fine and large motor skills and social skills, along with cognitive development. Weekly lessons will be reinforced with music, art projects, books, and other fun activities. Lesson plans will be posted in each room for parents to see.

Enrollment Policy

We enroll children ranging from newborns through 6 years old. Due to the high demand for child care and the small size of our center, we have limited our enrollment to these young ages. Our enrollment allows spots for 4 infants, 8-12 toddlers, 12 two year old's, and 24 children in the preschool room. On your child's first day we require all necessary forms to be completed, which include: identifying information, emergency contacts, consent for emergency treatment, physical evaluations, immunization records, consent for those who are allowed to pick up your child, and a contract saying you have read

and understand all of the policies in your handbook. We will also need payment for that first week since we are on a pay-ahead schedule. We have the right to refuse further care to families who fail to meet policies, pay their bill, or become a threat to any children or staff.

Your child’s first day:

Please bring diapers and anything else that will make your child feel more secure. (Blanket, pacifier, stuffed animal)

Meals for your child are included in our enrollment prices. This includes free formula and our homemade baby food. Donations welcome!

Fees

Our payment schedule is as follows:

	Part time (up to 25 hrs/wk)	Full time (over 25 hrs/wk)
Infants	\$150.00	\$200.00
Toddlers	\$130.00	\$175.00
2 year olds	\$110.00	\$155
3 & 4 year olds	\$100.00	\$140.00
Safari Preschool A.M. 8:15-12:15 T,W,TH,F	\$85.00	\$85.00
Pre-K also enrolled at OES	\$85.00	\$85.00
Drop in	Up to 15 hours	\$4.50
Before & After School Care (Kindergarten & Up)	\$50 per week	additional \$20 for non-school days (option to do full time as well, whichever is less)

Pre-Kindergarten rate is for those who are dually enrolled at Safari and the Okoboji Elementary Preschool Program. This rate only covers the academic school year, and will not be an option when school is not in session for the summer. Also, vacation discount does not apply during holiday weeks. Holding fees still apply.

We ask you pay according to your schedule by Friday for the following week. To avoid complication and/or late payments, care will be refused to families who have not paid their bill in full by Monday morning. Families will not be reimbursed for sick days, however, you will be allowed **one free vacation day each month IF YOU ARE FULL TIME (These do not accrue). Please notify us ahead of time when you plan to use this day, and we will figure your bill together by subtracting 20% off of that week’s bill. If you pay a part time fee and utilize over 25 hours of child care that week, you will then be bumped to full time. Also, if your child is not present for a full week for such things as family vacations, we charge a \$50 fee but need to know a week in advance.** This will insure that your child’s spot is held, as demand for quality child care is high. There is a \$25 charge for bad checks. A \$5 fee will be added on each week for late payments, starting on the first day your payment is past due. **Our hours of operation are 7:00am-5:30pm. If you are not here to get your child by 5:30pm, you will be charged a \$5 late fee. An additional \$1 will be added on for each minute your child is at Safari after 5:30pm.** That is, if a parent arrives at 5:31 p.m. a \$6.00 late fee will be applied. This policy is strictly enforced.

Schedule Policy

Families must write down a schedule for the following day/week/month for your child. Safari staff schedules are based according to our families schedules for the following day. It is VERY IMPORTANT that you follow your schedule and write it down. We understand that your schedules can change day by day, and families are allowed to change their times at any point (please let staff know if changing though). If you do not have your schedule filled out for MONDAY the prior week, you will be charged \$5.00. IF you are running late, please call Safari and let the staff know.

Diaper Policy

It is the parent's responsibility to provide diapers, and diaper cream for your child. **It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, and cream, (Though we will give you a reminder when you are running low).** Each child has his or her own clearly labeled diaper bin, either in the infant/toddler room. Diapers are checked frequently, and changed every two hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of child care provider and child is performed after each diaper change. If you run out of diapers, Safari will use our diapers at \$1 each. Don't run out. ☺

Infant Feeding

Parents are required to provide bottles. Breastmilk bottles are stored in a common refrigerator in the classroom. All bottles must have a cap. Bottles and caps must be labeled with the infant's name. Parents are responsible to label and store bottles/caps in the infant's individual container in the refrigerator. Bottles are warmed in a bottle warmer. If the infant does not finish a bottle it will be discarded after one hour; and two hours if not contaminated. Breast milk is to be warmed under warm water or in the bottle warmer. Breast milk is to be gently swirled, not shaken. All bottles are to be sent home at the end of each day to be washed and sanitized. Bottles may not contain solid foods, thickening agents, medication, or added vitamin supplements.

Pacifiers and Blankets

If your child uses a pacifier, parents are asked to provide a labeled one. **(SOOTHIE PACIFIERS ARE NOT RECOMMENDED)** Children in the Infant room who use pacifiers will have them on an as-needed basis throughout their day. Children in the Toddler room who use them will have a pacifier only at drop off time, nap time, and at the end of the day as needed. Toddlers will not be allowed to walk around the classroom with a pacifier during the day for the following reasons: it is not healthy for a child to pick up a pacifier off the floor once dropped and put back into their mouth; another child may put someone else's pacifier in their mouth; it is difficult to understand a child who is trying to talk with one in his/her mouth; and, the muscles in their mouth and tongue need to learn how to work when talking without a pacifier in it. If your toddler has a special "lovey" to sleep with, like a small stuffed animal or small blanket, please label it and your child will have it during nap. At times a new child may have a hard time transitioning; we try to work with the families in helping this adjustment be less stressful. A toddler is welcome to bring a comfort item to help him or her transition into child care. Eventually, your child will not feel the need for it at school and will have formed positive relationships with his teachers. We view transitional comfort items as something that will benefit the child in helping him/her feel secure in this new environment.

Holidays we will be closed 2017

Observation of New Year's	Monday, Jan. 2, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Halloween (CLOSE AT 4:00)	Tuesday, October 31, 2017
Thanksgiving	Thursday, November 23, 2017
The Day After Thanksgiving	Friday, November 24, 2017
Christmas Day	Monday, December 25, 2017
The Day After Christmas	Tuesday, December 26, 2017
New Year's Day,	Monday, January 1 st , 2018

*Parents are welcome to use part time enrollment on shorter weeks if attendance is under 25 hours. Please let us know one week in advance to receive your discount.

Late PICK-UP FEE Strictly Enforced

Safari closes at 5:30 p.m. Safari staff members work very hard each and every day and want to feel confident that they can leave at or before 5:30 p.m. What frequently happens in the evening is that parents arrive shortly before 5:30 p.m. and by the time they find a place to park, gather up all of the child's belongings, and chat with the teachers and other parents it is well past 5:30 p.m. In these situations, the late policy is difficult to enforce. Therefore, we are proposing that parents who have lengthy departure routines arrive early so that they can manage to get everything accomplished and still leave before 5:30 p.m. The late pick-up charge policy will also be enforced during bad weather when Safari closes early. During bad weather you may have to leave even earlier to pick up your child(ren) on time.

Drop-Ins

We will accept drop-ins if we have room for your child on that particular day. Contact us as soon as possible to let us know when you may need care and we will see if there is an opening that particular day. We may not know this until the given day you are requesting to bring your child, but we will let you know as soon as possible. You must fill out all required paper work, including a completed physical form, prior to attending our center. The fee for drop in visits is \$4.25 per hour and cannot exceed 15 hours a week.

Schedule (Varies per classroom)

**Please wash hands upon arrival*

**Please apply sunblock before arrival*

7:00am - 8:00am Quiet Time/Breakfast
8:00am - 9:00am Free Play
9:00am - 9:30am Snack
9:30am - 11:00am Lessons and Art
11:30am - 12:00pm Lunch
12:00pm - 12:30pm Clean Up/Restroom Breaks
12:30pm - 1:00pm Quiet Time (Books, puzzles, movie, etc.)
1:00pm - 3:00pm Nap
3:00pm - 3:30pm Snack and Restroom Breaks
3:30pm - 5:30pm Free Play

Lesson plans will be posted in each room. Field trips will be as often as scheduling allows. Permission slips will be available one week prior.

Mealtime Policies

Late breakfast, lunch and an afternoon snack will be provided, and will follow Child and Adult Care Food Program nutritional guidelines. Meals are served in each classroom, and are made to fit the developmental needs of the age groups in each room. Each category of food will be set on the table. This includes a grain, protein, fruit, milk/juice, water and a vegetable. Our meals are served family style, which means adults will sit with the children and everyone at the table will serve themselves. Children can choose what they eat. They will also be encouraged, but not pressured, to try new foods. Mealtime manners and quiet conversation are encouraged during meals, and children are asked to clear their meal setting when finished. Menus are posted weekly in each classroom, and on the entryway bulletin board. Please review our menus, and if your child has any food allergies we ask that the parents fill out a food exemption form and have it signed by a doctor. Parent will also provide alternate foods for their children with allergies. ***We make all of our snacks/lunches homemade. INCLUDING BABY FOOD!** *Children wash their hands before and after meal times. See our hand washing procedures hanging in each room on the wall by the sink.

Illness and Injuries

Injuries In respect of other families, we ask that ill children are kept home. If this is not possible, we will allow children with fevers up to 100°F, but will provide them with a comfortable, private area to prevent spreading illness. Parents will be asked to pick up a sick child if the child has a fever above 100°F, vomits, or has at least three episodes of loose stool. Medication will only be distributed with written parental consent. Presence of contagious illnesses will be posted anonymously to keep all families informed. Please refer to the sheet titled "Is My Child Well Enough?" if you are questioning bringing you child to the center that day. In case of injury, all staff members are trained in first aid and CPR. Appropriate care will be given to injured children, and incident reports will be filled out for every injury or behavioral problems. These reports will be in each child's folder as they occur, and need to be reviewed, signed, and returned immediately.

Potty Training

Children will be asked to use the restroom numerous times throughout the day, more so for those in early stages of potty training. Restroom usage will be recorded weekly if you have questions concerning your child's progress. If you have certain incentives at home which are used to aid in

training, we will gladly use them as well to provide consistency with your children. We ask that parents provide extra underwear and pants. These items should ALL be labeled. We prefer potty training using the no diaper/pull up rule. It has worked fastest for us in the past. However, if parents are not comfortable doing the same at home, we will potty train according to your routine. Children MUST be potty trained before graduating to the Preschool room.

Discipline Policy

Children will be disciplined using positive reinforcements throughout the day. All of our staff is trained in the Positive Behavior Interventions and Support module. “Think about it” will also be used as a second option. These will be served in designated areas and the length of a time out will coincide with the child’s age: one minute per year in age. Children will serve immediate time outs for intentionally harming another person, and parents will be notified of such incidents. Removal of privileges may be also used in some cases. For example, if a child hits another child with a truck, that child is not allowed to play with that truck the rest of the day. If behavior becomes a problem and threatens the safety of other children, we reserve the right to refuse further care for that child and their enrollment will be ended. We have the right to restrain any child or person to protect our staff and children.

Parental Access and Child Safety

The only people who are granted unrestricted access to Safari are: staff members, substitutes, and volunteers who have passed a record check and are granted approval by the Safari directors. Anyone who has not had a record check may NOT assume child care responsibilities or be alone with children. This relates both to child safety and liability to the center.

Parents: Parents are offered unlimited access only to their child/children and the Safari staff, however, those who do not have unrestricted access will be monitored by a paid staff member at all times. There are hallway windows looking into each room, if you would like to discreetly look in on your child throughout the day. We ask that you only enter the classroom during drop offs and pick ups. Many times when parents come simply to visit, the child thinks it is time to go home and becomes confused and upset when parents leave without them.

Visitors: Safari staff will approach anyone who is on Safari property without staff knowledge to ask what their purpose is. Management will be contacted if Safari staff is unsure about any given visitor. No visitors will be allowed without parental consent, and absolutely no one will be allowed to pick up a child without written parental consent and proper identification. Any non-Safari workers who are on the premises for reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children.

A sex offender who has been convicted of a sexual offense against a minor (even if the offender is a parent or guardian) who is required to register with the Iowa sex offender registry:

- a. Shall not operate, manage, be employed by, or act as a volunteer at Safari Child Care Center.
- b. Shall not be on Safari property without written permission from the center director, except for the reasonable time it takes to transport the offender’s own child to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the offender’s presence.
 3. The duration of the offender’s presence.
 4. Description of how the center staff will supervise the offender to ensure this person is not left alone with children.
 5. Written permission shall be signed and dated by the director and the offender, and kept on file for review by the center licensing consultant.

Safari is a drug, alcohol, and tobacco free zone. (This includes the use of e-cigarettes.) As Mandatory Reporters of Child Abuse, we will not release children to any adult whom we believe may be under the influence of drugs or alcohol.

Emergency Preparedness Plans

First aid kits are available in the office. Each room will have a clip board with a copy of parent phone numbers, emergency phone numbers, and daily attendance sheets. Staff are instructed to take clip boards with in case of evacuation so we can keep an accurate head count and also notify parents immediately of the evacuation. Evacuation routes are posted in each room, and drills are performed monthly by order of the fire marshal. Tornado drills are also performed regularly, and those routes are also posted in each room. In case of weather related emergencies, we plan to stay open if at all possible. On severe occasions where travel may jeopardize the safety of families and staff, we will call local radio and TV stations to announce such closings. We will also post on our Facebook Page.

Weather Related Announcements

Will be posted on our Facebook page
KUOO will also make announcements

*Last updated December 29, 2016

Please cut and return the bottom agreement

I agree/I have read, and understand, all policies in the Safari handbook.

Signature

Date