Raising Wildflowers



*Parent Handbook*

8232 South Port Drive Manhattan, KS 66502

Website: raisingwildflowersmhk.com

E-Mail: shelby@raisingwildflowersmhk.com Phone:

Director: Shelby Bruckerhoff

Mission Statement:

We believe in a Whole Child approach to education which is one that honors the humanity of each teacher and student and is critical to equitably preparing each student to reach their full potential. This starts by creating environments of belonging and connection for students and adults to engage and thrive. By using the whole child approach, early childhood teachers help children develop a wide range of life skills and age-appropriate developmental milestones. It allows educators to pay attention to their basic needs while also focusing on their background and how it primes children to successfully learn in the classroom.

# Non-Discrimination Statement

Raising Wildflowers is committed to admitting and welcoming students of any race, color, national and ethnic origin. We believe that educational opportunities should be offered and available to both boys and girls equally and in accordance with Federal and State equal opportunity laws. Raising Wildflowers does not discriminate on the basis of age, sex, color, race, ethnic or national origin.

Raising Wildflowers is also committed to providing equal opportunity regarding employment. Employment opportunities shall be offered equally without regard to an applicant’s age, sex, color, race, ethnic or national origin.

# Enrollment

Raising Wildflowers is licensed through KDHE to provide care for children ages 6 weeks through six years old (until kindergarten enrollment). All enrollment forms (enrollment packet, shot records, health assessment) and food program paperwork must be completed before your child can attend Raising Wildflowers.

In order to maintain enrollment at Raising Wildflowers, updated shot records must be submitted to the office within 30 days of your child receiving the shots or their enrollment will be suspended until the records are updated.

Raising Wildflowers will hold an annual enrollment night to update information for every child’s food program eligibility, shot records, and contact information.

# Tuition and Hours

Full-time rates are based on a 48-week calendar year and paid over a 12 month pay schedule. Children can attend Raising Wildflowers any time during the Fulltime care hours. Raising Wildflowers will reserve the right to raise rates annually.

**Fulltime M-F 7:00 am-5:30 pm** Infants $1600/month

1 and walking $1500/month 2-year-olds $1400/month

3-year-olds $1200/month

If your child will be absent for the day, please message or call in advance to let their teacher know and to provide an accurate lunch count.

Tuition will be due on the 1st of each month. Payments will be considered late if not paid one week from the due date. There will be a late fee of $25.00 accessed to all late accounts. If tuition is not paid by the last day of the current month, the child will not be allowed to return to Raising Wildflowers until tuition payment and late fees are paid in full.

A $30.00 fee will be accessed on all returned checks.

If you have a financial situation that arises, please discuss that with the director before the end of the current month to make arrangements. If arrangements are made and not followed your child will be removed from care immediately until tuition and late fees are paid in full.

# Discontinuation of care

When your child will be exiting care at Raising Wildflowers a minimum of two weeks’ notice, or two weeks’ payment must be provided. If your last day of care is extended, we will try our best to accommodate the date change. However, this will be dependent upon room availability.

# Late Pick Up Policy

Families will be allowed one late pick up per year without penalty as long as that pickup is less than 15 minutes late. If the pickup is 15 minutes late or more, or if the family has picked up late more than once during the current year, the family will be required to pay a penalty fee of

$50.00 (per child) that must be paid before the child can return to care. Staff will begin calling authorized pickup numbers at 5:30 if we have not been contacted by parents about the situation. If any family abuses late pickups, the director reserves the right to remove the family from care. A child is considered picked up when they have been checked out and have exited the building with their approved adult.

# Weather Closings and Holiday Breaks

Raising Wildflowers will primarily follow the USD 383 Manhattan/Ogden district’s Thanksgiving, Christmas, and Spring Break. We will be closed additional days for staff professional development and training which will be determined in advance and provided to families on the annual calendar. We do understand that extended closures can be difficult for families, and we encourage you to enlist staff to watch your child during these breaks as many of them remain in town and are looking for pay during those times.

In the event of inclement weather, we will be CLOSED when USD 383 closes. We reserve the right to implement a late start or weather closure, even if USD 383 does not, if we feel that is the safest option for our staff and families. In case of closure a message will be sent out on the app as well as an email. We will also post closures on KSNT and WIBW.

# Arrival

Please park in the parking spots closest to the center walkway. Parents are always welcome to visit and stay but if you plan to be at the center for a longer amount of time, please park in a space further back to allow others to have a quick drop off.

* Upon arrival, please assist children in washing their hands.
* Please sign your child in on the app
* Please be sure to deliver your child directly to the teachers in their room so they are aware of your child’s arrival.

# Departure

* Please make your child’s teacher aware that you have arrived so they can relay important information from the day.
* Sign your child out on the app and be sure that your child’s teacher is aware that you are exiting the room with your child.

# Food Service

Raising Wildflowers will provide breakfast, morning snack, lunch, and afternoon snack daily. All meals and snacks will meet the nutritional requirements for the CACFP food program of the USDA. Serving times are as follows:

* Breakfast open until 7:30
* AM snack 9:00-9:30
* Lunch 11:30-12:00
* PM snack 2:30-3:00
* Infants will be fed on demand.

# Special treats

Treats can be served for birthdays, special occasions, and class celebrations. Please discuss treats with your child’s teacher to ensure consideration for numbers and allergy concerns.

# Breastfeeding and Formula

Breastmilk may be brought in fresh daily and stored in the refrigerator for the day. Breastmilk must be labeled with the child’s name, date expressed, time expressed, and number of ounces in the container. Fortified breastmilk must be made at home and can be served the day it was prepared.

The center will provide iron fortified formula according to CACFP requirements. You may choose to provide your own formula due to preference or your child’s individual needs. Formula needs to arrive at the center un-opened with your child’s name clearly marked on the container.

Parents and teachers will work together to determine when a child is ready for puree and solid food at the center. All children have to be off of formula and bottles and able to use a sippy cup and eat solid foods before moving to the one-year-old room.

Bottles need to be plastic, NO GLASS. We have hard service floors for sanitation reasons and glass bottles break easily on them. The glass shards present a serious hazard to the children and staff.

# Diapering

Parents will provide baby wipes, diapers, and diaper cream. Parents will be notified when supplies are running low. If supplies are not brought in we will remind families again if possible. If supplies run out you will be asked to keep your child at home until you can provide the needed items for them.

# Potty Training

Raising Wildflowers will happily partner with families to work on potty training. When parents and staff feel that a child is ready to potty train a conversation will be initiated and a plan will be developed. Our goal is to provide consistency between home and the center to ensure success. All children must be potty trained to be moved up to our preschool class (ages 2.5-6 years old) These classrooms do not have changing tables and we cannot provide a sanitary changing service for the children.

# Indoor Play

Children learn through play. Play improves the cognitive, physical, social, and emotional well- being of children and young people. Through play, children learn about the world and themselves. They also learn skills they need for study, work and relationships such as:

* Confidence
* self-esteem
* resilience
* interaction
* social skills
* independence
* curiosity
* coping with challenging situations

# Outdoor Play

Children will play outside daily as long as the weather permits. We utilize the chart provided by the CDC that guides us in the decision of when to go outside and for how long. Physical play such as running, skipping and riding a bicycle helps children develop:

* good physical fitness
* agility
* stamina
* co-ordination
* balance

# Natural Playground

Raising Wildflowers is uniquely equipped with a natural playground in addition to the traditional playgrounds required by KDHE. Nature play is largely unstructured, and child led. Nature play encourages children to explore their emotions and imagination, and to develop autonomy and decision-making skills. Nature play also allows children to meet a variety of sensory needs. While we do understand that some may have concerns about cleanliness during or after natural play, we at Raising Wildflowers feel that the benefits far outweigh the extra steps required to clean up after these play days. Children will begin nature play once they enter the ones rooms and will continue throughout their time here. We do ask that families provide children with seasonally appropriate clothing and shoes that can be worn to play with mud, sand, and other natural elements. We will be happy to store these play clothes at the center and wash them weekly after their natural playday. Classrooms will have assigned nature days as follows: One year olds-Monday, Two year olds-Tuesday, Three year olds-Wednesday, and Four year olds-Thursday.

# Quiet Time

The KDHE requires that all children that are in full day care are given a quiet time each day. Raising Wildflowers will provide a nap cot and sheet for each child. Families will be required to provide a small blanket. Please do not bring large or bulky blankets as we have limited laundry capacity. If your child would also like a pillow, please bring a travel sized pillow so it can be easily stored with their cot. One small stuffed animal or lovie per child to cuddle with are also welcome if your child would like.

# Spare clothing

It is a state requirement that all children have two spare sets of seasonally appropriate clothing on hand at all times. If your child uses their spare clothes, you will be notified, and the soiled clothing will be sent home for you to wash. Please send a new set of spare clothes the following day in case of accidents. Spare clothes on hand should include a shirt, pants or shorts, underwear, and socks.

# Outside toys and personal items

All personal items, toys, and books need to be left at home to avoid personal items being lost, broken, or misplaced. The center will provide plenty of toys and books for children. If your child’s teacher asks for a show and tell day, your child may bring an item for that occasion but please give that item to the teacher when you check your child in, and they will put it away for safe keeping until you come pick them up.

# Safety

Raising Wildflowers administration and staff place the safety of your child as our top priority. If your child does experience an injury at the center the staff will inform the family immediately. There will be an incident report completed and you will be asked to sign it when you come to pick up your child. If your child has an injury from home that has left a bruise or scratch, please inform your child’s teacher at the time of drop off so we know it was there before they entered our care. If any injury requires special care, please let your child’s teacher know so we can properly attend to your child’s needs.

# Behavior Policy

Behavior in children is their way to communicate their feelings and frustrations. Our goal with behavior is to use those moments as teaching opportunities to develop self-regulation skills and empathy for others. Teachers will model compassion, respect, and empathy and provide children with the words and calming techniques they need to develop self-regulation. Teachers will never use verbal or physical threats with any child! If a child’s behavior is causing physical harm to staff or peers, the policies below will be enforced.

# Physical or Object Aggression

If your child uses physical or object aggression 3 times on any one day, your child will be sent home for the remainder of that day. If at any time the aggression is extreme enough to cause physical harm such as bruising or bleeding, the child will be sent home immediately. If the physical aggression continues and is severe enough to where it becomes necessary to send the child home on a daily basis or is adding undue stress for the other children or the environment it may become necessary to dismiss the child from the center. Please know that this will be the absolute last resort.

Physical aggression will be defined as exhibiting behaviors that have the potential to cause physical harm to another person. (Including but not limited to biting, hitting, kicking, headbutting, scratching, pinching, pushing, hair pulling, and spitting)

Object aggression will be defined as throwing or hitting others with objects that are not intended to be thrown with enough force as to cause potential harm or purposely damaging or breaking items out of anger or frustration.

Aggression will be handled as follows:

1. The aggression will be interrupted with a firm, “We do not hit. We use our hands for helping.” Or another similar phrase
2. Staff will remain calm and model emotional regulation for the child.
3. If there is an injured child, they will be comforted.
4. Staff will remove the child that is displaying aggressive behavior from the situation.
5. Staff will use positive phrases to explain why the behavior is not acceptable and try to help the child express what they are feeling in a positive manner, using their words.
6. The injured child will continue to be observed by staff and parents will be contacted.
7. After any aggression has occurred staff members will maintain a close and constant supervision of the child at all times.
8. Parents of both children will be notified, and appropriate reports will be completed for both families.

# Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary phase that disappears as children develop language and self-regulation to better express their feelings and as teething pain dissipates. Our biting policy is addressed above in the physical aggression section.

Biting will be handled as follows:

1. The biting will be interrupted with a firm, “We do not bite. Teeth are for food.” Or another similar phrase
2. Staff will stay calm and will model self-regulation.
3. The bitten child will be comforted.
4. Staff will remove the biter from the situation. The biter will be given options of teethers to satisfy their desire to bite.
5. The wound of the bitten child will be assessed and cleansed with soap and water. First aid procedures will be followed as needed.
6. The parents of both children will be notified of the biting incident. Appropriate reports will be filled out for families to sign at pick up.
7. The bitten area will continue to be observed by staff for signs of infection.
8. After a biting incident staff will maintain a close and constant supervision of the child at all times.

# Removal from Care

In the rare event that a child would need to be removed from care, due to policy violations, the following process will be followed:

* + The teacher will notify and seek support from the director.
	+ The teacher will communicate concern with the family.
	+ Incident reports will be signed and filed for data collection in the office.
	+ If the issue continues, the director will communicate concerns with the family.
	+ The director will seek additional support from KCCTO, KITS, or other behavior specialists.
	+ If the behavior remains present, the director will call for a conference and will begin the removal from care process.

# Staff Respect

Our desire is for staff and families to work together in mutual respect to provide the best possible care for every child. If any family member has questions or concerns, please address these with your child’s lead teacher in a calm and respectful manner. If you are unable to remain calm, please wait to discuss your concerns until the following day. If your concerns are time sensitive, please contact the director rather than your child’s teacher. Verbal abuse, disrespect, and demeaning comments will not be tolerated toward staff for any reason. If abusive behavior is displayed once a warning will be given to that family. If the behavior is displayed again the family will be removed from the center.

# Illness Policy

While we do understand that having a child sent home is inconvenient, we do ask that all families respect and adhere to our policies for the safety and health of the other children and staff.

The state threshold for a fever is 100.4 degrees or higher. The state has deemed that a fever of this high or higher cannot be caused by teething and indicates an infection and possible contagious condition.

Children that will not be allowed to attend if the following health symptoms are present:

* + Fever of 100.4 or higher
	+ Vomiting, diarrhea, nauseous/upset stomach.
	+ Watery or matted eyes
	+ Children that are experiencing multiple symptoms that cause them to be unable to fully participate in their daily class activities, even without a fever.

Children can return to care with a medical release when they are:

* + Fever free for 24 hours without medication
	+ Symptom free for 24 hours without medication

Children can return to care without a medical release when they are:

* + Fever free for 48 hours without medication
	+ Symptom free for 48 hours without medication

If a child becomes ill while in care, a staff member will contact the family and inform them of the situation. The expectation is that the child will be picked up within 30 minutes from the time the notification is sent. If there is a reason for a delayed pick up please notify your child’s teacher or the director immediately so we can remove the child from the room to minimize the other children’s exposure to illness.

Children diagnosed with chicken pox, strep throat, head lice, pink eye, Covid, or other communicable disease can only return after following recommended incubation periods and/or treatments and accompanied by a doctor’s note indicating the child is able to return to care.

Children diagnosed with influenza must stay home for 7 days after the onset of symptoms. This is a state regulation mandated by KDHE effective May 2018.

# Diarrhea

If a child experiences diarrhea while in care the family will be contacted to be made aware of the situation. If the child has a second diarrhea the same day, they will be required to go home and remain home according to the center’s illness policy. Diarrhea can not only spread illness but can also be a hygiene concern.

The definition of diarrhea is defined by the American College of Gastroenterology as loose or watery bowel movements that deviate from a child’s normal pattern.

# Hand-Foot-Mouth (HFM)

Hand foot and mouth is a highly contagious virus that presents itself with fever, aches, stomach upset, feelings of general unwellness, and of course the well-known red bumps. Bumps usually, but not always, become a raised blister and often may develop a white center. The spread of HFM is very difficult to stop because people are contagious up to 3 days before symptoms appear and remain even after the flu-like symptoms have disappeared. People are considered no longer contagious once they have been fever free without medication for at least 24 hours and all of the raised bumps have scabbed over. For most people this means remaining home for an average of 7 days. If your child is diagnosed with HFM you will be required to keep them home until they have met the above requirements. If you are unsure if the bumps are healed enough to return to the center, please consult with the director before bringing your child back.

Please call or message through the app before your child’s normal arrival time if your child will be absent due to illness.

# A DOCTOR’S NOTE IS NOT AN EXCEPTION TO THE ABOVE POLICIES.

**Mandatory Reporting**

All teachers and administration in licensed centers and schools are mandated reporters. If there is any reason to suspect that a child has been abused or neglected physically, emotionally, or sexually, we are required by law to report our suspicions.

# Family Data Change

If your family has a change in employment, address, email or phone contact information please contact the director as soon as possible so your file can be updated.

# Additional Support

All children develop on their own timeline but generally follow a predictable sequence of events. If at any time a family feels that they would like to discuss their child’s development or request an assessment, please contact the director for resources and contact information of agencies that can address your specific concerns.

# Sensory Room

Another unique feature we offer at Raising Wildflowers is that of a specified sensory room. Sensory Rooms are a curated environment that takes the child’s individual needs and requirements into account and allows them to develop at their own pace.

To help you fully understand what exactly a Sensory Room integrates, here is a list of important elements of a Sensory Room:

* + Low, Soothing, Adjustable lighting
	+ Minimal Decor
	+ Light Music
	+ Different Textures
	+ Vibrations
	+ Sensory enrichment toys
	+ Mirrors

The goal of a sensory room is to provide children with a systematically arranged calming environment that helps them develop their skills one at a time. Sensory Rooms are a great way to integrate therapeutic elements that not only develop emotional resilience in children but also help develop all the seven senses in the child i.e., visual, auditory, tactile, olfactory, gustatory, vestibular, and proprioception.

The sensory room is never a space that is used for punishment but rather a quiet space for a child to receive one on one attention with a trusted/preferred adult. The room provides the opportunity for children to practice self-regulation and coping skills when they are experiencing “big emotions”.

# Disaster Plans

Serious injury:

1. Assess the situation and remain calm.
2. Administer first aid/CPR and call 911
3. Remove other children from the area.
4. Call parents
5. Call an emergency substitute if needed.
6. Escort the child to the hospital and take their file.
7. Call Licensing to report the situation and fill out necessary incident forms.

Fire:

1. Line children up by their exit door
2. Have children leave the room quietly and orderly. Take emergency paperwork.
3. Exit through nearest emergency exit and head to the private drive behind the building. (where the fire escape ramp exits onto)
4. Assemble children by classrooms and take attendance.
5. Call 911
6. If there is inclement weather evacuate children across the street to Heritage square Storm:
	1. Children will stay inside away from windows.
	2. Limit and discontinue use of electrical items.
	3. Keep phone and battery powered radio on hand for weather updates.
	4. Ask parents to wait until all danger has passed before coming to pick up their child.

Flood:

1. Stay in the building as long as it is safe.
2. Phone parents if there is flash flooding and streets are unsafe to travel.
3. Call 911 if there is a medical or other emergency.

Tornado:

1. Children will go to the designated shelter.
2. Bring emergency paperwork, first aid, phones, snacks, and activities to the shelter.
3. Bring battery operated radio and tune in for weather updates.
4. Ask parents to wait until the warning has expired before picking up the children.

Missing Child:

1. Call 911 as soon as the situation is identified.
2. Contact the parents of the missing child.
3. Contact the other parents and have them pick up their children.
4. Search any area where the child could crawl or hide. Check areas where the child was last seen.
5. Provide law enforcement with the date, time, and location when the child was last seen.
6. Restrict access to the area until told what to do by law enforcement.

Acts of Violence or Terrorism

1. Restrict visitors to public areas and identify and clear them before entering the facility.
2. Response to the situation will depend on the circumstances:
	1. Armed intruder- Call 911 and lock rooms while getting children to the safest positions possible. If possible, evacuate children but do NOT confront the intruder.
	2. Hostage situation- Call 911 and lock rooms while getting children to the safest positions possible. Pay attention to the captor(s) and try to get details to accommodate them. Do NOT try to disarm or engage.
	3. Bomb- Evacuate immediately and Call 911.

Intruder In the building

1. Move students to the nearest rooms or secure in place.
2. If students are outside, have them evacuate to the nearest building, do NOT have them come inside.
3. If possible, move children to the evacuation route and to the DMV in heritage square for safety.
4. DO NOT lock exterior doors.
5. DO NOT respond to anyone at the door until the “all clear” is announced.

Evacuation in case of emergency whole center closure (chemical release, utility failure, gas leak)

1. Follow the same procedures as fire drills.
2. Once outside and gathered by classrooms, evacuate to the DMV in heritage square.
3. Contact parents to notify them of the situation and where to pick up their child.

 Snow/Blizzard

1. If winter weather is predicted Program Director will closely monitor weather and road

conditions and preemptively cancel services for the following day if needed.

1. If winter weather worsens while the center is open the Program Director will notify parents of closure, allowing them as much time as possible to safely get to the center and pick up their children.
2. Notifications will be made by Brightwheel, Text, email, and phone until all parents have been reached. If we are unable to reach a parent, we will begin contacting other approved pick-ups.

 Allergic Reaction

1. In the case of an allergic reaction of a child that has an epi-pen, staff will access and administer an epi-pen as trained in their First Aid training and then call 911.
2. In the case of an allergic reaction without an epi-pen, call 911 immediately to get first responders on their way.
3. Staff will then call parents to notify them of the event.
4. A critical incident report will be filled out and sent to licensing within 24 hours.

Plan for reuniting children with families in case of emergency

1. Staff will take tablets and emergency backpacks anytime their classroom exits the building.
2. In case of emergency, staff will use the information in the tablet or backpack to contact parents (using cell phones if necessary) of the situation and where the children are sheltering.
3. When parents arrive, staff will update each parent on what transpired and have them check their child out on Brightwheel if possible. If Brightwheel is unavailable due to the situation, staff will have parents physically sign children out to ensure all children are safely returned to their families and staff have visually seen them.
4. If any parents are unable to be reached or cannot pick up their children, staff will contact additional approved pick-ups.

Continuity of Care after emergency

1. After an emergency the Program Director will assess the safety of the center, contacting Licensing for assistance and advice if needed.
2. The Program Director will gather information on the needs of the families to determine how to best provide for them and the number of children that will require care.
3. Upon assessing the needs and safety of the center, a determination will be made in cooperation with Licensing on how best to proceed.

Utility Failure

1. In cases of utility failure, we will contact families to let them know of the situation. We will ask that families monitor messages for further updates.
2. We will monitor the building for up to an hour to ensure we are meeting requirements for the environment in the classrooms.
3. If utilities remain off after an hour, or the environment no longer meets requirements, we will contact families to pick up children for the day.
4. Families will be notified of the plans for the following day based off of information that we receive from the utility company.

Unscheduled Closure (for example: medical concerns, staff shortage, etc.)

1. If there is a reasonable possibility of a problem the Program Director will contact families the night before the potential closure and advise them of the issue and to monitor their messages. If the concerns are confirmed the Director will cancel the care for the following day as early as possible to allow families as much time as possible to find alternative care.
2. If the situation arises while the center is open the Program Director will notify parents of the situation and closure, allowing them as much time as possible to safely get to the center and pick up their children.
3. Notifications will be made by Brightwheel, Text, email, and phone until all parents have been reached. If we are unable to reach a parent, we will begin contacting other approved pick-ups.

\*If for any reason we are unable to evacuate to the DMV in Heritage Square, we will use the second evacuation area of Film at Eleven.