



Parent Handbook

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Phone: 435-830-0907

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Dear Parents:

We are pleased that you have chosen Little Apples Child Care for your child(ren) needs. Our staff is committed in providing safe and quality early childhood services for all ages of children. We are proud to provide you with exciting, and appropriate learning activities.

Little Apples is proud to be licensed and in excellent standing with the State of Utah since 2014. We are also a member of the State of Utah and Tooele County Emergency Management, Tooele County Health Department, "Top Star" Healthy Kids Food Program, and Utah After-School Networking Group.

Our staff receives mandatory training annually of minimum of 21 hours, to include CPR, First Aid, Stop the Bleed, Food Handlers certifications, Sexual Abuse/Reporting Requirements Awareness Training and Identifying Food Allergies.

We are honored to be excellent members of our local community, to include partnerships with the Grantsville City, Police and Fire Departments.

Parents/guardians/grandparents are a vital part of our program. We encourage you to visit and participate in activities at the center. Your input in your child's care and safety is extremely important to all of us and we hope that you will provide us feedback and let us know how we are doing.

We welcome you and your child(ren)!

Sincerely,

Kathy Anderson

Kathy Anderson
435-830-5590



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INTRODUCTION

Overview:

The Little Apples Day Care Center opened the summer of 2014. We run our center through a family listed Corporation. In August of 2014, we became an outstanding member of our Grantsville community.

Non-Discrimination:

In providing excellent services to children and their families, Little Apples will not discriminate on the basis of race, religion, gender, disability, cultural heritage, political believes, or national origin.

Program Philosophy/Mission:

Little Apples is a “home-away-from-home” setting and the best alternative there is for working parents. It provides a small secure environment for children during the most important time of their development. Little Apples provides children with “siblings” of all ages, to play, socialize, and become friends. Our goal in providing quality child care for your child is to provide...

- ✓ A safe environment
- ✓ A nurturing environment
- ✓ A learning environment...learning is not necessarily the ABC's and 123's, but is also the learning of values, respect, honesty, self-reliance, resiliency. The values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness.
- ✓ A proper approach to discipline... since children occasionally needs appropriate discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of them. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel “bad” or unloved. This helps develop their self-esteem and teaches them how to handle difficult situations themselves in the future.
- ✓ And to foster unconditional love... this kind of love is very important to us because children should not grow up feeling that in order to be loved and cared for, they must meet numerous conditions. We know each child has individuality, and we help them express that
- ✓ As a member of our beautiful community, we welcome and encourage participation from our local city government, fire, police, and most of all parents and grandparents.

Staff Qualifications:

The staff at our center consists of a Director, Assistant Director, and approximately eight teachers/care givers. All staff meets, and in most cases exceed the Utah Care About Child Care Office, and Utah State Child Care Licensing. Our staff is over 17 years of age for full-time, and over 16 years of age that are part-time employees.

All employees are required and have completed 21 hours of training annually. This includes, but not limited to, CPR, First Aid, Stop the Bleed, Food Safety, Children with Special Needs, Child Choking Hazards, and Child Abuse/Prevention/Recognition.

In order to ensure that employees that are regularly providing child care with potential for unsupervised contact with children, all employees are required to pass a Criminal Offender Record Check, and Background Record Check (with certified fingerprints).

Hours/Days of Operation:

We are a State of Utah licensed quality center with regards to care and quality. Our center is open for business from 5:30 a.m. to 6:30 p.m. Monday – Thursday and 7:00 a.m. to 5:30 p.m. on Friday, with exception of closings for all major holidays. Any child remaining at the center after closing hours will be kept in the front area of the center with one of the caregivers. The parent/guardian on file will immediately be contacted.

The Center will be closed for the following dates: Jan – New Year's Eve and Day, Martin Luther King Day; Feb – President's Day; May – Memorial Day; July – 4th; Sept – Labor Day; Nov – Thanksgiving Day and day after; Dec – Christmas Eve and Day; and

ENROLEMENT

Process:

Parents interested in enrolling their child(ren) should call the Center and arrange for a visit and tour. There is a \$50.00 non-refundable application fee to cover record keeping costs and to maintain the application if there is a waitlist. Checks for the application fee should be made payable to Little Apples Day Care Center, and/or cash or credit card.

A priority enrollment system is established and followed using the licensed software ProCare.

- ✓ 1st, Siblings of currently enrolled children will have first priority.
- ✓ 2nd, children from our officers from our local Fire and Police Departments
- ✓ 3rd, local school teachers
- ✓ 4th all families from our community

To meet the requirements of the law and the individual needs of your child(ren), it is necessary that we keep health, immunization, attendance and developmental records of your child(ren). These records will be provided to you as they become completed and signed by the Director. These records and all forms are kept in a secure area and in strict confidence in our center.

There will be a two-week probation period for termination of this contract set by the Center or parent. If we/you feel things are not working out, we reserve the right to give notice for removal. If after the probationary period or any time prior to that, if we feel that we cannot meet the needs of your child, we may ask for the two-week notice for your child.

It is **mandatory**, at time of submitting documentation, that BOTH parents sign and date this Handbook Policy and Contract.

Required Forms: **To be completed and submitted to Director prior to the child(ren)'s first day:**

- ✓ Child Care Contract
- ✓ Emergency Contact and Parent Release
- ✓ Certificate of Current Immunizations (The Utah state Health Dept requires parents to provide the center with a current immunization record, annually and for all children within 30 days of enrollment. ALL MEDICAL RECORDS MUST BE UPDATED BY YOUR PHYSICIAN AND PROVIDED TO THE CENTER YEARLY.
- ✓ Over the counter medication information
- ✓ Pediatric Health Statement
- ✓ Child(ren) specific food allergies or requirements
- ✓ Photo Release Permission
- ✓ If necessary, legal documents regarding the child(ren)'s custody

It is the parent's/guardian's responsibility to notify the Director in writing of any changes of employment, address, email, phone number(s), hours of work, schedule changes, care and/or custody and other pertinent information regarding the family. **For the safety of the child(ren), all records must be kept up to date.**

Capacity:

The center has been licensed through the state of Utah for 45 total children, per day.

We have an infant room, toddler room, 3 and 4-year-old room, and 5-12 years of age room.

Orientation:

We request that a parent visit with their child in the classroom prior to the child's actual start date. In most cases, one or two visits are best; please speak with the Director about your child's pre-start date visit. The Director and/or room care giver will introduce your child to all other children in that room. We will assist you and your child adapting to the new staff, children and schedule.

Room Transition:

The center is organized and staffed to minimize the number of transitions children experience. Being mindful of the importance of the bonds that are established with care givers and peers, every effort is made to maintain continuity of relationships between them. Every effort is

made to keep infants, toddlers/twos together. Developmental needs or concerns are always considered when planning transitions for children and clear communication takes place between center and home and among all teaching staff.

Tuition Fee Structure:

Our center is a full-time center. The definition of full-time is Monday – Friday, 8 hours per day. Fees are paid on a flat rate system (flat rate means weekly rates are to be paid regardless of attendance).

Also available on our website; www.littleapplesdaycarecenter.com

FINANCIAL POLICY

Tuition and Pay Policy:

Tuition is charged based upon the age of the child. As the child transitions into the next higher room, rates will be adjusted on that first day of transition. The Director will notify you immediately when that effective date of tuition fee change is made.

Our center is designed as a full-time/pay per week. You will be contracted for a “spot within the licensed 45 slots” not hours needed. Contract tuition charge will be assessed per-week/per child. The amount of tuition is based on your child’s predetermined contracted age and has no bearing on your child’s actual attendance, (i.e., sick days, vacation days, and holidays, etc.) After one year from your contract date, you will be granted 5 days of vacation where you will not be charged for daycare services (1 Jan – 31 Dec). But these vacation dates do not roll over from year to year.

9-Hour Days Childcare Rule:

Basically, the 9-hour childcare rule per day is across the board industry standard. The basic care covered under the standard tuition is 9 hours of daily care. Anything beyond 9 hours is considered an extended day, which will have an additional fee. Effective Jan 6, 2025, the extended fee is \$10.00 per hour, per child. For example: Any hours used for more than 9 hours per day, per child, will be charged the \$10.00 extra tuition fee. The basis of our tuition is based on 40 hours per week, allowing 1 hour of travel time = 9 hours per day.

With requirements to set your child(ren) contract with times of drop off and pick up, will allow the center to adjust with caregivers to keep us within Utah state licensing ratio rules.

The sibling discount is not available for extended hours. Please keep in mind that when extra hours are requested, you must pay for the extra time that is not included in your child’s predetermined schedule. For example, if your child’s schedule contract is 9-5 and you request an extra hour in the morning (8-9), you will be charged for the extra hour regardless of whether you pick up at 4 or 5.

Please Note: It is very important for us to know when planning our daily events, food and caregiver support. Our program adheres to the group size and ratios as set forth by the Utah State Child Care Licensing Division as well as by the standards set by the National Association for the Education of Young Children (NAEYC).

Safety and security of your child(ren) are the number one priority for our center. We ask for your help in continuing the excellent service we provide to every child and parent.

Payment Terms: All tuition fees are required to be paid in advance on a weekly basis unless otherwise indicated or arranged with Director. Payment choices are; check, cash, or debit/credit cards. Payments must be made according to the payment schedule confirmed on your personal contract. A 20% late fee will be automatically added to any unpaid balance based on your contract agreement; either weekly, bi-weekly or monthly.

Should collection become necessary by a third-party collection agency, legal suit or other means, you as the parent/guardian will agree to pay all costs of collection including attorney fees, court costs, including charges and collection agency fee which would be 35% of the balance assigned with or without suit.

There will be a \$35.00 cash fee for any returned check, plus the check amount in cash. Parents will be charged for all fees incurred by provider as the result of the returned check.

As stated previously, if a child is left in attendance after the normal operating hours, a late fee of \$5.00 for the first minute and \$1 for every minute after that.

Children are automatically dismissed when tuition is more than two weeks past due unless prior arrangements have been made with the Director only.

Policy for parents that are school teachers and do not use the daycare services from June to Aug. To reserve/resume your spots, you will have two options (parents' decision):

1st. Drop from the daycare roles for three months and reserve/resume your spot in Aug (date prior to returning to your school teaching job). You may take the chance of our center not having availability to take back your child(ren) to the center since these spots could be filled, **or**

2nd. Pay \$150.00 hold fee, per month, per child to reserve your spot for June, July and Aug when school resumes.

Current fees:

- ✓ Registration fee due at time of enrollment: \$50.00 (per family) non-refundable
- ✓ Full time weekly rates only - 40 hrs/week/child
 - 0-12 months - \$220.00
 - 1 year old - \$220.00
 - 2-year-old – \$190.00
 - 3 – 4-year-old - \$180.00
 - Kindergarten – 5-year-old– \$110.00 (all day school w/transportation)
 - 6–12-year-old – school - \$110.00 (includes transportation)

- 5–12-year-old – summer (June, July and August) - \$165.00 (includes activities and field trips)
- **NOTE: All tuition rates are subject to change determined by economy pricing.**
- Tuition for child care is based on your contract:
 - WEEKLY/BI-WEEKLY PAYMENT: Due by 6 p.m. child's first scheduled day. Per child attending. 20% late fee will automatically be added to any unpaid balance the following week.
- ✓ If State Assistance is needed: Apply for Utah State Child Care assistance by calling 888.883.9375 for assistance in applying.

We take pride in the design of the center's environment. The safety, security and quality that you will receive. The price to pay for your childcare is understandably high due to the fact we guarantee our care givers are highly trained and vetted. Food and snacks prepared are of a high and, health department recommended quality. We provide transportation to all schools within the Grantsville community. Your tuition will include activities, field trips, arts/crafts, and other learning materials.

Sibling Discount:

A discount of 5% will be given to the child(ren) after the first-born child. Remember, this discount is not included in the extra tuition charged for hours over a 9-hour day.

Drop Off/Pick up Policy:

In order to uphold the integrity of the children's daily schedule, we request that children be dropped off at the center no later than 8:00 am if breakfast is necessary. If later than 8 a.m. please notify the center immediately to give drop off time.

When dropping off and picking up your child, it is required that you use the available electronic time keeping system provide. This system is required by Child Care Licensing for reporting purposes of hours used by every child. Accuracy is paramount.

No family member, grandparent or friend are authorized by law to pick up your child unless you have stated in your contract, who, and phone number. If someone is there requesting us to release your child, and they are not on the preauthorized form, you will be notified immediately.

It's imperative that children are picked up by their scheduled pick-up time. We suggest planning to arrive just prior to your scheduled pick-up time so that you will have ample time to speak with Director or caregivers, gather their coats, blankets, and book bags and depart from the center in a timely manner.

Please know that the contracted drop-off is important because we plan the day's activities and food preparation around attendance. If a child is unable to attend the center for any reason, it

is the responsibility of the parent to contact the center within 15 minutes of the contracted time.

We do reserve the right to close for any reason in which we cannot operate in a safe manner, i.e., loss of electricity, water, heat or other extreme circumstances.

Waiting List:

A waiting list, will be maintained by the center's Director. Consideration will be given to the date of application, room availability and age of child. When a space becomes available, the parents will be responsible for payment as described the Director.

Enrollment is made without regard to race, sex, creed, religion or national origin. Our center welcomes all individuals. We accept all child(ren) with disabilities in so far as this can be accomplished without fundamentally altering the nature of the program or resulting in any undue financial and/or administrative burden. Please allow us to know of any special needs your child might have.

GENERAL INFORMATION

Parent/Guardian Obligations/Responsibilities

- ✓ Logging in and out. It is very important for the accountability of the children that you use the ProCare™ Finger Print system to clock in and out your child(ren). Our staff will NEVER release a child to any unauthorized individual. A driver's license or any other valid picture ID will be required to show caregiver before release of child.
- ✓ The center is equipped with many safety features. Each room and all angles of outdoors are equipped with live feed/recorded security cameras. This is for the safety and security of the children and staff.
- ✓ If the child(ren) is school age and use the center's transportation to and from school or event, it is the parent's responsibility to notify the center of any transportation change. For accountability of your children, we must know if your child is not needing transportation back to the center for any reason.
- ✓ At the time of registration, all authorized parents/guardians will be given an access code to enter the building. At **NO time** you are authorized to give your door code to anyone. This could result in legal matters to include termination of your child(ren) at our center. We take security of our children, staff and facilities very serious.
- ✓ Please accompany your child into the classroom and let a teacher know that you have arrived. This is the time to discuss with the teacher any relevant information that would help your child during the day (e.g., sleeping irregularities, medication needs, moods, changes in daily routine). When picking up your child, notify a teacher that you are leaving. It is imperative that a parent makes the teacher aware they are picking up their child. Unless the teacher is engaged with a group of children, please inquire about the day your child has had. The Communication Board will provide you with the general activities of your child's day to include meals.

- ✓ We encourage parents to discuss the day's activities/events with your child's caregiver. Please consult with the Director if you feel there is a problem with your child(ren)'s routine, caregiver, meals, etc. This will help us make their day pleasurable and fun.
- ✓ Mothers who are nursing may continue to do so at the center. There will be a room available for your privacy.
- ✓ The Director must be informed of special problems or needs of the child including, but not limited to, allergies and sunburn sensitivities. It will be posted at the front desk if any serious communicable diseases in the center. The center reserves the right to limit activities of or exclude a child from the center at its sole discretion if the health, safety or welfare of anyone is an issue.
- ✓ Since a big part of our spring and summer activities are held outside, it is the parent's responsibility to provide the center with sun screen (with child's name printed legibly), shoes, jacket, and water bottle.
- ✓ Both parents will read and sign new contract annually.
- ✓ Little Apples is a smoke free/drug free Center. This applies to the parent/guardian and staff.

Violations of the Confidentiality Policy:

- ✓ Little Apples takes very seriously the responsibility of maintaining all Personal Identifiable Information (PII) for parents, employees and children.
- ✓ Parents need to recognize that this confidentiality policy not only applies to their child or family, but all children, families, and employees associated with Little Apples.
- ✓ A parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the centers confidentiality policy and could be immediately removed.
- ✓

Health and Safety Policies

- ✓ Illness/Medication: The center **CANNOT** accept any child if the child has the following:
 - An oral temperature more than 101.4 degrees unless the fever is immunization related. In which case, you need to advise the Center's caregiver. (The child must be free of elevated temperature for 24 hours without fever reducing medication before returning to the Center)
 - Any signs or symptoms of possible severe illness such as lethargy, difficulty breathing, uncontrolled diarrhea, vomiting (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior changes, or other unusual signs until medical evaluation indicates that the child can be included in the Center's activities. Three consecutive episodes of loose, watery stools occurring within one hour constitutes diarrhea. Children with diarrhea may return to the Center when diarrhea has subsided for 24 hours.

- The illness prevents the child from participating comfortably in Center activities.
- For respect of the other children, staff, and parents, the illness can be prevented from spreading if you keep your child home during these 24 hours.
- The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the Center's activities. We request a copy of the medical evaluation from child's physician on first day they return to the Center.
- Any generalized rash, including those covering multiple parts of the body, must be evaluated by a physician. The child may return with a note from physician stating the child is not contagious.

If any of the above occurs while at the center, the parent/guardian will be contacted immediately, and you will be required to have your child picked up within one hour from initial call.

A child may return to the center after 24 hours without fever (without fever reducing medications), or in the event of communicable illness with a physician's written consent stating that the child is no longer contagious), or when symptoms no longer persist (for non-communicable illness).

- ✓ Accidents/Emergencies: In case of a medical emergency, parents will be notified immediately. Center staff is trained in Basic First Aid, Stop the Bleed and CPR including infant and child choking. At any time, the center's caregiver feels it is necessary to call for Emergency -"911," they will first, make the call for 911 and immediately contact the parent/guardian notifying them of the emergency. The Director or caregiver will always stay with the child to the local hospital and stay with the child until the parent/guardian arrives.
- ✓ Incident Reporting: An incident/accident report will be filled out on incidents/accidents that happen at the Center. The parents/guardian will be notified as quickly as possible if the child has an injury that places them at risk. The parent will receive the daily injury report with the Director's signature.
- ✓ Medication: The center's Director will give medications if the following occurs:
 - Medicine must be in the original container, have child's name, current date, frequency to be given, amount to be given. This will be verbalized daily between the parent and caregiver.
 - These requirements also apply to age-appropriate over-the-counter medications such as Tylenol or cough medicine.

- A Medication Authorization form must be on file for each medication to be administered whether prescription or non-prescription. A new form must be filled out daily unless otherwise stated on prescription.
 - Non-prescription medications without specific dosage instructions for young children must be accompanied by a physician's written statement of authorization.
 - All medication will be maintained in a locking "medicine cabinet" and/or a sealed container in the refrigerator if required.
- ✓ Parent/Guardian Guidelines for Child Illness:
- FEVER. Anytime a child runs a temperature of 101.4 degrees or greater, the child must be picked up within one hour after parent is notified. For fevers of an unknown origin, the staff will not give any fever reducers unless the parent advises the caregiver to do so at time they are notified. The child shall be fever free for a period of 24 hours before returning to the Center without the aid of a fever reducer.
 - DIARRHEA. Any child with diarrhea accompanied by either (1) running a fever of 100 degrees or higher or (2) vomiting or (3) three or more episodes of uncontrollable diarrhea, should not be in the Center. Parents will be called to pick up their child should this occur. Diarrhea must be subsided for a period of 24 hours before the child can return to the Center.
 - VOMITING. One occasion of vomiting may indicate the need for the child to leave the Center immediately. In the event of two or more incidents or accompanied with a fever of 100 degrees or higher, the parent will be notified to pick up the child. Vomiting must have subsided for a period of 24 hours before child may return.
 - IMPETIGO. Any indication of Impetigo, the parent will be notified to pick up their child. The child may return 24 hours after treatment is started and there is no discharge.
 - HAND, FOOT and MOUTH. Any indication of Hand, Foot and Mouth the parent will be notified to pick up their child. Normally the child will be able to return to the Center after three days.
 - CONJUNCTIVITIS (PINK EYE). Any recognition of Conjunctivitis, the parent will be notified to pick up the child. The child may return 24 hours after treatment is started and there is no discharge.
 - CHICKEN POX/MEASLES. A child may return to the Center after all lesions have crusted, but no sooner than seven days after the onset of the rash.
 - THRUSH. Any signs of thrush, the child must be picked up and seen by a physician before returning to the Center.

- RASH. Any signs of a rash of unknown origin, the child must be picked up and a determination must be made by the child's physician to retain the child at the Center.
- HEAD LICE. Any signs of Head Lice, the child must be picked up immediately and may not return to the Center until 24 hours after the treatment has been made.
- TEETHING. Teething medication provided by the parent will be given to the child with written permission that details amount and specific time to be given.
- DIAPER RASH. Diaper rash medication will only be applied with product and permission given by the parent.
- COVID (any variant)/Viral Flu. If suspecting your child has COVID or any of its variants, you will be required to provide the center with either a positive or negative test result prior to returning to the Center. We take COVID extremely serious and we expect that parents do the same.

Safety Policies:

- ✓ A Center's caregiver will be responsible and always in charge of a child or a group of children 100% of the day. We take safety and security seriously.
- ✓ No child will ever be left alone or unattended.
- ✓ Little Apples Center is a drug free/any weapon free zone.
- ✓ Children five and older will be allowed to use the single restroom facility without a caregiver.
- ✓ Caregivers are aware of all fire/disaster or other emergency procedures.
- ✓ Fire drills are conducted monthly as required by the State of Utah, Child Care Licensing. Also, other disaster drills will be conducted as required. This is for the practice of both staff and children.
- ✓ During evacuation procedures, the center has identified "cribs" for evacuation.
- ✓ The center has an Emergency Evacuation Policy that has been coordinated with the Grantsville City Police Chief and Fire Chief. This plan is available for your review upon request.
- ✓ Anyone suspected of abusing or neglecting a child will immediately be reported as required by Utah law to the local Police Dept and Department of Family Services. Sexual/molestation or other child abuse **will not be tolerated**, and immediate action will be taken. All caregivers will comply with a mandatory Sexual Abuse Awareness Training program and complete all training material.
- ✓ Behavior Management Policy: Our policy concerning behavior management, sometimes referred to as discipline, is based on the individual need of the child.

Transportation Policy:

In order to alleviate any possible confusion that may arise with either parent/guardian or Little Apples caregiver, below policy is effective immediately. This policy has been articulated with the safety and accountability of your child(ren) as our primary concern:

- Upon morning arrival, it is critical that the parents accompany their child into their classroom, sign in using our ProCare™ finger print system, and communicate with the caregiver on any daily needs or schedule changes for their child.
- If your child is required to be transported to and from school daily, it is **your** responsibility to provide that information to the caregiver or Director. If there are any changes to their schedule, please contact the Center immediately. It is very important for the safety and accountability of the children that the Center know if your child require transportation from the school back to the Center. (Example: if your child becomes sick during school hours and the parent/guardian picks up the child and takes him/her home, it is your responsibility to contact the Center to let us know they will not require us to pick up your child and return to the daycare center.) The school will not be responsible for communicating with our Center van drivers regarding your child's change of transportation requirements.
- Upon afternoon/evening arrival to pick up your child, it is very important that a parent makes verbal contact with their child's caregiver immediately. Please remember that a child may be released only to those persons authorized by the parent with advanced permission. The Center will refuse the release of a child to any person other than those on file. Please understand that these precautions are necessary for your child's safety. Parents will also be required to sign out using our ProCare™ fingerprint system when leaving for the day.
- All children will adhere to Utah State Seat belt/child restraint laws. Our van is equipped with each child's information/parent information card. Also, will maintain a first aid kit/body fluid clean up kit.
- Our van driver will complete a head count dropping off/picking up. They will not leave the school/event without any child that is required to be picked up. Therefore, it is crucial you notify the Center of any transportation schedule change.

Parents and caregivers all must do their part to ensure everyone's safety. If you have questions, please call us at the center, 435-830-0907; or directly to the Director Stevie Anderson, 435-849-4458 or Assistant Director Dom Summers, 801-671-0909.

HEALTH CARE POLICIES/PROCEDURES

Emergency Procedures:

In the event of an accident or emergency, every effort will be made to notify the parents/guardian. The Emergency Contact form enables Little Apples to seek immediate care for a child should a parent/guardian not be able to be reached. It is for the child's benefit that the parent keeps all phone numbers, authorized individual be up-to-date.

Children in need of emergency treatment by a physician will be taken to the Tooele Mountain West Emergency Care, by local ambulance service (if the situation warrants a 911 call). Little Apples will not be held responsible for any medical bills received due to an accident that occurs while in our care.

- ✓ Evacuation Procedures: Staff will remove the children for whom they are responsible from the building. Floor plans indicating evacuation route are posted by the doorway. Sign in/out sheets will be with the care giver at all times. Infants are placed in the evacuation cribs and wheeled out of their building to the best route.
- ✓ The center's evacuation huddle point is: our neighboring Senior Citizens Rec Center, 2nd to the Grantsville Elementary School, and 3rd to the Grantsville Fire Department.
- ✓ At the evacuation site, attendance of children and staff are taken.
- ✓ Staff will be prepared with child's name, first aid kit and any other required items while sheltered, i.e., diapers, medicine, etc.
- ✓ A final decision to evacuate the area and/or to re-enter the center will be the responsibility of the Director and on-scene Fire or Police officer.
- ✓ Parents will be contacted by the Director immediately, but after the children are safe.
- ✓ Evacuation/shelter in place drills are conducted monthly

Natural Disasters: (Flood, Earthquake, Gas Leak, Power Outage, Heat or Water Loss)

- ✓ If a natural disaster is forecasted in advance, the center will determine to be closed or open based on recommendations of State and local leaders.
- ✓ If, during the day, the potential of a natural disaster was predicted with limited notice, the center's Director/person in charge will contact local authorities and Owners, immediately for advice.
- ✓ If natural disaster occurs unpredictably, the center Director will call for an either evacuation procedures or shelter-in-place. The Director or Director Designee will be the focal/communication point for local authorities in charge.
- ✓ The Owner or Director will be the only authorized person to speak to any media.
- ✓ Caregivers will not be authorized to take pictures, communicate with anyone from outside the center, or any social media posts.

Curriculum Information:

The children at Little Apples participates in a program designed to meet the needs and love of every child. We combine developmental readiness activities utilizing curriculums published by, Care About Child Care. Each caregiver plans for specific age group activity as well as individual children.

- ✓ Typical Activities:
 - Daily Schedule: 7:00-7:30 a.m. – breakfast; 10:00 a.m. – snack; 12:00 – 12:30 p.m. – nutritional lunch; 2:00 and 4:00 p.m. snack
 - Food allergies will be handled according the severity and the individual child's needs. They will be given a substitute food to meet the requirements of the food program. If the

allergies are too high the parent will be required to provide the food for the child and then will be excluded from the food program.

- Hand washing is an absolute requirement for both staff and children, before and after eating, outdoor play, and crafts. Hand washing sink and approved soap is provided in every room.
 - All toys and play material and equipment will be cleaned and sanitized daily upon closure for the day.
 - Any snacks, food, etc., brought in from home for room parties must be individually wrapped and store purchased.
 - Group Play: Singing, yoga, dancing, play acting, games, reading, listening to storybook tapes, music, and circle time.
 - Free Play: Children have their choice of – books, blocks, kitchen toys, dolls and accessories, trucks, Legos, play sets, household toys, pull/push toys, art materials, and may watch limited television (less than 30 minutes a day – age-appropriate movies)
 - Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, and flannel board.
 - Outdoor Play: (weather permitting) Natural setting, hill climbing, slide, tunnel, bike track, ball playing, and much more.
 - Special Days: Include Birthdays/holiday parties, and holiday crafts. Holidays such as Christmas and Easter may have the character attend the Center and pictures will be taken and provided to each parent.
 - Nap/Rest Time: As required by daily curriculum. Children of ages 1-3 will take daily naps on cots provided by the Center. You are required to bring the child's favorite blanket, etc. **However, you are required to keep the blanket clean, meaning the blanket must be taken home weekly and washed. Always print your child's name on all blankets.**
 - Infants schedule, feeding, diapering, sleeping, and clothing will be identified by the posted schedule located at the classroom.
 - The U.S. Public Health Service and the American Academy of Pediatrics recommend that infants sleep on their backs until they can turn over on their own unless there is a health condition that might require them to sleep on their tummy. Also, it is required that each crib have only one blanket available for the child.
 - An adequately supervised rest period on mats, or in cribs is required at our Center for all children remaining in the Center after the noon meal.
- ✓ Personal Belongings:
- Blankets left at the Center for a period of one month without taken home to be cleaned will be discarded.

- Coats, jackets, blankets, etc. must be identified with child's name with permanent marker.
- We ask parents not to bring personal child toys from home. The Center is not responsible for loss or damage to personal belongings.
- ✓ Outdoor Play: Outdoor play is necessary for the healthy development of children. Weather permitting, outside playtime is scheduled for each group daily. Our Center is separated by age group with age-appropriate toys. There is ample shade and water for the children each day.
 - We apologize if your child returns home with dirt on their clothing. They were having fun learning about our environment.
 - Lunches and snacks will often be prepared and given outside on the child picnic tables.
 - As stated, parents are responsible for providing the Center with sun-screen.
- ✓ Nutrition Guidelines:
 - Each child will be served breakfast, a.m. snack, lunch, p.m. snack
 - All meals and snacks are planned a week ahead of time and posted for your review at the front desk.
 - Food is purchased from an approved food distributing source.
 - Our Center has been certified by the Tooele County Health Department as "Top Star" nutritional food plan.
 - We adhere to U.S. Department of Health on food requirements and portion size.
 - Breast fed infants: We support and encourage breast feeding. Parent are required to provide the daily required amount and bottles for breast feeding. Bottles must be marked with permanent marker with child's name and date. The Center can only appropriately store a minimum of 16 ounces of breast milk and will be stored in the freezer as a backup supply. Back up supply must be resupplied at the beginning of day.
 - Breast milk, formula, infant food will be supplied daily by parent.

Classroom Management Policy:

For some children, child care will be the first experience away from home. Our program will help the child develop a comfortable, secure feeling of belonging. Through qualified and well-trained caregivers, our program should develop independence, responsibility, attitudes of sharing and habits of fair play.

Because children are children, and discerning right from wrong is a continual learning process, we will first talk to the child when unacceptable behavior occurs. If it is a recurring problem, we may separate the child from the group in the classroom. We hope this will

encourage the child to understand the importance of acceptable behavior patterns and will result in an early return to the group.

The child will be asked to think about what he or she has or has not done and then decide when he or she is ready to return to the group. If the problem cannot be resolved between the caregiver and the child, or if the unacceptable behavior continues, the caregiver may call the parent and share what is happening. Discipline and guidance are consistent and are based on an understanding of individual needs and development, promoting self-discipline and acceptable behavior.

When biting incidents happen, the childcare provider will **separate the children immediately**. Care for the bitten child should include soothing the child, cleaning the wound, and seeking medical treatment if the bite has broken the skin. If a **child** bites on two occasions within a limited time frame, the **Director** mandates a telephone call with parent to discuss the behavior and develop.

- Our caregivers will NEVER hit, spank, shake, bite, pinch or any other measure that produces physical pain or discomfort.
- Will not restrain a child's movement by binding, tying, or any other form of restraint.
- NO form of emotional abuse will be tolerated.
- We will NEVER withhold food, rest or toileting as a means of punishment.
- Caregivers will comply with sexual abuse/molestation law and policies with the right to report any suspicious behavior to Owner/Director immediately.

Toys, Candy, Gum, Toy Weapons:

Please do not allow your child to bring from home; toys, candy, gum, money or any toy weapon of any kind to the center.

Walking Field Trips:

- ✓ Notices will be posted at the center's front desk or a message left on parent's phone when children will be away from the center on a walk.
- ✓ There are times when the children will be walking to the Grantsville Elementary school to be well supervised at the playground.
- ✓ Also, there will be field trips to the ice cream store, and other Grantsville parks. Parents' permission forms will be gathered prior to events.
- ✓ Parents/grandparents are encouraged and welcomed to participate in all activities as chaperons.

Termination of Child Care Services:

Little Apples reserves the right to proceed with termination of a child if the child care tuition fees are not paid by agreed to terms with Director, or other arrangements made in advance.

The center reserves the right to termination of a child if that child becomes a danger to other children or facilities and the caregivers/Director deems other children at the Center unsafe in

the presence of that child, or if the staff is unable to meet the needs of the child in group settings.

When a parent chooses to terminate child care for any reason the parent will be required to submit in writing and provide at least a two week notice to the center's Director. The full tuition amount for the following days will be due at the time of the written notice. The Director will calculate the balance due according to the contract. This child(s) space will be filled immediately and will not be held open.

Infection Control:

Little Apples follows these guidelines for proper cleaning and sanitizing of the center, as well as, proper infection control techniques. If a child contracts a contagious illness, the Director will contact the Tooele County Health Department.

- ✓ Basic Guidelines:
 - Hands are washed upon arrival and after each diaper change or toileting
 - Before and after meals, crafts, and outdoor play
 - Mandatory hand washing after wiping child's noses
 - Toys, sippy cups, and cribs/cots are sanitized at the end of each day
 - Caregivers are trained and required to maintain housekeeping rules daily
 - Rugs are cleaned and sanitized as needed
 - COVID-19 protocols from CDC, Health Dept, and Child Care Licensing will be adhered to 100%.

For your child's health and safety, the center has been equipped with new state of the art technology for air purification/sanitization systems.

Clothing:

- ✓ Dress Code: Parents will have their child dressed for the appropriate weather. Weather permitting, outdoor play will be encouraged. Even in winter months, sometimes will be outside, and coats, boots, gloves and hats are required (all apparel must be marked with child's name with permanent marker).
- ✓ Socks are required every day
- ✓ Infants and toddlers are expected to arrive in a fresh diaper. Parents are to supply diapers and wipes.
- ✓ Keep in mind that children will get dirty. We will do everything we can to eliminate any clothing to be ruined.
- ✓ Children will be encouraged to have fun with crafts, outdoors and eating. Please dress your children in play clothes because we will get messy – because we encourage fun!

Potty Training:

We know that potty training is a hard task. If your child is ready for potty training, we will begin the training procedures, please discuss it with us so we can be consistent in helping you and your child.

Potty training shouldn't be a rush; it is important that your child is psychologically and physically ready for training. It is encouraged to begin this procedure at the age of two. Pull-Ups (or other brands) with Velcro side pull-ups (bring small tote labeled with child's name with extra clothing) must be provided by the parent during this transition period. We reserve the right to not accept children that is not potty trained

Questions/Concerns/Comments/Final Thoughts:

- ✓ We are here for you and your child(ren). We want to have their experience here unforgettable and fun.
- ✓ We encourage your input and comments. That's how we get better.
- ✓ We encourage your involvement.
- ✓ Please take the time to read all correspondence, it's a legal binding contract between our center and the parent/guardian.
- ✓ We are responsible for your loved one while at our center. We will love them and treat them like our own family. You can rest assured!
- ✓ Please call us whenever you have questions or concerns.
- ✓ If you sign a photo release, we will post daily activity pictures of your child on our social media venues. These are at your disposal to down load.
- ✓ Visitors: All visitors will check in at the front desk with the Director. Parents are welcome at any time but due to safety reasons we need to know who is in the building always.
- ✓ We take confidentiality very seriously. No caregiver will have access to a child's records unless they have a need to know and approved by parent/guardian. There will be zero tolerance of any caregiver releasing confidential or personal identifiable information. If this comes to our attention, the caregiver will be terminated immediately.

This Parent Handbook is for you to keep and refer to when needed. Please sign, date and return the required forms to the Director immediately.

Ty and Kathy Anderson, Owners 435.830.5590 or 435.830.4660

Stevie Anderson, Director 435.849.4458

Dom Summers, Assistant Director 801.671.0909

**Little Apples Child Care Corp.
Parent/Guardian Contract**

I/We, _____ have thoroughly read and do understand the policy and procedures as described in this Handbook.

I/We, _____ hereby agree to respect and abide by the policies set in these statements provided by Little Apples Day Care Center Corp.

I/We, _____ agree to pay all tuition fees/late fees in specified time frame, agreed on between persons and Director.

I/We, _____ agree to schedule/pay all extra hours/days needed per contract time for each child.

I/We, _____ agree to be responsible for and pay all attorney fees, court costs and other related costs necessary to enforce the provisions of this contract as a whole.

My/our signatures below confirms that I/we hereby agree to abide by the child care contract in its entirety, including each policy, and guideline.

CHILD(REN) LEGAL NAME:

CHILD(REN) DATE OF BIRTH:

Mother Signature/date: _____(DATE)_____

Father Signature/date: _____(DATE)_____

Legal Guardian Signature/date: _____(DATE)_____

**Little Apples Child Care Corp.
Extended Hours Request Contract**

I/We, _____ agree to this contract to request _____ additional hours per day/week with a \$10.00 charge for any additional hours needed per day, per child.

- ✓ Base of 40 hrs per week (Monday – Friday)
- ✓ 1 hr travel authorized per day, 5 hours week total
- ✓ Anything above the 45 hours per week (Monday – Friday) will be \$10.00 extra, per child.

Contracted drop off time: _____

Contracted pick up time: _____

Mother/Father signature

Date

Director Signature

Date

(signed after discussions and agreements made on scheduled times)

**Little Apples Child Care Corp.
Termination Policy/Agreement**

I/We understand that a two-week notice is required prior to terminating the child care contract. _____ (initials)

I/We understand that the center will give as much notice as possible if child care can no longer be provided for our child(ren). _____ (initials)

I/We understand that if a two-week notice is not given that I/we are still responsible to pay all required fees proposed by Center. _____ (initials)

I/We understand that fees/tuitions are due for the remainder of the two-weeks at the of notification. _____(initials)

I/We are responsible to pay any and all fees including but not limited to collection agency fees, attorney fees, and court costs associated in collecting any unpaid child care fees.
_____(initials)

I/We have read and agree to this Termination Policy/Agreement of Little Apples Day Care.

Date:

Mother's Signature_____

Date:

Father's Signature_____

Date:

Legal Guardian Signature _____

Little Apples Child Care Corp.
Permissions for Photograph/Video for Social Media Purposes

As parent or legal guardian off

_____ (child(ren)
names) I give Little Apples Day Care permission to photograph/video my child for class
projects, observation projects and advertisements to be viewed on the Center's Web-Site,
Facebook and local newspapers.

I realize that the Center is equipped with security cameras and will maintain videos daily and
are observed by owner's/Directors daily.

Parent/Guardian signature and date:

_____ (Date)_____

NOTE: If you do not agree/sign this permission statement, it will not be used against your child
in participating in activities. If you do not want your child photo published on certain venues,
please annotate here:

ADDITIONAL COMMENTS/NOTES THAT LITTLE APPLES NEEDS TO BE AWARE OF:

PARENT SURVEY/COMMENTS

Date: _____

Parent(s) Name: _____

**This survey/comment sheet can be provided to the center Owner/Director's at any time you see a need for correction or congratulations/positive notes.

Email: LittleApples2014@gmail.com

Parent Questionnaire

Parent Name:

Date:

	Yes	No	Comments
My child enjoys coming to the service.			
The service keeps my child safe.			
All educators are approachable and friendly.			
I'm made to feel welcome.			
I'm happy with my child's educators.			
I can approach my child's educators.			
I am happy with my child's progress.			
I'm aware of what's happening in my child's room.			
I am kept updated with my child's documentation.			
My concerns and issues are addressed.			
The overall environment is clean and engaging,			
I am able to volunteer at the service when needed.			