

PARENT HANDBOOK



CHILD CARE

Ankeny Campus

Jaycie Miller/Jill Schafer (Owners)

Morgan Duncan (Director)

Carrie Stevens (HR Manager)

1670 SW Ankeny Road Ankeny, IA 50023

(515) 777-3602

“Every day is a good day”

This handbook is intended to familiarize parents with the current 2 For U Childcare policy, practices, and standards. An electronic version (PDF) of the handbook is available on our website at www.2forchildcare.com. A print copy of the handbook is available upon request. 2 For U reserves the right to update its policies, practices and standards as deemed appropriate by the Director. Parents will be notified of updates to the parent handbook as they occur.

Our Purpose

2 For U Childcare is dedicated to honesty, open communication, and the best care and education possible for all children enrolled in our center. We strive to serve your family, as well as your children, with our educated staff and promote learning through developmentally appropriate activities in a quality, low stress, safe, and inclusive environment. In the classroom, our teachers continually focus on the safety, health, love, and education of the children. Our mission is achieved through a strong commitment to four intrinsic values: Trust, Integrity, Partnership, and Success.

Licensing

2 For U Childcare is a program licensed to service 231 children by the Iowa Department of Health and Human Services (HHS). A copy of the licensing regulations is available for review at www.hhs.gov.

Hours of Operation, Holidays & Vacations

2 For U is open Monday - Friday from 6:30AM - 6:00PM. There will be a \$5.00 per minute late fee after 6:00PM. The center is closed the following holidays: New Years Eve, New Years Day, MLK Day (professional development day), Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day. If the holiday falls during week, 2 For U may be closed the day before or after. If the Holiday falls on the weekend, 2 For U will be closed Friday or Monday. The Director will notify families of any changes. There will be no reduction in tuition for any of these holidays.

Any child(ren) enrolled with 2 For U Childcare full-time will receive 5 vacation days per calendar year after 60 days of enrollment. Your child(ren) must be absent on the days used. We require a 2 week notice prior to using vacation days for billing purposes.

Extended Absences

Events that would qualify for extended absences are: summer breaks for teachers' children, maternity leave, or a life-threatening illness. If an extended absence is needed, you have a maximum of six weeks with reduced tuition. You will be responsible for paying 65 percent of weekly tuition to hold your child(ren) spot each week and your child(ren) may come two days/week. More than one consecutive week of non-payment or non-contact with the director could result in termination of enrollment. Extended absences must be approved by the director and requests need to be made at least 30 days prior. If at any point you use an extended absence, you will forfeit your 5 vacation days.

Weather Related Closings

We understand that many parents must still work even if there is inclement weather. 2 For U Childcare will do our best to remain open and continue providing care. We will use the Ankeny School District's judgment as a reference for weather related closings or delays. We trust the Ankeny School District to make the best decision for their families and children. 2 For U will notify KCCI, Seesaw and Facebook of any weather-related closings. If you do not hear from us, we will remain open for normal business hours. Tuition will not be reduced for delays or closings.

Parental & Guardian Access

Parents/guardians may visit the center unannounced and at any time your child(ren) are in 2 For U's care with personalized door codes. Any individual our staff does not recognize will need to provide their ID. The individual will need to be listed as a pick-up contact to be authorized to pick-up.

The infant rooms welcome parents/guardians to nurse or feed their infants. Having an open-door policy does not mean the doors will be unlocked. Safety and protection of the children is a top priority and external doors will always be kept locked.

Child Drop off & Pick-up

Upon arrival, please make sure your child(ren) are appropriately dressed for the day. We do require all children one year of age and older to have shoes on when entering the building. Parents/guardians will have a 4-digit door code to access the building. For safety reasons, please use the main entrance for all pickups. Any individual our staff does not recognize, will need to provide their ID. The individual will need to be listed as a pick-up contact to be authorized to pick-up. Please contact the center prior to pick-up. Any authorized pick-up persons will be allowed to sign behavior/incident forms. If your child(ren) will be absent, please notify the center as soon as possible.

Be sure to say goodbye to your child(ren)'s teachers before leaving for the night. 2 For U is no longer responsible for your child(ren) once you have picked up. For safety reasons, please do not let your child(ren) run ahead of you inside or outside of the building.

Curriculum/Education

2 For U uses the *Read It Once Again Curriculum*. *Read It Once Again* is an early childhood comprehensive curriculum that uses familiar children's literature to provide a solid educational foundation of the basic skills necessary for children to be successful in kindergarten. Our curriculum consists of Level 1 and Level 2 units.

Read It Once Again Level 1 units systematically include activities that provide explicit instruction on the most basic foundational skills. They include activities for the common domains of speech/language, cognitive, gross motor, fine motor, daily living skill, and socialization. This comprehensive curriculum consists of several different Level 1 units, each based on familiar children's literature and 2 units of implementation per month. *Reach It Once Again* Level 2 units concentrate on higher level of foundational skills based on the same familiar stories used with our Level 1 units. Each Level 2 unit includes activities for phonemic awareness, math, science, creative writing, and social stories.

The *Read It Once Again Curriculum* provides educators with student goals and objectives based on developmental milestones with structure and rationale. This comprehensive curriculum includes detailed lesson plans, opportunities for individualization, and ongoing progress monitoring. The curriculum also provides structure for engaging parents/guardians in the educational process and fosters the communication process between the home and school. Individual portfolios begin when enrolled, which can be viewed at any time, and include assessments given throughout the year.

2 for U also uses *Second Step*, a social-emotional learning curriculum, alongside *Read It Once Again*. *Second Step* is a daily curriculum which uses social stories, short lessons, songs, games, and puppets to help teach children skills for learning empathy, emotion management, making friends, and solving problems in a positive way. *Second Step* promotes the connection between home and school with weekly newsletter updates and ways to continue building skills at home.

Multimedia

The use of multimedia at 2 For U is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movies or shows to use based on their curriculum. Children are not required to watch if not interested. Children are limited to the amount of time per week they can use per age group. Children and under will not receive screen time.

Seesaw Communication

Each parent/guardian that has a child enrolled at 2 For U will set up a seesaw account to receive updates throughout the day on how their child(ren) are doing. This communication app allows you to receive regular updates about your child(ren) while they are in our care. It's always fun for us to capture different development stages, activities, and all the memories they create here at 2 For U.

Classrooms

Infants: 6 weeks-1 year

Ratio 1:4

Tiny Tigers
Busy Bears
Itsy Bitsy Spiders
Crusin' Camels

Transitional Room

Ratio 1:4

Movin' Monkeys

1-2 years

Ratio 1:4

Goofy Gorillas
Energetic Elephants

Transitional 1-2 years

Ratio 1:4 or 1:6

Hungry Hippos

2-3 years

Ratio 1:6

Adventurous Alligators
Zippin' Zebras

Transitional 2-3 years

Ratio 1:6 or 1:8

Jumpin' Jaguars

3-4 years

Ratio 1:8

Groovin' Giraffes

4-5 years Pre-K

Ratio 1:12

Creative Crocodiles

5 years Pre-K

Ratio 1:15

Leapin' Leopards

School Age

Ratio 1:15

King Kangaroos

Children are divided into classes by age, developmental abilities, and space available. The Director, Owner, and appropriate staff make this determination.

Registration Fee

There is a non-refundable \$80.00 registration fee per child to reserve a spot within 30 days. If you are reserving a spot longer than 30 days one week of tuition is due and \$50.00 will be applied to your first week of care with us. The school age summer program requires a \$200.00 enrollment fee to reserve your child(ren) spot. We have very

limited spots and will start enrollment early in the year to be prepared if the program is available.

See director for more information on registration fees and waitlist.

Payment of Tuition

Tuition is withdrawn each Monday by direct withdrawal from a checking or savings account. Tuition is for the current week's attendance. We will accept check or cash if you prefer. Payments may be paid bi-weekly or monthly as long as tuition is paid in advance. A \$20.00 per day late day fee will be applied to your account if tuition is not received each Monday and will be due by Friday if you are paying cash or check. If tuition is returned there will be a \$30.00 fee applied to your account for insufficient funds. If payment is not received at the designated time, your child(ren) will not be allowed to return until payment is paid in full. Tuition prices are subject to change. You will be given 30-day notice prior to any changes. Receipts are available for you to view at www.myprocare.com.

Termination Policy

2 For U Childcare requires a 2-week emailed notice when withdrawing your child(ren) from the center. All accounts that remain unpaid after your child(ren) is no longer enrolled are subject to a \$30.00 late fee each week until the balance is paid in full.

Delinquent Accounts

Families that are more than one week behind in tuition payments may have their childcare services terminated. A payment plan must be agreed upon between the family and the director before the family will be considered "in good standing" and service is no longer eligible for termination. If accounts are unpaid after 30 days, your account will be placed with a collection agency.

Ethical Conduct

2 For U will not tolerate disrespect towards teachers, children, or families. Trust and communication are vital to quality childcare. Please do not jeopardize your child(ren) placement with unethical behavior. Our staff are hired and trained under 2 For U policies and procedures, which also requires them to sign a non-compete agreement. This allows zero tolerance for solicitation and appropriate legal action will be taken if necessary.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a bare minimum. All staff will pass criminal history records check and be CPR & First Aid certified. All employees will participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, individual diversity, and professionalism.

Mandatory Child Abuse Reporters

As childcare professionals who interact with children daily, each staff member of 2 For U Childcare is a mandatory abuse/neglect reporter and must contact the Iowa Department of Health and Human Services (HHS) whenever abuse or neglect is suspected. It is not our place to determine whether abuse or neglect has taken place, it is only necessary for us to suspect it.

Confidentiality

Confidentiality is a top priority for 2 For U Childcare. Personal information of families and staff will not be shared for any reason without prior consent of the individual(s). When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior/incident/accident reports, names of children involved will never be given to families.

Physicals and Immunizations

Each child enrolled here at 2 For U must have a current physical and immunization record on file. Physicals need to be updated annually and immunization records must be updated whenever a new immunization is received. Failure to meet these requirements will place your child's position at 2 For U Childcare in jeopardy.

Health and Safety Policy

Our first priority at 2 For U Childcare is providing a healthy and safe learning environment for all children.

A child who becomes ill while at 2 For U will need to be picked up as soon as possible. Please review the policy below for when your child(ren) may return as each illness is different. If a child is unable to participate in normal daily activities due to being ill, they will be sent home and must remain out the next business day or until they are 24 hours fever/symptom free. Always check with the director on when your child(ren) may return.

- Fever of 101 or greater - out the next day and must be fever free for 24 hours or more
- Illness that prevents the child from participating in daily activities
- Illness that results in greater need for care than the staff can provide without compromising the health and safety of others
- Diarrhea (not associated with diet or medication changes), multiple loose or watery stool instances within an hour. Child will need to be out the next day and may return when stools are back to normal
- Ecoli or Shigella infection – may return when diarrhea resolves, and two stool cultures are negative for these organisms
- Signs/Symptoms of severe illness such as, lethargy, persistent crying, uncontrolled coughing, difficulty breathing, and or wheezing
- RSV – must be cleared by doctor to return if child tests positive
- Blood in stools not explainable by dietary change, medications, or hard stools
- Vomiting – child must remain out the next business day and 24 hours free of symptoms

- Persistent abdominal pain or intermittent pain
- Mouth sores with drooling (unless a healthcare provider determines the sores are not contagious) - a doctor's note will need to be provided for the child to return.
- Rash – may return when a doctor determines that the rash does not indicate a communicable disease
- Pink Eye (conjunctivitis) - may return after treatment has been initiated for 24 hours
- Scabies – after treatment is completed
- Tuberculosis – must be cleared by health care provider
- Impetigo – may return 24 hours after treatment has been initiated
- COVID-19 (check with director on current policy)
- Strep throat - out the next day and on antibiotics for 24 hours
- Chicken pox – child may return when all sores are to be dried and crusted
- Head lice – child will be sent home that day and can return after 1 treatment and/or no active lice is found
- Hand, Foot, and Mouth – sores need to be dried and crusted with no fever for child to return
- Mumps – 9 days after onset of symptoms
- Measles – 4 days after onset of rash
- Rubella – 6 days after onset of rash

Notice of Exposure & Reporting Disease: If your child is exposed to a communicable disease, a notice will be posted by the front desk on our wellness board. If your child(ren) or anyone in your household becomes ill with a communicable disease, please notify the director. In the event a child is reported to have a communicable disease, the director will notify the Iowa Department of Public Health.

Fever Reducing Medications: 2 For U will not administer any fever reducing medications. If your child(ren) are in need of a fever reducing medication, you may come to the center to administer the medicine as long as the child is not showing signs/symptoms of being ill.

Antibiotics: If a child needs any antibiotics during the day, 2 For U will administer them with a doctor's note. The antibiotic will need to come in its original container with the

prescription label attached. Doctor's notes are good for 2 weeks unless dated differently by the doctor.

Infant Program Information

Bottles: Each family will be responsible for providing bottles each day. If your child(ren) are on breast milk, the milk needs to be prepared in the bottle ready to serve. We will not keep any frozen breastmilk here at the center or transfer breastmilk. If your child(ren) is on formula, please bring each bottle with the designated amount of water. You can keep a tub of formula here at the center for us to put the formula in the bottles. Bottles will be sent home each night to be thoroughly cleaned for you to bring back the next day. We will rinse the bottles out after each feeding.

Supplies: Each family is required to provide their own bottles, diapers, wipes, creams (no homemade creams), pacifiers, sleep sacks and extra clothing. All items need to be clearly labeled as 2 For U is not responsible for lost items.

Food: Once your child(ren) are ready to explore foods we recommend all new foods be tried at home first due to any allergic reactions or sensitivities the child(ren) may have. You will be responsible for providing any baby food or purees. Once your child(ren) is ready for solid food, 2 For U will provide you with our weekly menu. You will be responsible for bringing any substitutions that are needed.

Cloth diapering: We will make accommodations for cloth diapering. Each day you will need to provide a wet bag for the soiled diapers. We do ask you to keep disposables at the center in case of an emergency.

Sunscreen: Sunscreen will need to be provided at the age of 6 months and older. No aerosol cans are allowed.

Safe Sleep Policy

Providing infants with a safe place to grow and learn is very important. For this reason, 2 For U Childcare has created a policy on safe sleep practices for infants up to one years of

age. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is defined by the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation. The staff, substitute staff, and volunteers at 2 For U Childcare follow the AAP safe sleep policy.

Sleep Position:

- Infants less than one year of age will be placed on their back to sleep.
- Infants will not be placed anywhere but their crib to sleep.
- Devices such as wedges or infant positioners will not be used.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in the position they prefer to sleep.

A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

Sleep Environment: No blankets will be used in cribs of children younger than one year of age. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets (must have a closure), may be used as alternative to blankets, but arms must be left out. Swaddling a child or placing them in the swaddling blankets will not be allowed.

Nap & Rest Time

Each child will be provided with a regularly scheduled nap or rest time. Children will not be forced to sleep, but will be encouraged to lay quietly on their cot. DHS does require us to offer each child a rest period each day. We are unable to wake a child if they happen to fall asleep during this designated rest time. Infants will nap on an as needed basis. Each child one year of age and up is required to bring a child sized blanket for rest

time. We do ask to refrain from any pillows or stuffed animals as they can become a distraction.

Outside Time

Outdoor play is incorporated into the daily schedule for both the morning and afternoon. Children one year and up will go outside year-round, including winter. Only during extreme weather conditions will the children remain inside. 2 For U uses the Childcare Weather Watch Poster from the Iowa Department of Public Health to determine outside use.

It is important for parents/guardians to send their child(ren) in appropriate clothing for weather conditions. Please clearly label all clothing items with your child's(ren's) first and last name. If your child does not have appropriate outside clothing, you will be notified to bring in what is needed.

Safe Shoe Policy:

Children will need "safe shoes" to participate in outdoor activities. This excludes any type of flip flops or open toed shoes that allow a child to fall, trip or become injured while playing outdoors. We want to keep toes, feet, and ankles as safe as possible while getting the most of our Large Motor time! If your child must wear open-toe shoes, please bring in an extra pair for outside.

Potty Training

2 For U will start the potty-training process when the child enters our two-year-old program. Every child is very different when it comes to potty training. We will always work at child's level and development when it comes to potty training. The child must be able to verbally express that they need to use the potty. If a child has multiple accidents within a short period of time, we will put a diaper or pull-up on the child. Potty training can be a stressful process for both parent and child(ren). Please remember that your child(ren) will potty train when they are ready. Always be patient and encouraging!

Meals and Snacks

2 For U will provide a morning snack, lunch, and afternoon snack. We follow the nutritional guidelines established by the Child and Adult Food Program for our menus. Children will be encouraged to sample all foods that are offered, though will never be forced to eat. If your child(ren) has special dietary needs, please contact the director. Substitutions will be required for any dietary restrictions.

Food Allergies: If your child(ren) has a food allergy, please notify the director. A Food Allergy Action Plan will need to be filled out for any child(ren) with a food allergy. If medications for allergic reaction are provided, please have your physician sign the Food Allergy Action Plan. If the child requires an EPI pen, one must be provided to stay at the center.

Personal Items

Clothing: Every child will need a couple sets of extra clothing for accidents. If it is necessary for your child to change clothes during the day, please take the soiled clothes home and bring another set of clean clothes to be left here.

Toys: Outside toys will not be allowed as they are a distraction and we are not responsible for lost or broken items.

Disciplinary Policy

At 2 For U Childcare, our first concern is the safety and welfare of all the children in our care. Self-control and self-discipline must be encouraged. Clear, consistent, and reasonable limits are set to protect children, staff, and the environment. Children are encouraged to engage in problem solving when possible. Discipline should include positive guidance, redirection, and the setting of clear-cut limits that assist the child in developing socially acceptable, behavioral, and emotional controls. The goal of discipline is to help children develop self-discipline, not to adhere to a rigid set of rules, as well as help them establish responsibilities for their

actions. Discipline practices should be consistent, a logical consequence to the action of the child, and appropriate to the age and circumstances of the child.

2 For U staff are not allowed to shake, jerk, pinch, or roughly handle any child. Our staff will not verbally abuse or humiliate a child that includes but not limited to: the use of empty threats, threats, profanity, or belittling remarks about a child or his/her family. Children will not be isolated in a dark room, closet or in any unsupervised area. Mechanical or physical restraint devices used to discipline are prohibited.

Documentation of Accident/Incidents/Behaviors

2 For U staff members will document accidents, incidents, and behaviors that occur at the center that will require a parent/guardian signature. If the injury is serious a parent/guardian will be contacted by phone. All documentation will be placed in the child's file.

Biting Policy

Biting is a concern for all parents. During the infant and toddler stage, biting is a common and appropriate behavior. No one hopes their child will bite or wants their child to be bitten. It is important to think positively of children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs or coping with a challenge or stressor. We will avoid labeling a child as a "biter" for we do not want to harm the child's self-esteem and intensify biting behaviors. Please keep in mind, being the parent of a child who bites or the parent of the child who is being bitten is very frustrating. 2 For U will use outside resources if needed and will work with both parties to develop strategies for change.

Transportation

Fieldtrips: 2 For U Childcare will provide transportation for center field trips and center sponsored activities. Parents will be notified prior in case there are any additional charges. Parent permission forms will be sent home with your child in this occurrence and will need to be returned for your child to participate.

Public School: 2 For U Childcare provides transportation to schools on our pre-determined route. See director for the selected schools. This pertains to our Ankeny location only. It is our policy to have all children secured by seat belts. Children under 6 years of age must use booster seats unless they are transported by bus. Parent permission forms will be sent home with your child in this occurrence.

Legal

Court Orders: If there is a court order that involves a child at 2 For U Childcare, please give a copy to the director so the order may be followed. This will ensure safety for not only the child(ren), but also for the teachers. This information will be kept confidential.

Affidavit Policy: Families at times may deal with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask 2 For U staff members to provide a statement. 2 For U's priority is to provide the best care for the child(ren) when they are away from home. 2 For U will not provide a written statement or affidavits of a professional nature to families.

I/we have read and understand all the policies and procedures. I have had the opportunity to ask questions which have been answered to my satisfaction. By signing this I agree to abide by the 2 For U Childcare handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Director Signature

Date