



403 P Avenue • Milford, Iowa • 51351

[Safarichildcare2021@yahoo.com](mailto:Safarichildcare2021@yahoo.com)

Main: 712-338-2731 Fax: 712-338-6126

[www.safarichild.com](http://www.safarichild.com)

[www.facebook.com/safarichildcarepreschool](https://www.facebook.com/safarichildcarepreschool)

### 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.

### **Our staff**

All our teachers are certified in CPR/First Aid, Essentials Training, Mandatory Reporting, and Universal precautions and must have AT LEAST 15 hours of training a year.

### **Your First Day**

These documents can be found on our website, [www.safarichild.com](http://www.safarichild.com)

On your child's first day we require all necessary forms to be completed, which include:

- Child Registration
- Physical evaluations, (within 30 days)
- Immunization records, (Must be the certificate form & not the IRIS print out)
- CACFP Eligibility Form
- CACFP Enrollment Form
- Payment for that first week since we are on a pay-ahead schedule, due Friday of the week prior

### **Holidays we will be closed-2022**

New Year's

Good Friday

Memorial Day

4<sup>th</sup> of July-Falls on a Monday

Labor Day

Halloween Business Trick-Or-Treating- Center closure time 4 pm

Thanksgiving

Day After Thanksgiving

Day After Christmas (Monday)

### **Day after New Years Day 2023-(Monday)**

### **Schedule (Varies per classroom)**

7:00am - 8:00am Opening/Arrival/Free Play

8:00am - 9:00am Free Play

9:00am - 9:30am Restroom/Handwashing

9:30am - 10:00am Breakfast

10:00am - 11:45am Lessons, Art, Music, Outside

11:45am - 12:00pm Wash hands/Lunch

12:00pm- 12:30 Lunch

12:30pm - 1:00pm Cleanup/Restroom/Movie

1:00pm - 3:00pm Quiet Time (read, puzzles or educational movie)

3:00pm - 3:15pm Wake up, put cots away prepare for snack

3:15pm - 3:45pm Snack

3:45pm - 5:30p, Free Play

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

### Fees

To avoid complication and/or late payments, care will be refused to families who have not paid their bill in full by Friday at 5:30pm, for the following week.

This Child Development Center charges a consistent weekly tuition rate for all children regardless of attendance. The weekly tuition rate is based upon the yearly budgetary needs of the Center divided into 52 weeks per year. Therefore, the Center does not prorate tuition due to Center closures, such as, Holidays, illness, or weather closures. The Center does not give childcare subsidies or siblings discounts.

### Schedule, Dropoff, and Pickup Fees

- Safari does NOT have part time rates.
- \$5.00 fee per child for failure to complete Parent Schedule by Tuesday at 8 AM.
- \$10.00 fee will be implemented for dropping off any more than 30-minutes prior to SCHEDULED DROP OFF time and any more than 30-minutes after SCHEDULED DROP OFF, WITHOUT COMMUNICATION. If your scheduled drop off is 10am, you would need to be here by 10, or before, as this would be considered an after 10am drop off. Please COMMUNICATE any late drop off. You MAY NOT drop your child off 30-minutes prior to drop off time, if drop off time is 7:00 AM, since we do not open until 7 AM.
- \$10.00 fee will be implemented for exceeding any more than 30-minutes after SCHEDULED PICK-UP time, WITHOUT COMMUNICATION. This is NOT an exemption of a 30-minute grace period, after closure time. If a child is picked up after closure time, the fees below will be applied. Please COMMUNICATE any late pick up.
- \$15.00 fee for pick-up after scheduled closure plus \$1.00 per minute: per child.
- \$50.00 fee for Holding your tuition rate
- When holding a spot for a child to begin care, families are required to pay a \$50 holding fee per child per week until the child is to start at Safari. This will guarantee your child's spot when you are ready to start care. Once your child starts, families will receive half credit of the total holding fee paid to the point of the child's first day, as a credit to their Brightwheel account. The Brightwheel system will deduct the credit from your invoice weekly until used and will then default back to your regular rate per week.
- If a family pays a holding fee to begin care with Safari and they choose to not stay enrolled, the holding fee is *nonrefundable*.
- Drop-Off after 10 AM ---(1st) \$5.00 / (2nd) \$10.00 / (3rd up) \$15.00
- For ANY late payments, payments that are not made each Friday for the following weeks care, families will be charged \$10/day late payment fee, until the payment is made in full. The child(ren) may NOT return to daycare until the bill is paid.

### Parent Schedules

- Families must write down a schedule for the following day/week/month for each child attending Safari. A Google account is recommended to avoid permission requests. Parents who have a google account will have access to Safari's organization apps (Google Sheets, Forms, etc.).
- We understand that schedules can change throughout the day, so we've given a 30-minute leeway before dropping off your child, and after your scheduled pick-up time to accommodate for this. However, if it is after closure time, other fees will apply. Please

see Fees section.

- No scheduled drop offs after 10:00 AM, unless approved by Owner or Director. This also includes drop off time be scheduled for 10am. You do NOT have a 30-minute grace period after 10am.
- It is your responsibility to communicate with staff if your schedule changes to avoid the fee. Here are a few ways to do that:
- Families CANNOT drop off early if ratio requirements are not met. This MUST be approved by the Owner, Director and or On-Site Supervisor. It is your responsibility to communicate with staff if your schedule changes to avoid the fee. Here are a few ways to do that.
- Communicate If you are going to be late for your scheduled drop-off and/or pick-up time.
- Brightwheel- This is the best way to communicate with us!
- [Email- safarichildcare2021@yahoo.com](mailto:safarichildcare2021@yahoo.com) Staff may not see this right away but will be logged.
- Call the center. Staff will communicate with one another to ensure message is relayed.
- Google Forms/Sheets- This logs your time when you update your schedule. Staff may not see this right away.
- To update your schedule without having to complete the entire document again, you must use the generated email you received, which was sent after you submitted your schedule. You will see “Edit Response”. Check junk or spam.

### **Family Time off Requests**

- Requests must be received by Tuesday at 8 AM, one week prior to invoicing day, which is every Tuesday. Families must make their request directly on the Parent Schedule Form. Families must indicate “Vacation Day”, on the day you are requesting for. These will NOT just be given at free will; it MUST be requested.
- Families are allowed one vacation day request per child per month. This is figured by taking twenty percent off the weekly tuition fee.
- If your child is not present for a full week for such things as family vacations, families may request a “Holding Fee”, which is a \$50 fee, per child, up to twice a year (two full weeks per child). Families can request a holding fee throughout the year on HOLIDAY WEEKS and DOES NOT count towards their 2 personal weeks in the year. This MUST be requested and can be requested directly on the Parent Schedule Form.
- Part-Time is available during Holiday weeks if Safari is closed for two days or more. This is ONLY granted during Holidays weeks. Part-time must be kept under 24 hours. If a family goes over their 24 hours, you will be charged the full-time rate, or difference of what was deducted. Part Time discount is figured by taking 40% off your regular tuition. Part time MUST be requested via Parenting Schedule by Tuesday at 8 am for the following.

### **Brightwheel**

Brightwheel App is our communication app. Parents know immediately what their child is doing during the day. Connect to Brightwheel, whether at work, at home or away on a trip. It reduces the anxiety of being away from the child not knowing what is happening.

Parents can also enter information when their child is at home. For instance, when the baby woke up in the morning, babies last feeding, and diaper change. This type of information is helpful when it comes to our morning routine for your child's teacher. The information from previous days is easily accessible. Parents and caregivers can easily see what happened the previous day to find out if new patterns are emerging. They can also see what activity the child has done the previous day to develop a new activity or a new skill the next day.

Brightwheel is also where Admin completes all invoicing and processing payments for childcare. Admin will set up each child's account for each family and then send invites for family members to add the app and create the child(s) account. Families will also receive and invite for auto pay, as this allows for Safari to ensure payments are mad every Friday for care for the following week.

If you have more than one child attending Safari, Brightwheel will request a 10-digit code for adding more children to you Brightwheel app account, please notify the Owner or Program Director when you are prompted to use the code, and we will provide this to you.

Diaper Policy

### **Diapering Policy**

Safari currently does not accept cloth diapers. However, if your child has a medical condition or an allergy to hypo-allergenic diapers, Safari will allow an exception. Soiled cloth diapers and or soiled training pants should never be rinsed or carried through the childcare center area to place the fecal contents in a toilet. The staff will not empty fecal content of the child's diaper. Soiled cloth diapers should be stored in a sealed plastic bag for removal from the facility by someone from the child's family. The sealed plastic bag will be sent home with the child at the end of the day.

It is the parent's responsibility to provide diapers and diaper creams. 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 in Brightwheel when you are running low). Each child has his or her own clearly labeled cubby, either inside their classroom, or outside their classroom. Diapers are checked frequently and changed every two hours or sooner, if required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change. Handwashing of provider and child is performed after each diaper change. If families do not provide diapers, after reminder is given, and we must use Safari diapers, families will be charged \$2 per diaper used. This fee will be added to your invoice

### **Feeding Routines**

Parents are required to provide enough bottles for each feeding, per day. Breast-milk bottles are stored in a common refrigerator in the classroom. All bottles must have a cap and the cap and bottles must be labeled. 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. These bottles must be consumed at home if any of these agents are needed in the bottle. This is to ensure the safety and well-being of the other children in the center.

### **Pacifiers and Blankets**

If your child uses a pacifier, parents are asked to provide a labeled one. (SOOTHIE (rubber) PACIFIERS ARE NOT RECOMMENDED) We cannot label these pacifiers. 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 learning 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.

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.

### **Transitioning**

At times, a child may have a hard time transitioning; we will work with the families in helping this adjustment be less stressful. Your child is welcome to bring a comfort item to help him or her transition into childcare, once your child adapts for their day, that comfort item will be stored in their cubby. 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.

You will also see that your child may start working on their next upcoming transition by bumping to the next classroom, depending on staff child ratio. This will assist your child in getting comfortable with a new setting before that becomes their "new room". It is also possible that your child may bump back a room due to staff to child ratios.

### **Undesigned person(s) picking up your child**

Photo identification will be required for anyone picking up your child that is not notated on your child's registration form. If consent and/or proper ID are not received, the child will not be released, and the parent will be responsible for any additional fees that are incurred as a result. Please understand this is for your child's safety.

Your child will NOT be released to anyone who is under the influence of alcohol or drugs. If your child is taken anyways, authorities will be notified and your enrollment with Safari will be terminated immediately.

## **Frequently Asked Questions on Licensing Rules Related to Infant Safe Sleep**

**Q:** Can my child sleep in a bassinet?

**A:** No. The licensing rules prohibit the use of bassinets in childcare settings. Childcare providers can only use an approved crib or porta-crib. Childcare homes can also use an approved play yard (such as an approved Pack 'n Play®). Bassinet attachments for play yards cannot be used.

**Q:** Can I use the Fisher Price Newborn Rock 'n Play™ Sleeper or a bouncy seat for sleeping infants?

**A:** No. Childcare providers can only use an approved crib or porta-crib. Childcare homes can also use an approved play yard (such as an approved Pack 'n Play®). Childcare providers cannot use bouncy seats, car seats, swings or any other sleeping device for sleeping infants. If an infant does fall asleep in such device, they will be moved to their crib to rest.

**Q:** If I can't use blankets, what do I do if a mother wants her infant swaddled?

**A:** Wearable blankets, such as sleeps sacks and sleep sacks with a swaddle attachment and swaddle wraps are acceptable alternatives to blankets and may be worn by infants when they are sleeping. Refer to the [examples](#) in the document below for more information on acceptable items.

Swaddling with sleep sacks with a swaddle attachment and swaddle wraps are allowed only for infants up to 2 months of age.

The swaddle attachment for the sleep sack must be properly attached (Velcro) to the sleep sack prior to use. The Velcro on swaddle sacks and swaddle wraps must be attached securely and must be inspected every time the infant is checked while sleeping. R 400.1912 and 400.8188 require continual monitoring of the infant's breathing, sleep position and bedding and for possible signs of distress.

Swaddling too tightly or with the legs extended and adducted can cause developmental dyspepsia of the hips.

Swaddling can result in hypothermia when the swaddling blanket is added to clothing the infant is already wearing.

Tight swaddling can compromise the lungs and increase the respiratory rate.

Accidental deaths have occurred when swaddled infants are placed on their stomach or roll to their stomach. Swaddled infants on their stomachs are unable to use their arms or upper bodies to push themselves off the mattress or to change their head and body position if they are in a position that could cause suffocation.

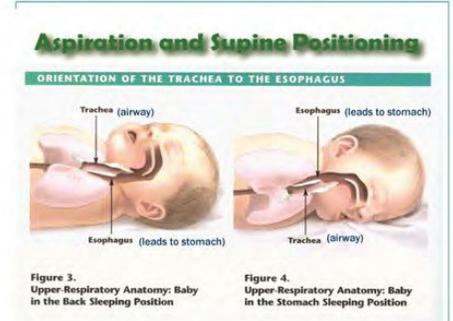
Due to these risks, it is recommended that infants not be swaddled in a childcare setting after 2 months of age. For more information, see the American Academy of Pediatrics Caring for Our Children: National Health and Safety Performance Standards at <http://cfoc.nrckids.org/>.

**Q:** When can children in care sleep with a blanket?

**A:** A child in care can use a blanket once he/she turns 1 year old.

**Q:** Will an infant choke if he spits up while lying on his back?

**A:** No. Infants are safer on their backs. When an infant is on his/her back, the airway (trachea) is on top of the esophagus (the tube that carries food). If a baby spits up while on his/her back, the food and fluid run back into the stomach and not to the lungs.



### **Licensed Child Care Safe Sleep Standards and Training Requirements**

September 2018 Iowa law requires licensed childcare providers to comply with infant-specific safe sleep standards and training requirements. These standards and training requirements are considered critical because unsafe sleep environments have been associated with a significant number of unexpected infant deaths in Iowa, including in licensed childcare.

### **Key safe sleep standards and training requirements for licensed childcare**

Require a physician's directive for anything other than a back-sleeping position by an infant.  
Allow an infant who independently rolls over to remain on stomach with signed parent statement.

Clarify that nothing is allowed in the crib with the infant except a pacifier.

Clarify that the definition of "infant" as being up to the child's first birthday.

Outline allowable use of swaddling.

Encourage in-person checks on sleeping infants at specific intervals and encourages the use of audio or video monitoring of sleeping infants.

Require providers to perform monthly safety inspections of every crib.

Require providers to check all their cribs' brand names and model numbers against the U.S. Consumer Product Safety Commission Web site for unsafe cribs.

Require staff persons, caregivers, and volunteers that care for infants to receive at least one-half hour training on reducing the risk of sudden unexpected infant death (SUID) at least once a year.

Require that, if an infant fall asleep before being placed in a crib, the license holder must move the infant to a crib as soon as practicable and must keep the infant within sight of the license holder until the infant is placed in a crib.

Require that, when an infant fall asleep while being held, the license holder must consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep.

Require family childcare providers to take "Supervising for Safety training" at orientation.

Safe sleep practices are key to infants' safety in licensed childcare

Unsafe sleep environments are associated with nearly all unexpected deaths in Iowa, including infant deaths in licensed childcare. Since 2002, over 70% of infant deaths in licensed childcare occurred when the infant was in an unsafe sleep arrangement.

Since the 2013 implementation of these new standards and training requirements targeting safe sleep practices, deaths in licensed childcare have decreased significantly. The Division attributes this decrease to enhanced infant safe sleep standards and training requirements, heightened awareness of safety issues, and publicity surrounding noncompliance resulting in infant death.

### **Mealtime Policies**

Late breakfast, lunch and an afternoon snack will be provided. Safari follows the 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 (CURRENTLY SUSPENDED DUE TO COVID). This allows children to choose what they eat. They will also be encouraged, but not pressured, to try new foods (2 no thank you bites). Mealtime manners and quiet conversation are encouraged during meals, and children are asked to clear their meal setting when finished. We make all our breakfast/snacks/lunches homemade. Children wash their hands before and after mealtimes.

#### **Healthy Meals and Snacks**

Our menu is planned by CACFP trained staff. These meals meet federal and state requirements and guidelines established by the United States Department of Agriculture (USDA). We also participate in the U.S.D.A. Food Program (CACFP) and all meals will be provided at no cost to parents if all the correct paperwork has been filled out. All parents will be required to fill out the USDA CACFP Eligibility and Enrollment Forms and schedule regardless of eligibility.

It is our belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met. Infant baby food is processed at Safari, or Gerber brand baby food is provided. Safari provides the following formulas.

- Parent's Choice Sensitivity
- Parent's Choice Advantage

If there is a formula that you are using, that Safari does not provide, it is the families responsibility to provide your child formula each day.

We strongly encourage our parents to breast feed. Our open-door policy allows Mothers to come breast feed any time of the day in a space that is comfortable for Mom and baby.

#### **Allergens & Adaptations**

Please alert Safari staff if your child has a known allergy. If your child has a special nutritional need or requires an adaptation to our menu, we will work with your family to create a plan that adequately meets your child's needs by substitution. This means your child may have a different meal component on his plate than the rest of his peers.

If the child is allergic to any specific foods, we will need a signed allergy form from your doctor allowing us to use alternative products. This form is found at [safarichild.com](http://safarichild.com), or can be printed for you on site.

Menus are posted on the bulletin board in the hallway, Safari Facebook page, and in each classroom. Copies of the menu are provided to parents upon request.

Examples of food that will not be served: Casey's Pizza, Donuts, Pop Tarts, Candy, Chips etc. These foods are high in sugar or fat and not recommended by the CACFP guidelines that Safari follows. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home. Parents are welcome to bring meals from home, but please follow the nutritional guidelines.

### **Servings and Nutrition for Children at Safari Child Care & Preschool**

Meals and snacks include a variety of food groups including meat and meat alternatives, bread and grains, fruits, vegetables and fluid milk. (Fat free for children 2 and older; whole milk for ages 12-24 months)

Our serving sizes are based on the CACFP program, which can be found at:

<http://www.fns.usda.gov/cacfp/meals-and-snacks> under “new pattern charts”.

Meals, breakfast and snacks include carbohydrates, proteins and fat to give children energy, while maintaining total calories within recommended ranges specific to a child’s age group and level of activity.

Meals have limited added sugar and sodium and increased dietary fiber.

On average over a week, we aim to not exceed 35 percent of total calories from fat, 10 percent calories from saturated fat and minimal grams’ trans-fat.

#### **Well-Childcare Facility**

Safari is a "well-childcare facility". At no time do we provide childcare for children who show symptoms of being ill, or children who are uncomfortable.

Our illness policies will be strictly enforced, for the health, well-being, and safety of all concerned.

Under no circumstances, may a parent bring a sick child to Safari. If your child shows ANY signs of illness, or is unable to participate in the normal routine, we will immediately contact you. Masking symptoms with a fever reducer is not prohibited.

If other children become ill due to exposure to your sick child, either because he/she was returned to Safari before full recovery or because he/she was not picked up promptly upon notice of becoming ill, families will be unnecessarily inconvenienced. Your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

### **Illness Policy Guidelines**

Children will be visually screened, and temperature will be taken when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick-up the child within one hour.

If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick up your child or children.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal.

The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic if their illness is bacterial.

You are required to provide a doctor note, upon your child’ return if they have been out, indicating they are free to return to daycare.

Your child may return to Safari as soon as he/she is comfortable without medication and fever free for 24 hours IF they have had a fever.

If you aren't sure about whether to bring your child to childcare, please contact your Owner or Program Director to discuss it.

### **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 daily, via Brightwheel, if you have questions concerning your child's progress.

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. We want to keep it consistent. Children **MUST** be potty trained before graduating to the Preschool room. If they are not, and continue to have frequent accidents, the family will be charged their weekly fee, at the 2-year-old rate, until accidents decrease substantially (5 consecutive days without accidents).

Families **MUST** communicate with Safari staff they wish to begin potty training so we can ensure a solid plan moving forward. This helps ensure that all parties are on board with the process.

- **What to Bring for Potty Training**

- Underwear (Lots) These should be undies that can be tossed, or maybe even ruined. We do our best!
- Lots of pants – Jeans work best as they are super uncomfortable to be wet or poopy in. The cause and effect of “This is what happens when I have this feeling” is strongly noticed while wearing jeans.
- Incentives are welcome. Whatever you feel is working for your child, as you know your child best, please feel free to provide that for your child. Please keep in mind ANY allergies within the building when bringing treats. You can ask your child's teacher regarding allergies to look for.
- All of these items **MUST** be labeled.

### **Services & Termination**

Occasionally, a child will experience some difficulty in adapting to the environment/schedule or abiding by the center rules of behavior. A conference will be scheduled if your child should experience some stress. We will work closely with you to see if the problem can be resolved as we want to see every child succeed in the classroom. If the child's behavior continues to be disruptive to the group after several resources have been brought in, we reserve the right to ask you to withdraw your child from Safari.

Families are to give two weeks' notice when voluntarily withdrawing your child from Safari. You will be responsible for all final payments through the end of the notice period, whether in attendance or not. This will be at your fulltime rate of care, families may not us this notice as their (2) personal holding fee weeks.

### **Right of Refusal**

If the rules and policies set forth are not followed, we reserve the right to terminate the agreement at any time. In such an event, Safari does not reimburse for the week terminated but will refund the credits on the account following the week(s) if nothing is owed.

### **Reasons to Terminate**

The childcare arrangements will be terminated immediately for any of the following reasons (but not limited to):

Failure to comply with the policies and procedures outlined in the parent handbook.

Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.

Non-payment of childcare, late fees, or recurring late payments.

Repeated failure to pick up the child at scheduled times.

Failure to show up for five consecutive days without any communication.

Inability to meet the child's needs without additional staff.

Blatant disrespect towards the Provider, Staff, or false accusations.

If a parent knowingly brings their child ill or masks with meds.

False information was given by a parent either verbally or in writing to the staff, or social media.

### **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 childcare responsibilities or be alone with children. This relates both to child safety and liability to the center.

### **24/7 Lock Down Facility**

Effective July 20, 2021, Safari is now a 24/7 locked down facility!! This means, that any individuals accessing Safari, will need a code to unlock the door as ALL doors on the premises are always locked. Families are provided a code when their Brightwheel account is created, this code is for purposes of accessing the building and signing your children in and out for the day and will be given to the families by the center Owner or Program Director. This code may NOT be given out to other family members or friends as we have a visitor code for others outside of your immediate household, to access the building.

If someone outside your immediate household will be picking up your child, please let Safari staff know ASAP and we will provide you with the visitor code for their access.

Families ONLY have access from 7am-5:30pm. If you try to access the center before 7am and or after 5:30pm, you will not be able to unlock the door. Families also do NOT have any access during the weekend.

Codes are a four-digit number followed by the # sign.

Safari also has a doorbell that can be used by anyone needing access and Safari staff will greet them at the door to determine their need.

### **Parents**

Parents are offered unlimited access only to their child/children and the Safari staff, however, those who do not have unrestricted access will always be monitored by a staff member. 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 pickups.

Please be mindful, 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 needing access indoors and will request their purpose. 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 or verbal 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 staff.

### **Emergency Preparedness Plans**

First aid kits are available in each classroom and 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 in case of evacuation so we can keep an accurate head count and 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.

### **Weather Related Announcements**

In case of weather-related emergencies, we plan to stay open if possible. On severe occasions where travel may jeopardize the safety of families and staff, we will post on our Facebook page, Brightwheel, and send out personal messages as needed. In the event we need to communicate more quickly, we will call family members.

### **Caring for Children with Special Needs**

- Childcare programs provide public accommodation and therefore must comply with the Americans with Disabilities Act and should be committed to meeting the needs of all children, regardless of special health care needs or disabilities. As the number of children with chronic health conditions such as asthma, allergies, and diabetes increases, as well as the number of children with emotional or behavioral issues, the ability of programs to plan for and include all children is critical. Inclusion of children with special needs has been shown to enrich the childcare experience for all staff, and children and families of enrolled children.
- Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and with respect for their individual needs and/or differences.
- Safari will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
- Safari will ensure that when a child with a special need is identified will be given a Getting to Know Me form to be filled out by the family collaboratively with a member of the childcare program staff.
- Children with special needs will fully be given the opportunity to participate in the program to their fullest extent. To accomplish this, Safari may consult with the Okoboji School District, AEA, Community Mental Health, and the Department of Human Services as needed, provided parental permission is granted. Inclusion of program staff on IFSP and IEP case conferences is desired to ensure the Safari childcare program provides the most supportive environment possible.
- All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classroom may need.
- The individual written plan of care for children with special care needs will be followed in all emergency situations.



I agree to abide by all terms and condition outlined in this handbook while my child(ren) attend Safari Child Care & Preschool. I understand that terms and condition are subject to change at any time while my child(ren) attend Safari Child Care & Preschool, and I will abide by the new terms and conditions set forth. I understand that the Owner/Program Direction will notify me when such changes are made, so I am aware and will sign acknowledgment form to indicate understanding of changes.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name