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A note from Dani Muller:

A note from Cassidy Hemphill:

My name is Cassidy Hemphill. I thoroughly enjoy working with children, and take pride in my profession as an administrator and child care provider. It is my goal to offer a high quality child care program for children and staff to learn and grow. I studied Early Childhood Education and Graphic Design at Iowa Lakes Community College and Iowa State University Ext. In my spare time, I like to go camping, hiking, biking, and love joining events pertaining to causes in our community. I have also found a fun new hobby of cooking! I am a proud Mother of two. I have an 11-year-old named Koa and a Five year old named Kyron. I hope you enjoy your time here at Safari just as much as we do! Communication is key....please do not ever hesitate to call/text/email me with any ideas, concerns, or compliments. □

Meet our staff: All of our teachers are trained in Positive Behavioral Interventions and Support within one year of employment. This training is NAC approved for 24 hours of training. All of our teachers are also certified in CPR/First Aid, Mandatory Reporting, and Universal precautions and must have AT LEAST 15 hours of training a year.

Mission

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

Enrollment Policy

We enroll children ranging from newborns to age five. Due to the high demand for child care and the small size of our center, we have limited our enrollment to these young ages. Our enrollment allows spots for 8 infants, 6 toddlers, 12 two year old's, and 19 children in the preschool room. On your child's first day we require all necessary forms to be completed, which include: identifying information, emergency contacts, consent for emergency treatment, physical evaluations, immunization records, consent for those who are allowed to pick up your child, and a contract saying you have read and understand all of the policies in your handbook. We will also need payment for that first week since we are on a pay-ahead schedule. We have the right to refuse further care to families who fail to meet policies, pay their bill, or become a threat to any children or staff.

Child Care Assistance Policy

Parents who receive assistance for childcare from the Department of Human Services or other agencies, must have proof of current authorization, showing the amount to be received for assistance each week, prior to registration. If a child starts prior to authorization approval, or if there is a lapse time between approvals, the parent is responsible for 100% of the tuition payments until Safari receives notice of authorization. Any funds received from the parent during this time will be held until final payment is received from the State of Iowa for the child's attendance. The parent is liable for any of the tuition that is not covered by the payments received from the assistance program.

*Note: Provider forms will be in your google drive folder. These will need to be signed and returned. You can choose to print them out to sign and return, or you can digitally sign them. Forms will automatically be updated in your child's folder when signed digitally. If you are unable to print these forms, please ask the director to print them for you.

*Parents with Co-Pays will be billed at the max amount of CO-Pays per month. After childcare assistance is received, Safari will then credit your account the difference. This is to ensure that all families follow the payment policies of the "pay before you stay" and payments are made ahead of time. (See payment policies in the parent handbook)

Your child's first day:

Please bring diapers and anything else that will make your child feel more secure.

(Blanket, pacifier, stuffed animal) (We strongly encourage no use of soothie pacifiers)

Meals for your child are included in our enrollment prices if you have handed in all of the necessary CACFP forms provided to you. This includes infant meal times as well.

Fees

Our payment schedule is as follows: (Safari only offers part time to enrolled families on Holiday weeks)

	Part time (up to 25 hrs/wk)	Full time (over 25 hrs/wk)
Infants	\$170.00	\$210.00
Toddlers	\$160.00	\$200.00
2 year olds	\$140.00	\$175.00
3 & 4 year olds	\$130.00	\$155.00
Safari Preschool A.M. 8:15-12:15 T,W,TH,F	\$95.00	\$95.00
Pre-K (enrolled at OES)	All Day PK \$95	½ Day PK \$155
Drop in	(Must be picked up by 3:30 PM)	\$7.00
Before & After School Care (Kindergarten)	\$75 per week	additional \$20 for non- school days (option to do full time as well, whichever is less)
BEFORE School only Kindergarten to age 10	\$40.00	(additional \$15.00 for a late start)
Special Needs Rate (See "caring for children with special needs policy"	Infant to Two years \$260 Two years to PK \$150	Infant to Two years \$520 Two years to PK \$305

*Pre-Kindergarten rate is for those who are dually enrolled at Safari and the Okoboji Elementary Preschool Program. It covers non-school days, late starts, and school vacations. This rate only covers the academic school year and will not be an option when school is not in session for the summer.

We ask you pay according to your schedule by Friday for the following week. To avoid complication and/or late payments, care will be refused to families who have not paid

their bill in full by Monday morning.

-Families will not be reimbursed for sick days; however, you will be allowed one vacation day each month IF YOU ARE FULL TIME and IF you state "vacation day" on the day you are requesting on the family schedule form. (These do not accrue).

-Please notify us on the Monday one week prior to requested week when you plan to use this day, and we will figure your bill together by subtracting 20% off that week's bill. If you pay a part time fee and utilize over 25 hours of childcare that week, you will then be bumped to full time.

-If your child is not present for a full week for such things as family vacations, we charge a \$50 fee but need to know a week in advance on the family schedule form. Please label that week as "holding fee". This will ensure that your child's spot is held. - Holding fees are not to exceed more than 3 times in one year.

-There is a \$25 charge for bad checks.

-A \$5 fee will be added on each week for late payments, starting on the first day your payment is past due.

-Our hours of operation are 7:00am-5:30pm. If you are not here to get your child by 5:30pm, you will be charged a \$15 late fee. An additional \$1 will be added on for each minute your child is at Safari after 5:30pm. If you are late more than twice in one month, your third late fee charge will be \$20 plus \$2.00 per minute.

-If your child is enrolled longer than ten hours in one business day, there is a \$13.53 "drop-in" fee for families enrolled after August 19, 2019. (Strictly enforced)

Schedule Policy

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

Diaper Policy

It is the parent's responsibility to provide diapers, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, and cream, (Though we will give you a reminder when you are

running low). Each child has his or her own clearly labeled diaper bin, either in the infant/toddler room. Diapers are checked frequently, and changed every two hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of child care provider and child is performed after each diaper change. If you run out of diapers, Safari will use our diapers at \$1.50 each. Don't run out. 😊

Cloth Diaper Policy: Safari currently do not except cloth diapers. However, if you child has a medical condition or allergic reactions to hypo-allergenic diapers, Safari will allow an exception. Soiled cloth diapers and or soiled training pants should never be rinsed or carried through the child care center area to place the fecal contents in a toilet. The staff will not empty fecal content of the child's diaper. Soiled cloth diapers should be stored in a sealed plastic bag for removal from the facility by someone from the individual child's family. The sealed plastic bag should be sent home with the child at the end of the day. The cloth diapers also need to be laundered by a commercial diaper service.

Infant Feeding

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

Pacifiers and Blankets

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

her transition into child care. Eventually, your child will not feel the need for it at school and will have formed positive relationships with his teachers. We view transitional comfort items as something that will benefit the child in helping him/her feel secure in this new environment.

Holidays we will be closed 2017

New Year's	Tuesday, Jan. 1, 2020
Good Friday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Halloween (CLOSE AT 4:00)	Thursday, October 31, 2019
Thanksgiving	Thursday, November 28, 2019
The Day After Thanksgiving	Friday, November 29, 2019
December 23, 26, 27	Center hours 8:00 - 4:00
Christmas Eve (CLOSE AT 12PM)	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
The Day After Christmas	Wednesday, December 26, 2019

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

Late PICK-UP FEE Strictly Enforced

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

Drop-Ins

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

The fee for drop in visits is \$4.75 per hour and cannot exceed 15 hours a week.

Schedule (Varies per classroom)

**Please wash hands upon arrival*

**Please apply sunblock before arrival*

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

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

Mealtime Policies

Late breakfast, lunch and an afternoon snack will be provided, and will follow Child and Adult Care Food Program nutritional guidelines. Meals are served in each classroom, and are made to fit the developmental needs of the age groups in each room. Each category of food will be set on the table. This includes a grain, protein, fruit, milk/juice, water and a vegetable. Our meals are served family style, which means adults will sit with the children and everyone at the table will serve themselves. Children can choose what they eat. They will also be encouraged, but not pressured, to try new foods. Mealtime manners and quiet conversation are encouraged during meals, and children are asked to clear their meal setting when finished. We make all of our breakfast/snacks/lunches homemade. Children wash their hands before and after meal times. See our hand washing procedures hanging in each room on the wall by the sink.

Safari Child Care provide a variety of healthy meals and snacks.

Our menu, planned by CACFP trained staff, provides wholesome meals and satisfying breakfast and snacks that meet federal and state requirements and guidelines established by the United States Department of Agriculture (USDA). We also participate in the U.S.D.A. Food Program (CACFP) and all meals will be provided at no cost to parents as long as all of the correct paper work has been filled out. All parents will be required to fill out the USDA CACFP Eligibility Form and schedule regardless of eligibility.

Servings and Nutrition for Children at Safari Child Care Center

- Meals and snacks include a variety of food groups including meat and meat alternatives, bread and grains, fruits, vegetables and fluid milk. (Fat free for children 2 and older; whole milk for ages 12-24 months)
- Our serving sizes are based on the CACFP program, which can be found at <http://www.fns.usda.gov/cacfp/meals-and-snacks> under "new pattern charts". We eat family style meals allowing the children to take as many servings as they need to fill their little growing bellies.
- Early breakfast is offered at 7:30 AM, late breakfast at 9:00 AM, lunch at 11:30 PM, and snack at 3:15 PM for child care children. We serve snack for school age children at 3:35 PM.
- It is our belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met.
- Infant baby food is processed at Safari, or Beach-nut all organic brand baby food is provided. Formula of your choice is also provided. We strongly encourage our parents to breast feed. Our open door policy allows Mother to come breast feed any time of the day in a space that is comfortable for Mom and baby.
- Meals, breakfast and snacks include carbohydrates, proteins and fat to give children energy, while maintaining total calories within recommended ranges specific to a child's age group and level of activity.
- Meals have limited added sugar and sodium and increased dietary fiber.

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

Allergens & Adaptations

If your child has a special nutritional need or requires an adaptation to our menu, we will work with your family to create a plan that adequately meets your child's needs.

Please alert Safari staff if your child has a known allergen. If the child is allergic to dairy, we will need a signed allergy form from your doctor allowing us to use alternative products in order to get reimbursement for your child's meals.

If your child does not have an allergy and we need to substitute a meal that is not accredited with CACFP, your family will be charged for the meals served to your child. Families are also welcome to bring their meals from home.

MEAL COSTS Per Day	Breakfast \$1.31	Lunch \$2.46	Snack \$0.73
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Menus will be posted on the bulletin board just inside every classroom. They are available at our website; <http://www.safarichild.com>. We also post them on our Facebook page. Copies of the menu are provided to parents upon request. Parents are welcome to bring in meals if they follow our CACFP food guidelines. **FOODS HIGH IN SUGAR OR FAT WILL NOT BE SERVED.** Examples of food that will not be served: Casey's Pizza, Donuts, Pop Tarts, Candy, Chips etc. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home as long as it meets the CACFP guidelines.

Illness and Injuries

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

Potty Training

Children will be asked to use the restroom numerous times throughout the day, more so for those in early stages of potty training. Restroom usage will be recorded weekly if you have questions concerning your child's progress. If you have certain incentives at home which are used to aid in training, we will gladly use them as well to provide consistency with your children. We ask that parents provide extra underwear and pants. These items should ALL be labeled. We prefer potty training using the no diaper/pull up rule. It has worked fastest for us in the past. However, if parents are not comfortable doing the same at home, we will potty train according to your routine. Children MUST be potty trained before graduating to the Preschool room.

Discipline Policy (Please see biting policy under the parent tab)

Children will be disciplined using positive reinforcements throughout the day. All of our staff is trained in the Positive Behavior Interventions and Support module. "Think about its" will also be used as a second option. These will be served in designated areas and the length of a time out will coincide with the child's age: one minute per year in age.

Children will serve immediate time outs for intentionally harming another person, and parents will be notified of such incidents. Removal of privileges may be also used in some cases. For example, if a child hits another child with a truck, that child is not allowed to play with that truck the rest of the day. If behavior becomes a problem and threatens the safety of other children, we reserve the right to refuse further care for that child and their enrollment will be ended. We have the right to restrain any child or person to protect our staff and children.

Parental Access and Child Safety

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

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

Visitors: Safari staff will approach anyone who is on Safari property without staff knowledge to ask what their purpose is. Management will be contacted if Safari staff is unsure about any given visitor. No visitors will be allowed without parental consent, and absolutely no one will be allowed to pick up a child without written parental consent and proper identification.

Any non-Safari workers who are on the premises for reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children.

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

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

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

Emergency Preparedness Plans

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

Weather Related Announcements

Will be posted on our Facebook page

*Last updated October 23, 2018

Please cut and return the bottom agreement

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

Caring for Children with Special Needs Policy

Childcare programs provide public accommodation and therefore must comply with the Americans with Disabilities Act. Childcare programs should be committed to meeting the needs of all children, regardless of special health care needs or disabilities. As the number of children with chronic health conditions such as asthma, allergies, and diabetes increases, as well as the number of children with emotional or behavioral issues, the ability of programs to plan for and include all children is critical. Inclusion of children with special needs has been shown to enrich the child care experience for all staff, and children and families of enrolled children.

1. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. Safari will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
4. Safari will ensure that when a child with a special need is identified will be given a Getting to Know Me form to be filled out by the family collaboratively with a member of the childcare program staff.
5. Children with special needs will be given the opportunity to participate in the program

to the fullest extent possible. To accomplish this, Safari may consult with the Okoboji School District, AEA, Community Mental Health, and the Department of Human Services as needed, provided parental permission is granted. Inclusion of program staff on IFSP and IEP case conferences is desired to ensure the Safari childcare program provides the most supportive environment possible.

- 6. All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classroom may need.
- 7. The individual written plan of care for children with special care needs will be followed in all emergency situations.

Expulsion

Our staff is committed to working with all children and their parents to improve any behavioral difficulties we may encounter in a positive, nurturing manner. However, if the behavior exhibited poses a health or safety risk for the child, other children, parents or staff, Safari reserves the right to expel any child from programming immediately without following the disciplinary actions listed in the handbook. At our discretion, we may consider a child for reapplication into our program on a probationary basis providing that the parent/guardian can show professional counseling or behavior modification techniques have been successfully implemented. There will be no refunds issued (including registration fees) when a child is suspended or expelled from the program.

Parent Signature _____ Date _____