



**SHINY LITTLE STARS**

**Daycare Center**

*Parents  
Handbook*

**8029 S 700 E, Sandy, UT**

**shynylittlestarsdc@gmail.com**

## **1. Philosophy**

At Shiny Little Stars Daycare Center, we offer a secure place for your child to play, grow and learn. We value diversity, and welcome children of all ages from newborns to school-age, regardless of race, gender, religion, or disability. We believe that children learn through exploration play as well as structure and routine. We promote self-esteem through respect, understanding and compassion. We have structured our program to be responsive to the needs of each individual child.

## **2. Goals**

The aims and objectives of the daycare are:

1. Provide quality care for all children enrolled.
2. Foster the total development of the child by providing an environment consisting of:
  - ✓ A warm, friendly atmosphere with trained childcare providers
  - ✓ A safe and healthy facility
  - ✓ A child centered, non-role stereotyping setting
  - ✓ A variety of suitable equipment in good repair
  - ✓ A variety of activities that support the physical, social, emotional, cognitive, language and physical needs of the children.
3. To be an emotional support system for parents when issues arise with their children.
4. To assist parents in acquiring knowledge of normal child development and other child related information.
5. Children will receive safe and consistent care during childcare hours.
6. Children with developmental challenges will receive referrals to appropriate support and services.
7. Parents will have increased knowledge of their child's development, individual needs, and nutritional requirements.
8. Parents will have improved parenting skills, including options for managing challenging behavior.

### 3. Enrollment Process

#### 3.1. Before your child enters our care, the following forms must be reviewed:

- Parent/Provider Contract
- Parent Handbook
- Child's/Baby's Daily Schedule
- Admission Agreement and Health Assessment

All forms are subject to yearly renewal and must be kept up to date by December 5th. Each year we will have to renew and refresh all your paperwork and all forms.

#### 3.2. Please give us written notice that you will no longer need our services and/or a two week payment in case your child will be removed immediately.

### 4. Daily Procedure

#### 4.1. **Daily sign-in and sign-out:** I agree to sign my child in and out every day using the childcare's attendance procedure. If I neglect to do so, I may be charged a maximum fee of \$5.00 per missed sign-in or sign-out.

I understand that my child is not permitted to sign him/herself out. I understand that I am required to enter childcare to drop off and pick up my child and that I must escort my child to and from the facility.

#### 4.2. **Illness:** I understand that I will be notified should my child become ill during the day, and that I will pick up my child promptly. You should have a backup plan at all the times.

#### 4.3. **Picking Up Authorization:** All persons picking up children from daycare must be listed on the Identification and emergency Information form or have written consent from a parent.

## 5. Late Pick Up of Child Policy

- 5.1. You are responsible for dropping off and picking up your child within your contracted hours. If you are going to be late for any reason and you do not have someone else who can pick up your child, please call to notify us as soon as possible.
- 5.2. A penalty of \$0.50 per minute will be charged for each minute the child remains under our staff supervision past the assigned pick-up time. Fees must be paid at the moment of pick-up the child. Failure to pay the penalty assessed may result in the child being withdrawn from the program.

## 6. Payment

- 6.1. **Tuition Policy:** Tuition charges include holidays and closing days when the daycare is not in session.
- 6.2. A yearly registration fee of \$25.00 per child is required to accompany completed enrollment forms. This fee is nonrefundable.
- 6.3. Payment is accepted in cash, debit card, or personal check. If a check is returned because of “no sufficient funds” you will be responsible for all bank fees \$35, and we will not provide care until we receive payment in full.
- 6.4. **Refund Policy.** NO tuition refunds, allowances, or makeup days will be granted for any absence, including vacation. You may not substitute any days for days that your child is absent or when the daycare is closed for holidays, vacation or inclement weather. There is no refund or reduction for absence due to illness. Since maintaining the health of all the children is a major consideration, the Shiny Little Stars Center staff conducts daily health checks for signs of illness. If your child appears to have symptoms of illness, he/she will immediately be isolated from the other children and you will be contacted.
- 6.5. If your child creates damage to either our building or its content, exceeding \$25.00, you will be notified and subsequently billed for the repairs.

## **7. Payments made by a Subsidy Program:**

- 7.1.** Parent's will be responsible for payment on days the State/County/City subsidy does not make payment.
- 7.2.** Parent is responsible for any co-payment, meaning the difference between the Regional Market Rate ceiling reimbursed by Subsidy Program and the rate Provider charges nonsubsidized families.
- 7.3.** It is expected that subsidy program will pay the Provider for the care provided. However, Parent is responsible for childcare fees not reimbursed by subsidy program because of lack of required preauthorization or because Payment fails to submit required paperwork to process payment.

## **8. Holidays and Closings**

### **8.1. Holidays**

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Pioneer day
- International Workers' Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas and the day before
- New Year's Eve and the day after

If a holiday lands on a weekend, daycare will be closed on Friday or Monday before or after.

- 8.2.** If you take a holiday, vacation, a sick day, or you do not place your child in our care on a day that they normally would be, you must still pay for that day/those days. Please give us as much notice as possible.

- 8.3.** I understand that there will be No Refunds for days missed due to illness or weather.
- 8.4.** I agree to inform the childcare immediately if my child will be absent on any day. I understand that no allowances, credits, refunds, or make up days shall be made for occasional absences (i.e. sickness).

## **9. Snacks**

- 9.1.** Parents of infants are required to provide bottles and any formula of your preference or breast milk. All bottles are required to have a sticker with the child's name and the date the bottle was made. Do not bring open food jars.
- 9.2.** We provide up to two snacks while your child is in our care. We emphasize healthy eating and provide nutritious foods such as fresh fruits and vegetables. If your child has special dietary needs, please let us know so that we can accommodate them.

## **10. Nap Time / Quiet time**

- 10.1.** All children are required to have a minimum of one and a half hours of nap time/quiet time in the afternoon. Parent must provide a small blanket and crib sheet for nap time inside a reusable bag.
- 10.2.** Parents are discouraged from visiting during nap time unless the child is being picked up for the day. It is very disruptive to the other resting children.

## **11. Clothing and Supplies**

- 11.1.** As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather.

- 11.2.** Procedure:

For infants, please provide:

- Two change of clothes
- An adequate supply of diapers and wipes
- Warm outdoor clothes (mittens, hat, boots) in the Fall and Winter
- Sun hats, boots and raingear in the Spring and Summer

For toddlers, please provide:

- One change of clothes
- An adequate supply of diapers & wipes, pull-ups, or underpants
- Warm outdoor clothing (mittens, hat, boots) in the Fall and Winter
- Sun hats, boots and raingear in the Spring and Summer

Please dress your child in comfortable, washable play clothes. In order to encourage self-confidence and independence, please choose clothing that allows the child to remove it easily (to go the bathroom) and that allows him/her to participate in “messy play” without fear of getting dirty. Children will get dirty at the daycare from time to time. Also, tennis shoes or rubber-soled shoes are best for running and playing and help avoid injury during play.

**11.3.** Please label any clothing to prevent loss (e.g., jackets, sweaters, hats, etc.).

**11.4.** Be sure to send an extra set of clothes in a labeled, plastic zip-lock bag. Make sure the clothing sent is weather appropriate. Please include socks, underwear, shirt and pants. We ask that you periodically check the extra clothing to make sure it fits the needs of your growing child; and replace clothes that have been used. Finding an empty bag/backpack can cause a considerable degree of frustration for both the child and the staff. If your child is being potty trained, we need to have 3 (three) set of clothes, inside a backpack. We are not responsible for lost or damaged belongings.

**11.5.** Parents are responsible for providing diapers for children who are not potty trained. If you do not provide diapers or do not provide an adequate supply there will be a charge \$1 per diaper used out of our supply, \$5 per pack of wipes. You will also need to supply wipes, and diaper rash ointment every day.

## **12. Potty Training**

Children are required to wear diapers or pull-ups to daycare while they are being potty trained until they have been accident free for a minimum of 2 weeks. We don't accept children older than three years not potty trained. Once the child is successfully potty-trained parents will be required to bring 2 changes of underpants in case of an accident. We do not launder soiled items; they will be sent home in a plastic bag. Parents will be asked to replace any clothing sent home the next day.

### **13. Health and Safety Policy**

**13.1.** Parents are required to supply the updated Immunization Record sheet before enrollment and every time the child receives a vaccination. The state requires us to keep a record on file. A yearly physical screening exam must be done by a doctor.

**13.2.** In order to protect the entire group of children, as well as your own child. We ask that families assist us by keeping children who are ill at home if they have experienced any of the following symptoms within the past 48 hours.

**13.3.** Your child SHOULD NOT be brought to the daycare if she/he:

- Has a fever over 99F (37C)
- Cough
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Allergies related symptoms such as watery eyes, sneezing, nasal discharge, etc.
- Diarrhea, Vomiting, nausea, upset stomach.
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache.
- Symptoms of COVID-19
- Has a rash or skin infection or any possible communicable disease.
- Lice or nits.
- Has an eye infection.
- After shots (48 hours).

**13.4.** Do not give children any medications to mask these or any other symptoms.

**13.5.** Children may only attend the Daycare if they are able to participate in ALL activities, including outdoor play.

**13.6.** Please notify the Daycare at once upon learning that the child does have a communicable disease. Children who have been ill should not return to the Daycare until they are free of symptoms for at least 48 hours; or after they have been on any prescribed medication for 48 hours. Re-admission is at the discretion of the director or staff. Additionally, in some cases, a doctor's statement may be required prior to re-admission.

**13.7.** If your child has an upper respiratory allergy, we understand that a mild cough and runny nose are symptoms for allergy sufferers. Due to the new guidelines implemented by the CDC. We will need a doctor's note accompanied with a



history of child's allergies and action plan (e.g. medication and treatment) that is put in place. A hard copy of the action plan will be required for our records.

- 13.8.** If your child has been exposed to a communicable disease (such as rosella, mumps, chicken pox, ringworm, etc.) at the daycare, we will notify all our families, as soon as possible, to help you recognize the symptoms of the illness.
- 13.9.** If your child becomes ill while attending daycare, parents will be notified immediately. If provider cannot reach the parent by phone, provider will leave a message at all the phone numbers on file. Parent will be expected to return calls within 15 minutes. If no one on the emergency list is available to pick up the child, provider may call child protection.
- 13.10.** Any medications you wish to have administered to your child for pain such as teething, or allergies will require a signed authorization form. Medication will only be given if it is in the original container with the label attached; Scratches, scrapes, bumps, and bruises are an inevitable part of childhood. Minor injuries will be treated with soap and water, antiseptic, and band-aids.
- 13.11.** In the event that a child should get seriously injured during our care and require medical treatment, we will notify the parent as soon as possible.
- 13.12.** In life-threatening situations, we will call 9-1-1 and notify the parents as soon as possible. If the parent cannot be reached, we will provide the signed Medical Authorization Form to medical personnel.
- 13.13.** What to do after child receives their immunizations: Your child may need extra love and care after getting immunized. Many of the shots that protect children from serious diseases can also cause discomfort, fussiness, fever, and pain for a while. Your child can come back to daycare after 48 hours. Please bring a copy of the vaccinations for my record.

Failure of the parents to follow this policy may lead to the termination of the contract.

#### **14. Communication Policy**

Parents are welcome to drop in and observe the program at any time. If consultation with a childcare provider is desired, please let us know ahead of time so that the childcare provider can give you their undivided attention. Telephone communications is encouraged.

## **15. Release of Children Policy**

- 15.1.** A child will be released only to the parent or his/her legal guardian unless otherwise indicated on the registration form.
- 15.2.** The staff must be notified in writing of any alternate arrangements. Picture identification will be required if that person is not known to the daycare staff. Children will not be released to anyone under the age of 18.

## **16. Intoxication and Smoking Policy**

- 16.1.** If a parent/guardian or emergency contact that appears to be intoxicated arrives at the facility to pick up a child; the daycare staff will not release the child.
- 16.2.** Smoking and the use of smokeless tobacco is prohibited in the Shiny Little Stars premises and environments.

## **17. Withdrawal Policy**

I understand that I must provide a two (2) week written notice of withdrawal from the program. If this notification is not provided, it is agreed that I will pay all services and fees for two (2) weeks, whether or not my child attends. I understand that when my child is withdrawn, s/he will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to complete an entire new Enrollment Agreement at the current rate and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application.

## **18. Termination Policy**

**The following circumstances are cause for termination of child's enrollment:**

- 18.1.** Not following policies as developed by the Shiny Little Stars.
- 18.2.** Disrupting the normal functioning of the daycare, classroom, or any daycare function will result in immediate termination of services, e.g.:
  - 18.2.1.** Disturbing behaviors (not following rules, throwing objects, hitting, kicking, biting, scratching, pinching, fighting, using foul language).
  - 18.2.2.** Disrupting the class to the extent that the child requires one-on-one interaction, frequently.
  - 18.2.3.** Causing a hazard to other children and adults, as well as to him/herself.
  - 18.2.4.** Causing unsafe conditions and unsafe interactions with children and adults.
  - 18.2.5.** Destruction of the facilities or equipment.
- 18.3.** Three (3) failures to pick-up the child on time.
- 18.4.** Two (2) failures to make payments on time.
- 18.5.** Failure to report class/job/phone number changes (Our staff must be able to locate the parent/guardian in the event of an emergency).
- 18.6.** Failure to provide the child's immunization record and the physician report.
- 18.7.** Failure to sign and/or return all enrollments documents, including Infant needs and Services Plan.
- 18.8.** Three (3) failures to sign the child in/out.
- 18.9.** Three (3) failures to call in child absences.
- 18.10.** It is judged that the child is emotionally or socially unprepared to cope with his/her attendance at Shiny Little Stars
- 18.11.** The director and staff have determined that the child cannot effectively benefit in this environment.
- 18.12.** Failure to attend within one hour of an emergency call.

**19. Parent/Guardian acknowledges the Termination and Withdrawal policies.**

We reserve the right to give immediate termination in the event that the circumstances affect the well-being of all of us, our family, and/or other children in attendance at the daycare, or in response to blatant disrespect of persons, property, and/or policies. In these extreme situations, your deposit will not be refunded, or you must pay two weeks in advance.

**20. Pictures and Videos**

- 20.1.** At Shiny Little Stars your child’s picture will be taken and posted in your child’s childcare to promote positive self-esteem and self-worth.
- 20.2.** In addition, I will also take your child’s picture to display the different activities they are engaged in and for classroom displays. Pictures and videos are also posted on Facebook, YouTube, Instagram, and Social Media, etc.
- 20.3.** If you have any concerns regarding your child’s picture be taken or posted throughout the Childcare, please notify us in writing and we will ensure that your child’s picture is not taken.

**21. Birthday Parties**

If you wish to provide treats for a special occasion such as a birthday or holiday, please discuss it with us first and be sure to provide enough for all the children.

**22. Changes to Policies**

- 22.1.** Changes may be made to these policies as needed with 30 days’ notice. The policies, contracts, consents, and forms will be reviewed and updated annually in December.
- 22.2.** Please provide us with written notice of any information changes that occur, such as name and address.

\_\_\_\_\_  
Parents/Guardian Signature

\_\_\_\_\_  
Date