

Tolar Tots Licensed Childcare

Parent Handbook

Tolar Tots, INC
9010 West Hwy 377
Tolar, TX 76476
254-835-3050
www.tolartots.com
Tolartots@gmail.com

Development History and Background Information

Child's Name:

Child's Date of Birth:

DEVELOPMENT HISTORY

**Note: Please provide information for Infants and Toddlers (marked *) as appropriate to the age of your child*

Age began: Sitting Crawling Walking Talking

*Does your child pull up? ☐ Yes ☐ No

Crawl? ☐ Yes ☐ No

Walk with support? ☐ Yes ☐ No

Any speech difficulties? ☐ Yes ☐ No

Special words to describe needs:

Language spoken at home:

*Does your child use a Pacifier? ☐ Yes ☐ No

Suck thumb? ☐ Yes ☐ No

*Does your child have a fussy time? ☐ Yes ☐ No

*How do you handle a fussy time?

Any history of colic? ☐ Yes ☐ No

If yes, when?

HEALTH

Any known complications at birth? ☐ Yes ☐ No

Serious illnesses and/or hospitalizations? ☐ Yes ☐ No

Special physical conditions and disabilities? ☐ Yes ☐ No

If yes, please list:

Any allergies? ☐ Yes ☐ No

If yes, please list:

Regular medications? ☐ Yes ☐ No

If yes, please list:

Welcome

Greetings!

We are delighted to welcome you to Tolar Tots! We are excited to have the opportunity to work with your family and your child. Our focus is on providing a comprehensive education that includes social skills, age-appropriate academics, music, art, health and nutrition, and physical activities.

Our approach is centered on praising children for their hard work, ensuring that they are safe and well-cared for, and accepting children from all races, religions, and backgrounds. We aim to encourage children to be their unique selves while supporting their emotional, physical, and academic development.

Our goal is to provide a welcoming and supportive environment for your family. You are always welcome to visit our center and observe your child's progress. Our qualified educators are carefully selected and possess the necessary educational credentials to provide excellent care. Our teachers are warm and friendly, with a proven ability to connect with both children and adults.

We continually evaluate our teachers and programs to ensure the best possible quality for your children. Additionally, all educators undergo reference checks and background screenings to ensure a safe environment.

If you have any questions at any time, please do not hesitate to reach out to me.

Sincerely,

Courtney Boggs

Owner and Director

Eating, Toilet, & Sleeping Habits

EATING HABITS

Special characteristics or difficulties:

*If the infant is on a special formula, describe its preparation in detail:

Favorite foods:

Foods refused:

How does your child eat? ☐ Held in Lap ☐ In High Chair ☐ Other:

What does your child eat with? ☐ Spoon ☐ Fork ☐ Hands

TOILET HABITS

*What type of diapers are used? ☐ Disposable ☐ Cloth diapers

*Is there a frequent occurrence of diaper rash? ☐ Yes ☐ No

*Do you use: ☐ Baby Oil ☐ Powder ☐ Lotion ☐ Other:

*Are bowel movements regular? ☐ Yes ☐ No

How many bowel movements per day?

*Is there a problem with diarrhea? ☐ Yes ☐ No

*Is there a problem with constipation? ☐ Yes ☐ No

*Has potty training been attempted? ☐ Yes ☐ No

*Please describe any particular procedure to be used for your child:

What is used at home? ☐ Potty Chair ☐ Special Child Seat ☐ Regular Seat

How does your child indicate bathroom needs (include special words):

Is your child ever reluctant to use the bathroom? ☐ Yes ☐ No

Does the child have accidents? ☐ Yes ☐ No

SLEEPING HABITS

*What does your child sleep in? ☐ Crib ☐ Bed Does your child nap during the day? ☐ Yes ☐ No

If yes, when and how long?

Describe any special characteristics or sleeping needs (stuffed animal, story, mood on waking, etc.):

Please Note:

The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. Your educator will place your infant on his/her back unless there is a written physician's order that specifies otherwise.

Additional Child Information

SOCIAL RELATIONSHIPS

How would you describe your child:

Previous experience with other children/child care:

Reaction to strangers:

Able to play alone? ☐ Yes ☐ No

Favorite toys and activities:

Fears (the dark, animals, etc.):

How do you comfort your child:

What is the method of behavior management/discipline at home:

What would you like your child to gain from this childcare experience?

DAILY SCHEDULE: Please describe your child's schedule on a typical day. *For Infants, please include awakening, eating, time out of crib/bed, napping, toilet habits, fussy time, night bedtime, etc.

-
-
-
-
-

Please share anything else we should know about your child below:

Parent/Guardian Signature

Child's Name

Photo Release Form

I, [], parent/guardian of [], hereby give permission for Tolar Tots to use photographs or videos of my child for the purposes I have marked as "accepted" below.

I understand that my child's name will not be used in conjunction with any such images or videos without my written consent.

I acknowledge that it is my duty to keep this form up to date if I withdraw my authorization for any of the mentioned uses.

I acknowledge that I have read and understand the photo release statement provided by [insert childcare facility name].

I consent to the use of photographs or videos of my child as described in the statement. I understand that I have the right to revoke this consent at any time by notifying [insert childcare facility name] in writing.

I AGREE TO ALLOW MY CHILD'S PHOTOS BE USED FOR THE FOLLOWING PURPOSES		
	Accept	Decline
STILL PHOTOGRAPH		
Display in personal scrapbooks	<input type="checkbox"/>	<input type="checkbox"/>
Display in facility's scrapbook	<input type="checkbox"/>	<input type="checkbox"/>
Promotional print materials	<input type="checkbox"/>	<input type="checkbox"/>
Social media posts	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Video		
Share with current parents	<input type="checkbox"/>	<input type="checkbox"/>
Promotional materials	<input type="checkbox"/>	<input type="checkbox"/>
Social media	<input type="checkbox"/>	<input type="checkbox"/>

Child's Name

Date of Birth

Parent's Signature

Date

Non Prescription Medication Form

CHILD INFO	
Name:	DOB:

☐ I _____, authorize _____ to use the following non-prescription medication according to the instructions provided on the label on my child, _____, during their time at your childcare facility. I hereby release the above-stated childcare provider from any liability for injuries or damages that may occur from administering the following non-prescription medication to my child.

Parents must supply the following items, each of which should be in the original container and clearly labeled with the child's name.

PRODUCTS		
Baby wipes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Band-Aids	<input type="checkbox"/> Yes	<input type="checkbox"/> No
First Aid Ointments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Antiseptic Spray	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sunscreen*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Insect Repellent*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Prescription Ointment (i.e. A&D, Destin, Vaseline)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Baby Powder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Baby Lotion	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

COMMENTS
*see policy

--

Parent's Signature

--

Date

Daycare Contract

I. Agreement

The following agreement outlines the terms and conditions between [] and Tolar Tots for the care of [].

II. Services Provided

The Childcare Provider will provide the following services:

- Age-appropriate activities and educational materials
- A safe and clean environment for the child
- Supervision and care of the child during agreed-upon hours

III. Schedule and Attendance

The Childcare hours of operations are **Monday through Friday from 7:00 am to 6:00 pm year round.** The Childcare Provider will provide care during the hours and days agreed upon in advance. The Parent/Guardian must notify the Childcare Provider in advance of any changes to the schedule or if the child will not attend on a scheduled day.

Days Requested: M T W Th F Days Vary (check all that apply)

From: _____ am to _____ pm

To secure your child's place in this Childcare, you are required to cover the weekly tuition payment, regardless of attendance.

IV. Standard Rates and Payment Policies

- A registration fee of \$_____ is required to enroll each new child.
- The childcare fee will be \$_____ per hour day week (check one)
- Please keep in mind that your fee is based on the days and hours agreed on in this contract. If you wish to make any changes, a new contract must be signed, and fees are subject to change. Further, we cannot guarantee care for your child outside of the days and times agreed upon in this contract.
- Payment will be given **on the first Monday of each month for the entire month.**
- Failure to make timely payments will result in a \$20 per day late fee (after a 3 day grace period) and multiple late payments may result in termination of care services.

V. Health and Safety

The Childcare Provider will ensure that the child is in a safe and healthy environment at all times. The Parent/Guardian must provide a list of any allergies, medical conditions, or other health concerns. The Childcare Provider reserves the right to refuse care if the child is sick or has any contagious illnesses.

VI. Communication

The Childcare Provider will provide regular updates on the child's activities, behavior, and progress. The Parent/Guardian must notify the Childcare Provider of any changes in the child's health or behavior that may affect their care.

VII. Parent Responsibilities

The parent(s)/guardian(s) will provide the following (check all that apply):

- ☐ Change of Clothes
- ☐ Formula/Breast Milk
- ☐ Bottle/Sippy Cup
- ☐ Diapers & Wipes
- ☐ Lunch and 2 Snacks (breakfast depending on arrival)

VIII. Drop off

To limit interruptions to all the children's learning opportunities we encourage parents to drop off their children by 8:30 each day. Our cut off time for drop off is 9:30 am, we will make them absent for the day. We do understand that your child may have appointments and late arrival cannot be avoided. In such cases, please let the director and your child's teacher know that they will be coming in late on that day so that we do not mark them absent and they are able to sign in.

IX. Vaccinations

The Childcare Provider requires Parent/Guardian to keep the child's vaccines up to date and provide the daycare with a copy of the child's updated immunization record. Your child cannot be admitted into the daycare until you comply with this requirement. Staff is required to have a negative TB test upon employment.

X. Rates for holidays

Care will **not** be provided, but payment is due on the following holidays when they occur on a day the child(ren) is/are regularly scheduled:

- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

XI. Payment for Absences:

In the event that a child is unable to attend our childcare services due to illness, vacation, or any other reason, the full tuition fee will still be charged. This policy ensures that we can maintain our staffing levels and continue to provide high-quality care for all children in our program.

1. **Notification of Absences:** Parents/guardians must notify us of any planned absences 1 week in advance, such as vacations or scheduled appointments. For unplanned absences, such as illness or emergencies, parents/guardians must notify us by telephone as soon as possible.
2. **Extended Absences:** In the event of an extended absence due to illness or other circumstances, please notify us as soon as possible. We will work with the parents/guardians to determine the best course of action for maintaining their child's enrollment in our program.

XII. Overtime and Late Fees

All late fees are strictly enforced and are due immediately after each occurrence.

1. **Late pick up:** Tolar Tots closes at 6:00pm promptly and late pickups are strongly discouraged. A \$20 fee will be automatically charged to your account at 6:01 and for every minute after you will accrue a \$1 fee until pick up.
2. **Late payment:** a \$20 fee per day will be charged for every late payment after a 3-day grace period.

XIII. Illness and Emergencies

If your child gets sick while he or she is at the Childcare facility, the Childcare Provider will attempt to contact the parent/guardians at the numbers provided. If we determine that your child needs urgent care or that other children may be at risk of being infected, we may request that your child be taken home before his regular pick-up time. In case of an emergency, we will contact 911 first, then the parents/guardians will be notified.

To protect all children, we will not accept any child that is experiencing one or more of the following: high temperature (100.4 or more), vomiting (more than two instances), diarrhea (more than two instances), or any other potentially contagious illness. Child will not be able to return until they are symptom free without medication for 24hrs.

XIV. Pick-Up Procedures

Children can only be picked up by their parent/guardian or an individual that has previously been authorized by the parent/guardian and registered on the emergency card. ID verification will be required.

XV. Change of Address

The childcare should be notified in writing as soon as possible for any change of address, phone numbers, emergency contacts, school, or any other important information.

XVI. Signs of Neglect

The law requires us to report any sign of neglect or abuse to any child under our care. We will comply with this law in all aspects as they are related to the safety and well-being of the children in our care.

XVII. Damages

Parents/guardians will be responsible for any damages (excluding normal wear and tear on toys) caused by their child to the childcare provider's property or belongings during their child's attendance at the childcare services.

XVIII. Termination of Care:

Either party may terminate this agreement with written notice of 30 days. The Childcare Provider reserves the right to terminate care immediately if the Parent/Guardian fails to comply with the terms of this agreement and/or if the child's behavior is not conducive to the safety and well-being of other children enrolled in the childcare program, their own safety, or the safety of our staff.

XIX. Liability:

The Childcare Provider is not liable for any injuries or damages that may occur while the child is under their care and all normal safety procedures are followed. The Parent/Guardian is responsible for any damages caused by the child while under the care of the Childcare Provider.

By signing below, both parties acknowledge and agree to the terms of this Child Care Agreement.

Parent/Guardian Name Printed

Parent/Guardian Signature

Date

Childcare Provider Name

Childcare Provider Signature

Date

Parent Handbook

MISSION

Our mission is to create a safe and fun learning environment that encourages children to explore their interests and empower critical thinking skills as well as creativity. We strive to create a strong foundation and foster the skills needed to be successful in all they desire in life

OUR GOALS

- Establish a secure and healthy atmosphere for the children.
- Promote positive self-esteem and independence in each child and cultivate respect for oneself and others.
- Encourage positive relationships between children and adults.
- Facilitate the development of healthy habits in children.

Support healthy social, emotional, cognitive, and physical growth in age-appropriate ways.

HOURS OF OPERATION

Tolar Tots is open year round and the hours of operations are **[Monday through Friday from 7:00 am to 6:00 pm]**. we will provide care during the hours and days agreed upon in advance. The Parent/Guardian must notify Tolar Tots in advance of any changes to the schedule or if the child will not attend on a scheduled day.

STANDARD RATES AND PAYMENT POLICIES

- A registration fee of \$ _____ is required to enroll each new child.
- The childcare fees vary based on the number of hours and days per week your child(ren) attends. Please see your contract for your exact fees.
- Please keep in mind that your fee is based on the days and hours agreed on in this contract. If you wish to make any changes, a new contract must be signed, and fees are subject to change. Further, we cannot guarantee care for your child outside of the days and times agreed upon in this contract.
- Payment will be given **[on the first Monday of each month for the entire month]**.
- Failure to make timely payments may result in termination of care services.

HEALTH AND SAFETY

Tolar Tots will ensure that the child is in a safe and healthy environment at all times. The Parent/Guardian must provide a list of any allergies, medical conditions, or other health concerns. The Childcare Provider reserves the right to refuse care if the child is sick or has any contagious illnesses.

SAFE SLEEP

Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2427 and 747.2327].

- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non full-size cribs [Sections 746.2409 and 747.2309].
- For infants who are younger than 12 months old, cribs play yards should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib or play yard include: soft or loose bedding, such as blankets, quilts or comforters; pillows; stuffed toys and animals; soft objects; bumper pads; liners; or sleep positioning devices [Sections 746.2415(b) and 747.2315(b)]. Also, infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens, or clothing [Sections 746.2429 and 747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [Sections 746.2415(b) and 747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [Sections 746.3407(10) and 747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [Sections 746.2415(b) and 747.2315(b)].
- Place only one infant in a crib to sleep [Sections 746.2405 and 747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [Sections 746.2415(b) and 747.2315(b)] or the infant's clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk [Sections 746.2401(6) and 747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2426 and 747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [Sections 746.3703(d) and 747.3503(d)].
- Actively observe sleeping infants by sight and sound [Sections 746.2403 and 747.2303].
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [Sections 746.2427 and 747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [Sections 746.2427 and 747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2428 and 747.2328].

Acknowledgment of Receipt of Parent Handbook

I acknowledge that I have received a copy of the parent's handbook as well as information regarding lead poisoning prevention (included in the parent handbook).

Parent/Guardian Signature

Date

PAPERWORK AND FORMS

All childcare participants are required to have the following paperwork in their file for licensing purposes.

- Childcare enrollment forms
- Emergency contact information
- Copy of child's updated immunization records
- Authorized pick-up form
- Child's health history report
- Medical treatment form/Consent for emergency medical treatment
- Daycare contract

All forms and documents must be updated yearly. Any changes to the information, including changes to addresses, phone numbers, emergency contact individuals, and/or authorized pick-up individuals, need to be given to the childcare as soon as possible.

All forms are available for parental inspection upon request.

COMMUNICATION

Tolar Tots will provide regular updates on the child's activities, behavior, and progress. The Parent/Guardian must notify the childcare of any changes in the child's health or behavior that may affect their care. A bulletin board is posted in the front hallway where all important information is posted for parents to see. All licensing information is available as well. We also provide daily communication through ProCare as well as our Facebook Page.

PARENT RESPONSIBILITIES

The parent(s)/guardian(s) will provide the following (if applicable to their child(ren)):

- Change of Clothes
- Formula/Breast Milk
- Bottle/Sippy Cup
- Diapers & Wipes
- All Meals and Snacks

VACCINATIONS/HEARING AND VISION SCREENING

Tolar Tots requires Parent/Guardian to keep the child's vaccines updated and provide the daycare with a copy of the child's updated immunization record. Hearing and Vision screening is also required for all children, refer to Texas Health and Safety Code 36.011. Your child cannot be admitted into the daycare until you comply with this requirement. By the age of 4 years old children must have a vision and hearing screening.

Tolar Tots has implemented the following immunization policy that all employees be in Compliance with the Texas Department of Health Services, Minimum Standards Rule 746.3611, which requires a policy for protecting children from vaccine preventable diseases. While the safety of the children in our care is paramount, and we recommend that our employees receive their immunizations, we do not require them to do so, conforming to state law. Should this change notification will be sent out.

Payment for Absences:

In the event that a child is unable to attend our childcare services due to illness, vacation, or any other reason, the full tuition fee will still be charged. This policy ensures that we can maintain our staffing levels and continue to provide high-quality care for all children in our program.

- **Notification of Absences:** Parents/guardians must notify us of any planned absences 1 week in advance, such as vacations or scheduled appointments. For unplanned absences, such as illness or emergencies, parents/guardians must notify us by telephone as soon as possible.
- **Extended Absences:** In the event of an extended absence due to illness or other circumstances, please notify us as soon as possible. We will work with the parents/guardians to determine the best course of action for maintaining their child's enrollment in our program.

RATES FOR HOLIDAYS AND VACATIONS

- **Holidays:** Care will **not** be provided, but payment is due on the following holidays when they occur on a day the child(ren) is/are regularly scheduled:
 - Martin Luther King Jr. Day
 - President's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Black Friday
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
 - NEW YEAR'S DAY
 - 2 INSERVICE DAYS TBD

OVERTIME AND LATE FEES

All late fees are strictly enforced and are due immediately after each occurrence.

- **Early drop off/Late pick up:** If the parent/guardian drops off the child earlier or picks up later than the times specified above, the following overtime rate will be charged: \$XX per minute.
- **Late payment:** a \$20 per day fee will be charged for every late payment after a 3-day grace period.

ILLNESS AFTER ARRIVAL

In case a child falls sick during the day, they will be separated from other children until the parent or authorized individual arrives to pick them up. The parent or authorized person will be promptly informed via phone that the child is unwell and must be picked up from the center within an hour.

ILLNESS, INJURY, OR EMERGENCIES

If a child becomes ill or injured, including dental issues, at the center, the staff will follow established guidelines for care, which include the following:

- If the child becomes ill or sustains an injury more serious than a minor cut or scratch, the parent or guardian will be immediately notified.
- The parent or guardian will receive a written report of the illness or injury, including the care that was given.
- If the parent or guardian is unavailable and the illness or injury warrants immediate medical attention, the medical professional or hospital closest to the school will be used, taking into consideration the preferences and extent of the illness/injury and distance involved.
- If the child is ill and requires isolation, they will be separated until the parent or authorized person removes them from the center.
- In case of a life-threatening emergency, the Emergency Medical System (911) will be used.

LATE ARRIVALS

Parents agree to notify the center before 8:00 am if the child will be arriving later than 30 minutes before the scheduled arrival time.

Non-Smoking Environment

Tolar Tots strictly prohibits smoking within its premises. This includes all areas, such as the driveway, yard, and planters. We ask all individuals to refrain from smoking on the premises.

SIGN-IN AND SIGN-OUT PROCEDURE

To ensure the safety and security of the children at Tolar Tots, every individual dropping off or picking up a child must sign the attendance roster, indicating the child's name and the time of arrival or departure thru the ProCare app. Failure to comply with this requirement may lead to termination from the childcare.

It is essential to keep Tolar Tots informed of any changes to authorized or unauthorized pick-up persons.

Parents or guardians must escort their child into the center, ensuring their safety while in transit.

AUTHORIZED PERSONS FOR PICK-UP

Children can only be picked up by their parent/guardian or an individual that has previously been authorized by the parent/guardian and registered on the emergency card. ID verification will be required.

If you want to add individuals to the list of people authorized to sign in or pick up your child, we require the following information: the person's full legal name, phone number, and their relationship to the child. To ensure the safety of the children, our staff is mandated to ask for photo identification from any person picking up your child(ren) whom they do not recognize. Therefore, always have your picture identification with you when picking up your child(ren) from Tolar Tots. Please note that we will only release your child(ren) to individuals listed on the authorized form, and verbal permission over the phone is not sufficient to allow someone not on the pick-up list to take your child.

Unauthorized Persons for Pick-Up

At our site, any person who is not authorized to pick up a child must have a restraining or court order on file. Furthermore, we require all child custody papers and visitation schedules to be on record at Tolar Tots. In the absence of a court order stating otherwise, Tolar Tots is obligated by law to allow the child(ren) to leave with either parent.

LATE PICK-UP POLICY

If a parent is unable to pick up their child on time, they must notify Tolar Tots in advance. If the parent fails to do so, they will be charged a late fee (as outlined in the overtime and late fees section). Parents who have not informed us of their late arrival can expect the following consequences:

- Our first attempt will be to contact all authorized guardians and pick-up persons on the child's medical release.
- In the event that no authorized guardians or pick-up persons can be reached within 30 minutes, the local police and or Child Protective Services will be notified. Your child will be taken into their custody.
- If a child is continually picked up late from the program, actions for dismissal from the program may be necessary. Parents that pick up their child late on-going will receive a "Notice of Late Pick Up," if you receive three late notices, you will be dropped from enrollment.

DRESS CODE

It is important for children to wear clothing appropriate for their environment and activities. During colder weather, it is essential to dress them in warm clothes such as a coat, hat, and socks to keep them comfortable. As children engage in messy activities like painting, playing on grass, and using chalk, it is advisable to label all personal items with their names to avoid mix-ups. Parents should provide spare clothes for their children and take home any soiled garments. It is recommended to check the child's cubby regularly and ensure there are spare clothes available at all times. Additionally, parents are encouraged to clear their child's cubby of any clutter by taking home their projects daily.

OUTSIDE TOYS AND GAMES

Tolar Tots offers toys and games for the children to play with. Bringing personal toys from home can lead to problems such as breakage or loss. To avoid such issues, we kindly request that parents do not allow their children to bring personal items from home unless it is for a special show and tell day at school. In such instances, the teacher will notify the parents in advance and request the child to bring the item to school.

CHANGE OF ADDRESS

The childcare should be notified in writing as soon as possible for any change of address, phone numbers, emergency contacts, school, or any other important information.

FREE CHOICE

Children will have the opportunity to choose from several activities in the classroom/outdoor that encourages unstructured learning and allow the child to take the lead.

INDOOR/OUTDOOR ACTIVITIES

Tolar tots provides planned activities that meets the individual levels of each child. a lesson plan is posted in each classroom for each week at the center. Tolar tots follows each lesson plan posted. Lesson plans include both indoor and outdoor play. Children will go outside twice a day (weather permitting) to engage in structured and unstructured activities. If outdoor is not available due to the weather other physical activities will be planned in the classrooms or the cafeteria/activity room.

Children who exhibit behavior that endangers others will be supervised separately from the other children, with the goal of providing guidance and not punishment. A teacher will help the child verbally process the issue, while another teacher will remain nearby to ensure the child's safety and assist in regaining composure. The discipline approach will be positive, constructive, and prompt, and will not involve humiliation, shame, fear, physical punishment, or verbal abuse by any staff member.

If dangerous behavior continues or significantly disrupts the program, Tolar Tots will work with the child's family to find a solution, including referral for outside services or potential dismissal from the program.

SPECIAL NEEDS

Any child Needing special care due to disabling or limiting conditions receive the care recommended by a qualified professional affiliated with the local school district or eci. if your child has any of these requirements, they must be documented ion file for review at the center during operating hours. lesson plans and activities will integrate all children with or with out special needs. modifications or ADAPTATIONS will be met to insure that care for each child is met.

BITING POLICY

We understand that biting is a significant concern and take measures to minimize this behavior. Our staff members are trained to identify triggers and prevent and reduce biting incidents. While biting is not an acceptable behavior, we recognize that it is common among young children during their early developmental stages. Children tend to explore through their senses, including orally, and may become frustrated due to communication difficulties, leading to impulsive biting. If your child is bitten or bites another child, an incident report will be provided to you and the other child's parents. Our office staff will discuss the report with you while maintaining confidentiality. We believe that being aware of potential issues and having a plan of action in place can help manage the situation when biting occurs in a group setting.

CONFIDENTIALITY

We understand the importance of maintaining confidentiality and respecting the privacy of families. We will not disclose any confidential information or intrude into family life. The children's records will be kept confidential and will only be accessible to family members, program personnel, and consultants who are obligated to maintain confidentiality. In cases of abuse or neglect, we may need to disclose information without familial consent.

Parent Participation/Visitation

Tolar tots has an open door policy. throughout the year we will host holiday events and we encourage parent attendance. Parents must sign in through the front office. ONLY authorized pick up personell will be authorized to attend the event for the allotted time of said event.

Guidance and Discipline Policy

We view discipline as an opportunity for growth and learning. Our center employs various techniques to assist children in resolving conflicts. The methods we use depend on the age of the child and the circumstances surrounding the situation. Our teachers prioritize the development of problem-solving skills and an internalized sense of right and wrong in their approach. All parties, including parents, teachers, and Tolar Tots director, agree to communicate effectively and attempt to resolve any issues or concerns that may arise. The best interest of the child will always be the primary consideration in decision-making.

DAILY HEALTH CHECK

The child's teacher conducts a daily health inspection to check for any visible signs of illness. We do not accept sick children into Tolar Tots. If a child has been ill, they must wait for at least 24 hours after being symptom-free, without medication, before returning. A doctor's permission will be necessary for children with communicable diseases, such as chickenpox, impetigo, strep throat, head lice, measles, etc., to return. Please inform us if your child contracts a contagious illness so that we can notify other parents. If a child contracts a disease that must be reported to the Commission for Health Services, Tolar Tots Director will inform the local Health Department and take appropriate preventative measures as directed by the Hood County Department of Public Health.

BATHROOM POLICY

To ensure the safety of the children, our staff will accompany groups of two or more children to the bathroom. They will maintain visual observation of the children as they enter and exit the restroom while ensuring that they can hear the children. Staff will not be left alone with any child in the bathroom. In case of an accident, we have a changing table available, and we request that children have a change of clothes with them at all times while at Tolar Tots. For older children staff will be close enough to hear the child in the bathroom in case assistance is needed for any reason.

INSPECTION AUTHORITY

The Texas Child Care Licensing Department has the power to inspect any childcare facility without prior notice. During such inspections, the Department has the authority to interview children and staff, as well as audit and examine any child or Childcare Center records without seeking prior consent. Parents or guardians can view Tolar Tots most recent childcare licensing inspection posted in the front hallway. If you would like to call Childcare licensing call them at 817-321-8604

<https://www.hhs.texas.gov>

SIGNS OF NEGLECT

The law requires us to report any sign of neglect or abuse to any child under our care. We will comply with this law in all aspects as they are related to the safety and well-being of the children in our care. Our staffed our trained to conduct daily health checks each day. They will be able to recognize signs of abuse and neglect. In order to inform parents and employees there are postings in the front hallway. If you are a parent who has a child who is a victim of neglect or abuse please reach out to a staff member for help and we will help you contact the authorities. We are mandated reporters. (800) 252-5400

DAMAGES

Parents/guardians will be responsible for any damages (excluding normal wear and tear on toys) caused by their child to the childcare provider's property or belongings during their child's attendance at the childcare services.

GENERAL PROVISIONS

This childcare agreement and its attachments represent the complete agreement between the parties regarding the childcare services to be provided for the child(ren). Any prior agreements, promises, or negotiations not explicitly stated in this agreement are not valid or enforceable.

All modifications to the terms and conditions in this agreement will only be effective if they are in writing and signed by both parties.

WAIVERS AND SEVERABILITY

In the event that a court of competent jurisdiction finds any term of this agreement to be invalid or unenforceable, the remaining terms of the agreement will remain valid and enforceable. Waiving a right in one instance does not affect the same right in any other instance. Additionally, a waiver is only considered valid if it is in writing and signed by the party waiving the right.

ACT OF EMERGENCY

In the event that the provider is unable to fulfill her obligations under this agreement due to an emergency or

CLOSING/INCLIMENT WEATHER

TOLAR TOTS WILL FOLLOW THE TOLAR ISD SCHEDULE DURING INCLEMENT WEATHER. WE WILL ALSO POST ON OUR FACEBOOK AND SEND MESSAGES THRU PROCARE.

LEAD POISONING PREVENTION

Our childcare center is committed to providing a safe and healthy environment for all children in our care. We recognize that lead poisoning is a significant threat to children's health and will take all necessary steps to prevent lead exposure in our facility.

Lead Poisoning Prevention Procedures:

1. Regular Inspection of Facilities: Our childcare center will conduct regular inspections of our facilities, including paint, water, and soil, to identify and eliminate any potential sources of lead. We will use a certified inspector to conduct the inspections and take appropriate action based on their recommendations.
2. Education and Awareness: We will provide our staff, parents, and caregivers with information on lead poisoning and how to prevent it. We will ensure that our staff is trained in identifying the symptoms of lead poisoning and the appropriate steps to take if they suspect a child has been exposed to lead.
3. Safe Water and Food Practices: We will test the water in our facility for lead levels and take appropriate measures if lead is detected. We will use lead-free pipes and plumbing fixtures in our facilities, and our staff will be trained to follow safe food practices to prevent contamination from lead.
4. Cleaning and Maintenance: We will implement a regular cleaning and maintenance schedule for our facilities, including dusting and vacuuming, to prevent lead dust buildup. Our staff will use lead-safe cleaning products and follow safe cleaning practices to prevent the spread of lead.
5. Response to Identified Lead Hazards: If a lead hazard is identified in our facility, we will take immediate action to eliminate the hazard and notify all affected parties. We will work with qualified professionals to ensure that the hazard is remediated promptly and effectively.

CELL PHONES

When dropping off or picking up your child, kindly refrain from using your cell phone. Safety is extremely important and drop off/pick up times are high traffic times with doors opening and closing. We need everyone paying attention.

MEALS/FOOD ALLERGIES

BREAKFAST, LUNCH, AND SNACK ARE NOW SERVED.

Children with identified and documented food restrictions for health reasons will be provided with alternate meals. To ensure that the child's specific needs are met, their physician must identify the food restrictions (allergies) on the medical form. Food allergy information will be posted in the classrooms to inform all staff of the restrictions.

BREASTFEEDING

Nursing mothers may breastfeed in the infant room or employee work room. Breastfeeding resources are available in the parent resource area in the front hall of the center. There are chairs that are provided in these rooms that are adult sized for mothers.

Insect Repellent and Sunscreen

Both insect repellent and sunscreen will be applied before going outside weather and season permitting. Families are responsible for supplying both products and the child's initial and date of purchase must be written on the bottle. A permission slip must be signed for staff to apply.

EMERGENCY PROCEDURES FOR RELOCATING CHILDREN

To ensure the safety of all participants, monthly fire and emergency disaster drills are scheduled at Tolar Tots. In case of an actual emergency, parents will be notified about their child's well-being as soon as possible. If the site needs to be evacuated due to an emergency, the children will be taken to the location listed on the "Emergency Care and Disaster Plan," which is posted on the Parent Board and in each classroom. During fire drills or practices, children will gather at the designated location where attendance will be taken, and the time taken to evacuate will be recorded. We will exit through the doors and the front gate, and children will wait with an adult in front of the childcare facility, away from any danger, or cross the street cautiously to the park next to the building.

EARTHQUAKE DRILL

On a monthly basis, children are taught and become aware of the term "Duck and Cover" immediately after their teacher directs them to go under a sturdy table.

REST PERIOD

Our childcare facility understands the importance of rest and quiet time for children and will ensure that they have daily opportunities for it. To provide a comfortable napping experience, each child will be provided with a napping cot or mat. We ensure that napping cots are disinfected daily, and blankets will be washed weekly. Children will not be forced to stay in the napping area longer than the normal scheduled nap time. Infant cribs are placed on a firm crib mattress with a tight-fitting sheet with nothing else in the crib- we practice safe sleeping practices per minimum standards.

MEDICATIONS

TOLAR TOTS WILL NOT ADMINISTER MEDICATION.

INHALERS AND EPIPENS

Our goal is to provide a safe and healthy environment for all children, including those who require medication for asthma or severe allergic reactions.

- Parents/guardians are responsible for providing the inhaler or EpiPen to Tolar Tots in its original packaging with the child's name and medication instructions clearly labeled.
- Tolar Tots will store the medication in a secure location that is easily accessible to staff in case of an emergency.
- Parents/guardians must complete and sign a medication authorization form for each inhaler or EpiPen.
- Staff members will be trained to recognize the signs and symptoms of an asthma attack or severe allergic reaction and to administer medication as needed.
- If a child experiences an asthma attack or severe allergic reaction, a staff member will immediately administer the inhaler or EpiPen as directed by the child's physician.
- The child's parents/guardians will be notified as soon as possible in case of an emergency.
- After administering medication, the staff member will document the time, dosage, and any observed side effects.
- Any unused medication will be returned to the child's parent/guardian at the end of the day.
- If a child's condition requires the use of an inhaler or EpiPen on a regular basis, the child's parents/guardians must provide a new, unexpired medication when the current supply runs out.
- Staff members will follow the instructions on the medication authorization form and will not administer medication beyond the prescribed dosage or frequency.

FIRST AID KIT

The childcare facility keeps a first aid kit in the office and on the playground. Additionally, each teacher is provided with a simple first aid kit for minor injuries that do not require medical attention. If a child sustains a simple injury, a supervising teacher or the Director will provide simple first aid, complete an incident/injury report, and file it in the child's folder. The parent will receive a copy of this report. All regular staff members have received training in Basic First Aid and CPR.

TERMINATION OF CARE

Either party may terminate this agreement with written notice of 30 days. Parent (s) may remit two weeks' child care fees in lieu of providing the two weeks' notice. The Childcare Provider reserves the right to terminate care immediately if the Parent/Guardian fails to comply with the terms of this agreement and/or if the child's behavior is not conducive to the safety and well-being of other children enrolled in the childcare program, their own safety, or the safety of our staff.

LIABILITY

The Childcare Provider is not liable for any injuries or damages that may occur while the child is under their care. The Parent/Guardian is responsible for any damages caused by the child while under the care of the Childcare Provider

GANG FREE ZONE

Under Texas Penal Code, Tolar Tots, recognizes that any area within 1000 feet of the center facility is a Gang Free Zone, where criminal activities and offences related to organized criminal activity are subject to harsher penalty.

TRANSPORTATION & FIELD TRIPS

Tolar Tots does not offer transportation or go on field trips at this time. If this policy changes, we will notify parents in writing.

TECHNOLOGY/SCREEN TIME

Screen time is allowed for children 2 and over but only for up to 1 hour per day. Teachers may use screen time as part of their activity plan as long as it meets the requirements in the Texas Minimum Standards for Licensed Childcare Centers. It is against the standards for children 2 and under to be allowed any screen time. We also cannot allow tablets, cell phones and other devices into the center with your child as we monitor that screen time. School age children can be allotted extra screen time without restriction if it is being used for homework/schooling purposes.

ANIMALS

There are no animals on the premises. At very rare times, there may be an activity planned that could include animals. If that is the case permission will be requested in writing for your child to participate.

WATER ACTIVITIES

There will be no water activities taking place at Tolar Tots Childcare center.

Parent Concerns

Should parents have any questions about the policies or procedures of Tolar Tots the director or assistant director is available at Tolartots@gmail.com or 254-835-3050. We would be happy to address or discuss any concerns.

Emergency Action Plan



Tolar Tots
5010 West HWY 377
Tolar TX 76476

Tolartots@gmail.com

Emergency Action Plan

Basic Information: Record information on your childcare site to ensure preparedness in case of an emergency.

Facility Name	Tolar Tots
Facility Address	9010 West HWY 377
Facility Phone	
Facility Main Contact	Courtney Boggs
Emergency Kit Location(s)	Hanging by classroom door

Emergency Contacts: Identify the contact information for emergencies and post in easily accessible locations

	Phone #
Fire/Rescue (911)	911
Police (911)	817-579-3307
Poison Control	1-800-222-1222
Child Protective Services	817-573-8612
Texas Childcare Licensing	817-321-8604
Abuse and Neglect Hotline	1-800-252-5400

Evacuation: In case of the need to evacuate our site, the following procedures will be followed:

Evacuation Routes / Exits	<ul style="list-style-type: none">• Exits (all windows and doors are checked regularly to ensure opening):• Evacuation Routes are posted in every room near the door• Exits are marked with signage.
Evacuating Infants / Toddlers	<ul style="list-style-type: none">• In the event of an evacuation, the children will be relocated as a group using a wheeled cribs as well as the bye bye buggy.• If evacuation through the windows becomes necessary, children will be evacuated first, and any available items will be used to lower them to the ground safely.
Notification	<ul style="list-style-type: none">• After all the children have been successfully evacuated to a safe location, the childcare facility will immediately contact 911 for emergency assistance. Additionally, parents or guardians will be promptly notified of the evacuation.
Emergency Kits / Information	<ul style="list-style-type: none">• Whenever feasible, emergency kits will be brought along during an evacuation. Moreover, an emergency binder will be kept in the office for emergencies along with the director's cell phone with all contact information.
Evacuation Sites	<ul style="list-style-type: none">• Tolar Baptist Church 400 Tolar HWY Tolar, TX 76476

Transportation to Evacuation Locations	<ul style="list-style-type: none"> • Children will be pushed in portable play yards or strollers to the neighborhood evacuation site and, weather permitting, to the out-of-neighborhood evacuation location. • Children will be driven in a personal vehicle, with three car seats, to the out-of-town location.
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Shelter-in-Place: In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

Location	<ul style="list-style-type: none"> • Children will be taken to an interior halls and bathrooms with no windows.
Emergency Supplies	<ul style="list-style-type: none"> • Emergency kits with food (including formula), toys, and water are stored in this room. • A first aid kit is stored in this room. • A battery-powered radio and NOAA radio is stored with the emergency supplies. • A cell phone will be brought to the room. • Emergency contact sheets are kept with the supplies. • Supplies for sealing the room are stored in the room.
Notification	<ul style="list-style-type: none"> • Parents/guardians will be notified once the immediate threat has passed.

Parent Reunification: In the event of an evacuation or if parents/guardians are unable to access their children, the following protocols will be implemented to swiftly reunite children with their respective parents/guardians (or other individuals authorized by the parent/guardian) as soon as it is deemed safe to do so.

Notification	<ul style="list-style-type: none"> • Parents/guardians are provided: <ul style="list-style-type: none"> ◦ Information on the evacuation site. ◦ Contact information for CONTACT NAME, cell phone and home phone. • Parent/guardian contact numbers are: <ul style="list-style-type: none"> ◦ Stored in DIRECTOR'S cell phone. ◦ Kept in emergency kits.
Release	<ul style="list-style-type: none"> • Children will only be release to contacts listed on the child's form with proper identification.

Emergencies: In case of the following emergencies, the following procedures will be followed:

<p>Fire</p>	<ul style="list-style-type: none"> • Monthly fire evacuation drills will be conducted by the center with the children, and records will be kept of the date and time of these drills. • Smoke detectors are installed and maintained in working order on all levels of the home, including areas used for nap or rest periods, and are tested monthly. • If the center cares for one or more children under the age of two on a level that is more than six feet above or below ground level, an interconnected smoke detection system will be installed and maintained in working order. • An operable fire extinguisher with a minimum rating of 2A-10BC will be easily accessible in the kitchen area and will be inspected annually. • In the event of a fire or the detection of smoke from a fire, the following steps will be taken: <ul style="list-style-type: none"> ◦ If the fire cannot be easily extinguished, evacuate the building while ensuring all children are accounted for. Emergency contact information for children will be readily accessible and retrieved prior to exiting. ◦ When evacuating non-ambulatory children, such as infants, toddlers, and children with disabilities, follow the evacuation plan as described above. ◦ Call 911 to report the fire and provide the name and address/exact location of the child care center. Inform them of the location of the fire or smoke and state that the building is being evacuated. ◦ The designated safe gathering spot outdoors is: TOLAR BAPTIST CHURCH. ◦ No one may re-enter the building(s) until it is declared safe by the fire department. ◦ After consulting with the fire department and law enforcement officials, determine if off-site evacuation is necessary for the event of building damage and inclement weather. ◦ Contact all parents/guardians.
<p>Flood</p>	<ul style="list-style-type: none"> • Potential sources of flooding near the childcare center include: <ul style="list-style-type: none"> ◦ Flash Flooding/Storm Surge ◦ River Flooding ◦ Dam Breaks/Levee Failure • The child care center is in or near a low/moderate/high-risk flood zone. <ul style="list-style-type: none"> ◦ Follow advice and instructions of emergency management and public safety officials regarding the potential occupancy of the facility or flooded area(s). ◦ If needed, professionals will be contacted to assess structural and/or potential health-related concerns due to flooding on/in the premises. ◦ Determine whether an immediate evacuation or early parent pick-up is necessary. ◦ Determine whether local conditions warrant childcare program closure.
<p>Intruder</p>	<ul style="list-style-type: none"> • When an unauthorized person enters child care center property: <ul style="list-style-type: none"> ◦ Ask the guest/intruder about the purpose of his/her visit. ◦ Ask the guest/intruder for a photo ID. ◦ If the intruder's purpose is not legitimate, accompany them to the exit and ask them to leave. ◦ If the intruder refuses to leave: <ul style="list-style-type: none"> ▪ CALL 9-1-1 and provide the childcare center name, address, exact location, and that you have an intruder that refuses to leave the building. ▪ Warn the intruder of the consequences of staying on the property. ▪ Give the police a full description of the intruder. Keep the intruder unaware of the call for help.

<p>Severe Weather</p>	<ul style="list-style-type: none"> • If a severe weather watch (tornado or thunderstorm) has been issued: <ul style="list-style-type: none"> ◦ Stay tuned to NOAA Weather Radio (NWR) for updates. ◦ Be ready to bring all children indoors. ◦ Close all doors, windows, and blinds. ◦ Avoid areas with large glass windows and wide, free-span roofs. ◦ Parents or guardians may pick up their children. • If a severe weather (tornado or thunderstorm) warning has been issued, or severe weather has been spotted near the childcare center: <ul style="list-style-type: none"> ◦ Account for all children in care and gather them together. ◦ Close all doors, windows, and blinds and shut off heating, ventilation, and air conditioning systems if needed. ◦ If necessary, shut off utilities and monitor the NOAA Weather Radio. ◦ Invite parents or guardians to shelter at the center and urge them not to leave with their child during an immediate threat. Move everyone to designated areas- hallways and bathrooms with no windows. ◦ Have everyone kneel and be ready to cover their heads to protect from debris, if necessary. ◦ If children are outside the premises, direct/take them to the appropriate shelter. □ During a Tornado Warning, if there is no time to get into a building or shelter, children will lie low in the nearest ravine or open ditch or low spot away from trees and power poles.
<p>Structural Failure</p>	<ul style="list-style-type: none"> • A building's structure may fail due to various factors, such as heavy snow and ice on the roof, broken water or sewer lines, or other reasons. Such a failure can be catastrophic, resulting in sudden collapse and causing severe injuries to occupants. Additionally, structural failure can cause large cracks in walls or foundations, leading to flooding and loss of utilities that pose a risk to the safety of children and staff. • Structural Failure with Collapse or Partial Collapse: <ul style="list-style-type: none"> ◦ As soon as any indication of a structural failure is noticed, proceed with an evacuation if deemed necessary. ◦ In case of roof, ceiling, or wall collapse, evacuate the facility immediately. ◦ If required, dial 9-1-1 and provide the childcare center name exact location, and describe the emergency situation. Stay on the line to provide further updates. ◦ No one should re-enter the building until cleared by public safety officials. • Structural failure without collapse: <ul style="list-style-type: none"> ◦ When there is a structural failure without collapse, evacuate the affected area immediately and assess if an evacuation of the entire building is necessary. If needed, seal off the affected area and shut off utilities to that area. ◦ Decide whether to close early or initiate an evacuation. ◦ Contact an insurance carrier, building inspector, or another relevant official to document and evaluate the damage. ◦ Do not allow access to the affected area until the structural integrity of the building is confirmed safe.

<p>Utility Loss or Failure</p>	<ul style="list-style-type: none"> • Utility failure is defined as the loss or interruption of essential services such as electricity, gas, water, or sewage to a child care center. Power outages are the most common form of utility failure and may require the relocation of children in certain situations. If utility failure is prolonged, temporary closure of the child care center may be necessary. • Loss of Utilities: <ul style="list-style-type: none"> ◦ As soon as the loss of utilities is noticed, take appropriate immediate response actions, which may include evacuation if required. ◦ Contact the local utility company at (PHONE NUMBER) to determine the estimated duration of the outage. ◦ Contact the regulatory agency to assess whether the child care center should be closed and services temporarily suspended. • Gas Leaks: <ul style="list-style-type: none"> ◦ In the event of gas leaks, open windows, turn off utilities, and evacuate the building immediately. ◦ Dial 9-1-1 to report the gas leak and provide the name and location of the child care center. Notify emergency services that the building has been evacuated. ◦ No one should re-enter the building until it has been declared safe. ◦ Contact the regulatory agency (PHONE NUMBER OF REGULATORY AGENCY) to report the incident.
<p>Vehicle Accidents</p>	<ul style="list-style-type: none"> ◦ Ensure that a list of the children being transported and a copy of the completed permission and emergency information form for each child being transported is maintained in the vehicle. ◦ Avoid taking children out of the car seat unless it is absolutely necessary. If a child has suffered an injury in the accident, a first responder should remove the child from the car seat carefully. Caregivers should assess their condition while they are in the seat. Children may cry and be upset, but this does not necessarily indicate a serious physical injury. ◦ Call 9-1-1. Regardless of whether caregivers believe they and the children are fine or are clearly hurt, the driver/caregiver should call the police. Allow first responders to arrive at the scene to examine the children. It is important for the police to make a report regarding the accident. ◦ When paramedics arrive, allow them to take children out of the car seat and conduct an examination. These professionals are trained to identify injuries and advise the caregiver whether a child needs to go to the emergency room. ◦ Follow the car seat manufacturer's instructions for replacing the car seat. The National Highway Traffic Safety Administration (NHTSA) recommends replacing a safety seat after a moderate-to-serious crash.

Abduction	<ul style="list-style-type: none"> • The first person aware of an abducted child will: <ul style="list-style-type: none"> ◦ Attempt to dissuade the abductor from committing the act. ◦ If persuasion fails, do not endanger yourself or other children. ◦ CALL 9-1-1 IMMEDIATELY and provide the operator with the child care center's name and exact location, along with any information you have about the abduction, including: <ul style="list-style-type: none"> ▪ Physical appearance and clothing of the abductor ▪ Vehicle make, model, color, and license plate number (if applicable) ▪ Child's name, physical appearance, and clothing worn ▪ Time and location of when the child was last seen ◦ Keep the remaining children under control. ◦ Treat custody dispute cases as possible abduction situations and be aware of any restraining orders. ◦ Notify the child's parent/guardian. ◦ Provide law enforcement with a registration form and a photo of the child (if available). ◦ Work closely with the authorities and cooperate fully with their investigation. ◦ Contact your Licensing/Certification Specialist at the regulatory agency's phone number.
Missing Child	<ul style="list-style-type: none"> • The first person aware of an abducted child will: <ul style="list-style-type: none"> ◦ Perform an immediate search of the child care center and surrounding areas, taking into consideration the child's age, physical ability/development, emotional stability, and history. ◦ Contact 9-1-1 and inform them of the missing child, providing the name and exact location of the child care center. ◦ Provide all available information about the missing child to the operator. ◦ Notify the parent or guardian of the missing child. ◦ Conduct interviews with other children (depending on their age) to gather any possible information. ◦ Obtain the child's registration form and photo (if available) for use by law enforcement. ◦ Work closely with the authorities. ◦ Contact the Regulatory Agency's Licensing/Certification Specialist at their phone number.
Medical Emergency	<ul style="list-style-type: none"> • In the event of an injury or illness, childcare providers must quickly: <ul style="list-style-type: none"> ◦ Assess the severity of the injury or illness. ◦ If the situation is life-threatening, call 9-1-1 immediately. The caller will provide the childcare center's name, address, and exact location, as well as describe the illness or injury, the age of the victim(s), and any available medical information. ◦ Prevent contact with body fluids using proper blood-borne pathogens training. ◦ Administer first aid according to the provider's level of training until help arrives. ◦ Comfort and reassure the victim. ◦ Do not move sick or injured victims unless the scene is unsafe for them. ◦ If the victim is unresponsive, perform CPR or rescue breathing until emergency personnel arrive or an AED is used. ◦ Notify the victim's parent, guardian, or other emergency contact person providing them with information about the situation, the type of injury or illness, the medical care given, and the location where the victim has been transported.

<p>Hazardous Material Release</p>	<ul style="list-style-type: none"> • A Hazardous Material (HAZMAT) release refers to a situation where a biological, chemical, or radioactive substance is discharged or spilled. While internal HAZMAT incidents are unlikely, they may occur due to the mixing or spilling of household or other chemicals. External exposure to HAZMAT often results from accidents involving trucks or trains carrying hazardous materials or explosions and spills at industrial sites. Possible sources of nearby hazardous material spills may include, for example, a nearby railroad, interstate, or industrial plant. • Substance Released Inside a Room or Building: <ul style="list-style-type: none"> ◦ To evacuate safely during a chemical spill, follow the designated routes or alternate safe routes to a designated area that is upwind or crosswind from the affected room or building. ◦ Determine whether off-site evacuation to a relocation site is necessary. ◦ Ensure the location of all children in care, and do not turn any electrical switches on or off when exiting the room. ◦ Eliminate all open flames. ◦ Call 9-1-1 and provide the child care center's name, address, and exact location. ◦ State the emergency and describe the actions taken to safeguard the children. ◦ If possible, secure the area around the chemical spill and ensure that the air handling/ventilation system is shut down. ◦ No one should attempt to contain, touch, or identify hazardous material. • Substance Released Outdoors: <ul style="list-style-type: none"> ◦ If appropriate, use your severe weather/shelter-in-place protocol. ◦ Call 9-1-1 and provide the child care center's name, address, and exact location. ◦ Describe the emergency and state the actions being taken to safeguard the children and remain on the line until told otherwise. ◦ Turn off air handling/ventilation systems, close all windows and doors, and turn off fans and air conditioners. ◦ If outdoors, move immediately into the building using the nearest entrance and proceed to the designated safe areas. ◦ If entering the building would expose people to a hazardous chemical plume, move to a designated outdoor area upwind from the spill. ◦ If a severe weather/shelter-in-place protocol is used, staff and children will remain in the designated areas until the fire official or appropriate agency provides clearance. ◦ When emergency responders determine it is safe to do so, activities may resume as normal, close early, complete an off-site evacuation, or potentially implement a family reunification.
<p>Public Health Emergencies</p>	<ul style="list-style-type: none"> • Ensure that all attendees have proper documentation of their immunization history. • Establish a relationship with the local public health department to receive updates on possible outbreaks and stay informed. • Report any confirmed case of a communicable disease that is reportable under ch. DHS 145 in a child enrolled in the childcare center or a person in contact with children at the center to the regulatory agency and local public health department within 24 hours of being notified of the diagnosis. • Notify parents of all enrolled children as soon as the information becomes known to the center. • Conduct infection control training, including proper cleaning of equipment and toys, frequent hand washing, and respiratory hygiene/cough etiquette. • Maintain regular communication with families during outbreaks. • Define exclusion criteria for children who should not attend child care and criteria for when they can return after an illness.

**Active
Shooter
/ Armed
Intruder**

- An incident of active shooter or armed assault refers to a scenario where one or more individuals have the intention to cause physical harm or death to others. The intruders may carry weapons such as guns, knives, bombs, or other harmful devices. Such situations are often characterized by random selection of victims, unpredictability, and rapid evolution of events, typically ending before law enforcement arrives.
- How to prepare for active shooter emergencies:
 - Evaluate your center to identify safe places in each room where children can take shelter.
 - Create a diagram that shows the location of these safe areas and emergency kits within them.
 - Prepare emergency kits for each safe area.
 - Develop a plan for off-site evacuation, if necessary.
 - Establish an escape route and designate a meeting place for staff and children at the off-site location.
 - Ensure that all staff are aware of the safe spots in the center, evacuation plan, and location of emergency kits.
- How to respond when an active shooter is in your facility or near your building:
 - **Immediately call 9-1-1 and provide the operator with the following information:**
 - The name and address of the childcare center
 - The exact location of the emergency
 - Whether there is a life-threatening situation, such as an active shooter in the building
 - The number and description of intruders, if known
 - The type of weapon(s) involved
 - The last known location of the intruder(s)
 - Any actions taken by childcare staff
 - If possible, stay on the line to provide updates and cooperate with authorities.
 - **Evacuate the building if possible and deemed the safest option following the escape route and evacuation plan.**
 - Keep your hands visible at all times.
 - **If evacuation is not possible or not deemed the safest option, hide and take these steps:**
 - Close and lock all doors, barricading entry to your hiding place.
 - Turn off all lights.
 - Move children away from windows and doors and sit down against an interior wall in the designated area.
 - Silence cell phones.
 - If possible, barricade entry to your hiding place and lock doors.
 - If necessary, exit through a window.
 - **As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter by using physical aggression and throwing items at them.**
 - After the situation is resolved and there is no longer a threat to staff or children, contact your Licensing/Certification Specialist at the regulatory agency using their phone number.

<p>Bomb Threat / Suspicious Package</p>	<ul style="list-style-type: none"> • If a bomb threat or a suspicious package is found in the childcare center, the following steps should be taken: <ul style="list-style-type: none"> ◦ If the threat is in written form, do not erase, delete or move it. Secure the area immediately and make sure that no one has access to the area where the note is located. ◦ If the threat is received through a phone call, remain calm and keep the caller on the line as long as possible. Ask for as many details as possible and write down the information such as caller ID number, wording of the threat, voice characteristics and background noise. Write a note to a staff member or other household member to call law enforcement. • If a suspicious package is found, do not touch it. Secure the area where the item is located, but do not guard it. The location is considered a crime scene and requires a thorough search and processing. <ul style="list-style-type: none"> ◦ Contact law enforcement immediately to assess the credibility of the threat. Law enforcement will determine whether there is any danger and will advise the child care center on the need to evacuate. ◦ Verify the attendance and whereabouts of all children. ◦ If an evacuation is necessary: <ul style="list-style-type: none"> ▪ The fire and police departments will search the building's general areas for any possible foreign object(s). ▪ Note: Bomb squads will only respond if a package has been located. ▪ Children will be moved or transported according to the chosen protocol, and parents will be contacted using the emergency contact information. ▪ The investigation of the threat will continue with assistance from other agencies if needed. ▪ Contact the Licensing/Certification Specialist at the phone number of the regulatory agency.
<p>Allergic Reactions</p>	<ul style="list-style-type: none"> • To ensure the safety and well-being of all children in the child care facility, it is important for child care providers to be well-informed about allergies and have a plan in place to handle allergic reactions. Child care providers will take preventative measures to avoid allergic reactions, such as preparing and planning for children's known allergies. • If a child has a known allergy, the child care provider should work with the parents to create an action plan in case of an allergic reaction, based on recommendations from the child's doctor. The parents should supply any required medication, and an authorization form should be completed specifying the circumstances under which the medication should be administered and the correct dose. • If a child's allergy is severe enough to require an epinephrine auto-injector, all caregivers will know the location of the injector and be able to access it quickly. The auto-injector will be stored in a secure location that is out of reach of children but easily accessible to staff. • Food will be stored out of the reach of young children, and surfaces will be cleaned and sanitized before and after eating. All children and adults will wash their hands before and after eating and after coming in from outdoor play. If a child in the child care setting has a severe allergy, certain foods will be prohibited. • Child care providers will be able to recognize the signs and symptoms of an allergic reaction so they can respond as quickly as possible. If an allergic reaction is suspected, the childcare provider will follow the previously agreed-upon action plan with the child's parents and doctor. • If anaphylactic shock is suspected, 911 will be called immediately.

Child/Parent Information: For each child at your site, identify contact and emergency information. Keep a copy of this information with your emergency kit(s).

Child's Information		
Child's Name:		Date of Birth:
Address:		
Allergies, Special Instructions, Comforting Items:		
Parent/Guardian Information (1)		
Parent/Guardian Name:		Relationship to Child:
Address:		
Cell #:	Work #:	Email:
Place of Work:	Work Address:	
Parent/Guardian Information (2)		
Parent/Guardian Name:		Relationship to Child:
Address:		
Cell #:	Work #:	Email:
Place of Work:	Work Address:	
Additional Emergency Contacts		
Name:	Phone #:	Address:
Name:	Phone #:	Address:

Infant Daily Report

Name:

Date:

BOTTLES

Time	Amount

FOOD

Type	Time	Amount

DIAPERS

Time	Details		
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo

Time







Details

	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo
	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Poo

SLEEP

Start Time	End Time

MOOD

					
Happy	Snuggly	Sad	Silly	Tired	Frustrated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES

MY FAVORITE ACTIVITY WAS

Please bring:	<input type="checkbox"/> Diapers	<input type="checkbox"/> Wipes	<input type="checkbox"/> Formula	<input type="checkbox"/> Clothes	<input type="checkbox"/> _____
By:	<input type="checkbox"/> ASAP	<input type="checkbox"/> Today	<input type="checkbox"/> Tomorrow	<input type="checkbox"/> Next Week	







Toddler Daily Report

Name:	Date:
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FOOD		
Meal	Type	Notes
Breakfast		
Snack		
Lunch		
Snack		
Other		

DIAPERS/POTTY				SLEEP	
Time	Type	Details		Start Time	End Time
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Poo	<input type="checkbox"/> Potty <input type="checkbox"/> Diaper <input type="checkbox"/> Accident			
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Poo	<input type="checkbox"/> Potty <input type="checkbox"/> Diaper <input type="checkbox"/> Accident			
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Poo	<input type="checkbox"/> Potty <input type="checkbox"/> Diaper <input type="checkbox"/> Accident			
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Poo	<input type="checkbox"/> Potty <input type="checkbox"/> Diaper <input type="checkbox"/> Accident			
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Poo	<input type="checkbox"/> Potty <input type="checkbox"/> Diaper <input type="checkbox"/> Accident			
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Poo	<input type="checkbox"/> Potty <input type="checkbox"/> Diaper <input type="checkbox"/> Accident			
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Poo	<input type="checkbox"/> Potty <input type="checkbox"/> Diaper <input type="checkbox"/> Accident			

SUNSCREEN	
Times Applied	

MOOD					
					
Happy	Snuggly	Sad	Silly	Tired	Frustrated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES

MY FAVORITE ACTIVITY WAS

Please bring:	<input type="checkbox"/> Diapers	<input type="checkbox"/> Wipes	<input type="checkbox"/> Formula	<input type="checkbox"/> Clothes	<input type="checkbox"/> _____
By:	<input type="checkbox"/> ASAP	<input type="checkbox"/> Today	<input type="checkbox"/> Tomorrow	<input type="checkbox"/> Next Week	

Schooler's Summer Daily Schedule

7:00 - 8:00 AM	Drop Off & Free Play
8:00 - 8:30 AM	Breakfast
8:30 - 9:00 AM	Outdoor Play
9:00 - 9:30 AM	CircleTime
9:30-11:00 AM	Center Play
11:00-11:45 AM	Group Activiy
11:45- 12:15 AM	Lunch
12:15 - 1:15 PM	Quiet Time
1:15 - 2:30 PM	Center Play
2:30 - 3:00 PM	Afternoon Snack
3:30 - 4:30 PM	Center Play
4:30- 5:00 PM	Circle Time
5:00 - 6:00 PM	Pick Up & Free Play

3s, 4s and 5s Daily Schedule

7:00 - 8:00 AM	Drop Off & Free Play
8:00 - 8:30 AM	Breakfast
8:30 - 9:00 AM	Circle Time
9:00 - 10:00 AM	Center Play
10:00 - 10:15 AM	Bathroom Break
10:15 - 11:00 AM	Outdoor Play
11:00- 11:20 AM	Story Time
11:20 - 12:00 PM	Lunch
12:00- 12:15 PM	Bathroom Break
12:15 - 2:30 PM	Nap Time / Quiet Time
2:30 - 2:45 PM	Afternoon Snack
2:45 - 3:30 PM	Bathroom Break
3:30 - 4:15 PM	Center Play
4:15 - 5:00 PM	Outdoor Play
5:00 - 6:00 PM	Pick Up & Free Play

2's

Daily Schedule

7:00 - 8:00 AM	Drop Off & Free Play
8:00 - 8:30 AM	Breakfast
8:30 - 8:45 AM	Circle Time
8:45 - 9:45 AM	Center Play
9:45 - 10:00 AM	Morning Activity
10:00 - 10:30 AM	Outdoor Play
10:30 - 11:30 AM	Center Play
11:30 - 12:15 PM	Lunch
12:15- 2:15 PM	Nap Time
2:15 - 2:45 PM	Snack
2:45 - 3:15 PM	Outdoor Play
3:15 - 3:30 PM	Circle Time
3:30 - 5:00 PM	Center Play
5:00 - 6:00 PM	Pick Up & Free Play

Toddlers

Daily Schedule

7:00 - 8:00 AM	Drop Off & Free Play
8:00 - 8:30 AM	Breakfast
8:30 - 8:45 AM	Circle Time
8:45 - 9:45 AM	Center Play
9:45 - 10:00 AM	Morning Activity
10:00 - 10:30 AM	Outdoor Play
10:30 - 11:30 AM	Center Play
11:30 - 12:15 PM	Lunch
12:15- 2:15 PM	Nap Time
2:15 - 2:45 PM	Snack
2:45 - 3:15 PM	Outdoor Play
3:15 - 3:30 PM	Circle Time
3:30 - 5:00 PM	Center Play
5:00 - 6:00 PM	Pick Up & Free Play

Infant Daily Schedule

7:00 - 8:00 AM	Drop Off & Free Play
8:00 - 8:30 AM	Breakfast
8:30 - 8:45 AM	Circle Time
8:45 - 9:45 AM	Floor Time
9:45 - 10:00 AM	Outdoor Play
10:00 - 10:30 AM	Music
10:30 - 11:00 AM	Sensory Play
11:00 - 11:45 PM	Lunch
11:45- 1:45 PM	Nap Time
1:45 - 2:00 PM	Snack
2:00 - 2:00 PM	Outdoor Play
2:00 - 2:30 PM	Afternoon Activity
2:30 - 5:00 PM	Floor Time
5:00 - 6:00 PM	Pick Up & Free Play