



Parent  
Information  
Handbook



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### Our Philosophy

Truks-n-Trykes 2 (T-n-T2) Daycare provides an environment of love and learning that encourages mental, physical, and social development.

### Our Objective

Learning through play and exploration is encouraged within the T-n-T2 approach to early childhood education. Children are active learners, and are given unlimited opportunities to explore and problem solve in their daily work and play. Curriculum topics and projects emerge from interest of the children. Teachers carefully listen, observe, and document children's work and growth.

### Hours of Operation:

6:30 a.m.- 6:30 p.m. Monday – Friday

Closed 8 holidays and the day after Thanksgiving.

### Late Departures

Our closing time is 6:30 p.m. All children must be picked up by this time. If you are late, a charge of \$1.00 per minute per child will be assessed after 6:30 p.m. for the first five minutes of being late and \$5.00 per minute thereafter. The fee will be assessed up to the minute that the parent and child are in the building. This must be paid to the staff member on duty when picking up your child/children that day.

Children can not return to the center until this fee is paid.

*This is not an optional service.*



### Ages

We welcome children ages 6 weeks through pre-kindergarten for daycare. We welcome school aged children during the summer and on non-school days, space provided.

### Forms

All required forms must be completed, signed and returned to T-n-T2 before any child can be enrolled. Immunizations must be current and documentation must be given to T-n-T2. T-n-T2 will keep copies of the immunizations and will refuse service to children whose immunizations are not current.

### To the Child

The goal of Truks-n-Trykes 2 Daycare is to provide children with an environment that is both loving and positive. T-n-T2 will create an enriching curriculum that emphasizes the emotional, physical, social, and intellectual needs of each child.

### To the Parent

Truks-n-Trykes 2 Daycare Center wants parents and guardians to be aware of and discuss their children's needs and concerns, because it is extremely important to us that parents know what their children are doing throughout the day and to know why.

### Confidentiality

Any information pertaining to your child and all our records will be kept confidential.

### Communication

It is very important to keep the lines of communication open between the staff and parents of the children attending Truks-n-Trykes 2 Daycare. We utilize an app called Brightwheel to communicate with parents under the age of 3. Ages above three can email/ or call the center to contact teachers.



### Licensing Rule

We will report to the Department of Social Services through the State of SD any changes of circumstances which may affect ability to comply with licensing rules.

## Child Development Specialist:

### Training

Training of staff is ongoing and designed with the care of children as the primary focus. Full time staff are college educated and/or have experience in education or childcare. Staff are developed and offered ongoing education to remain current with changing technologies and child first strategies.

### Staff Development

Staff members are provided, at no charge, ongoing education that is approved and documented through state and local agencies to ensure cutting edge skills and development of passion for success that is carried forward to your child.

### Staff Identification

All staff members are easily identifiable by logo + shirts or a name tag that is required by management. All staff members are fully accessible for any questions that you may have.



### Investigation of Staff

Every employee is required to submit to a pre-employment Investigation as a security measure for your child's protection. T-n-T2 and the state of South Dakota Department of Social Services requires that all employees

Are to be screened with:

1. A central registry screening with screens for any substantiated investigations of child abuse or neglect by Child Protection Services
  2. Fingerprint check conducted by the department of criminal investigation
- Child care workers must be 18 years of age and supervised by director/program planner. Secondary child care workers must be at least 14 years of age and must work under direct and constant supervision of an adult. The person who plans and implements the program must have an appropriate degree and experience. Volunteers used to fill staff member positions will meet the requirements of the position.*

*Neither staff member nor volunteer will:*

- have a substantiated report of child abuse and neglect*
- have a felony conviction within the past 5 years*
- have a name located on the Sex Offender Registry*



## Financial Arrangement:

### Enrollment Fee

A one-time non-refundable enrollment fee is required at time of acceptance.

### Payment

Payment must be made by automatic withdrawal. Payment is due on the Thursday prior to the following week. Payment that is late will be subject to a finance charge of \$10.00 per day that it is late. If payments are consistently late, you may be asked to leave the center. A non-refundable enrollment fee is required upon acceptance along with the deposit. There will be a \$30.00 charge for all returned checks. If cash is received for tuition, a receipt will be given. It is your responsibility to produce receipts or cancelled checks if a question arises with your account.

### Annual Increase

Due to the prices of food and utilities increasing steadily we will increase our rates each year. There will be a 2-5% tuition increase added each year and will be reflected on the first payment of the month. This increase may also be suspended at our discretion if there proves to be no need for a rate change that year.

### Absences

No credit will be given for absences. You will not be able to make up absences. We request, out of consideration to our staff, that you call the center if your child will not be attending.

### Termination/Withdrawal

A two week notice must be given to the director prior to withdrawing a child from T-n-T2. This allows the child and the center to prepare for a change in attendance.





Center attendees may be asked to withdraw from the program for the following reasons, list is not fully inclusive:

1. Non-payment of fees
2. Children's pattern of behavior, which is dangerous to others or that, requires special attention, which the staff is unable to provide
3. Lack of compliance, by parents, to center policy
4. Failure to provide updated immunization records within two weeks of immunization due date
5. Refusal to pick up a sick child within a reasonable amount of time after notification by center staff

#### Extra Charges

An extra charge may be applied for school aged children during:

Early or late school dismissal

No school days

Field trip expenses for all ages

#### Security and Safety:

##### Open Door Policy

You are always welcome to come by and observe your child's progress and interaction with the staff and other children. Please remember that your child's behavior may change during the visit.

##### Transportation

When transporting children, child passenger restraint systems will be used following current laws; each vehicle will only carry the number of children allowed by vehicle passenger capacity which is determined by the number of safety belts installed in the vehicle.



### Pick-up Authorization

Truks-n-Trykes 2 requires that each child must have a pick up authorization form completed with who may and may not pick up your child. For your child's safety, we will be very strict with this regulation. All authorization changes must be made in writing and the person picking up your child will need to show a photo I.D.

### Pick-Up and Arrivals

Please notify the center if you will not be arriving or picking your child up at your usual time. Upon arrival, the authorized person who will be bringing your child will be required to escort your child to his/her classroom. When picking up your child, the authorized person will escort them out of the center. Children are not allowed to walk alone or run through the center. Children need to stay with an adult.

### Fire and Tornado Safety

T-n-T2 will conduct at least 4 fire drills and 1 tornado drill per year. All staff will be trained in evacuation procedures and will escort the students from their classroom to the nearest exit. In the event of a tornado, the children will be escorted from their classroom to one of the interior walls and be made to retain the appropriate position until told otherwise. Evacuation plans are posted in the center. An Emergency Preparedness Plan is available upon request.

### Alcohol/Drug Policy

Children will not be allowed to be picked up by parents that have been drinking alcohol or otherwise seem impaired. You will be asked to call for a ride or a cab will be called at the parent's expense. If this occurs after hours late fees will apply.



### Reporting Child Abuse/Neglect

On or before the first day at T-n-T2, all staff members and volunteers are required to read and sign a statement which defines states reporting requirements.

Any staff member who feels that a child at T-n-T2 may have been abused/neglected is required by law to immediately report to the Director, the Department of Social Services or law enforcement agency. The Director must then ensure that the alleged abuse/neglect will not recur, pending investigation. Protections will be assigning the staff member to a non-child-caring role or by temporarily suspending him or her until the investigation has been completed. Continued employability of any staff member or volunteer involved in an incident or child abuse/neglect will be evaluated.

### Shaken Baby Syndrome

Shaken Baby Syndrome is caused by the brain moving back and forth inside the skull and being bumped, bruised or twisted. TNT2 Daycare requires any care provider, employee, or substitute who provides care and supervision to children under the age of 5, to be trained in recognizing what shaken baby syndrome is, how it is caused, what the symptoms of the syndrome are, and how to prevent shaken baby syndrome. To meet this, training on this topic is provided through the orientation training.

### Vacations and Holidays

No credit will be given for scheduled holidays or special scheduled hours. Holidays do not affect weekly tuition charges.

The center is closed on:

New Years	Labor Day	Christmas Eve
President's Day	Thanksgiving	Christmas
Memorial Day	The Friday after	
4 <sup>th</sup> of July	Thanksgiving	

### Special Holiday Hours

New Years Eve: 6:30 a.m.-2:00 p.m.

If the scheduled holiday lands on Saturday, we will be closed on the Friday before the holiday. If the scheduled holiday lands on Sunday, the center will be closed the following Monday.

### Celebrating Birthdays

On your child's birthday, you may bring treats, but we will try to keep the party to a minimum. No gifts, invitations, etc. Please.

### Closing to Other Circumstances

Closing due to weather or other circumstances will be determined by management. Notifications will be sent out using Brightwheel and using Facebook. If the center is closed due to circumstances out of control tuition will remain the same.

### Nutrition:

#### Food and Allergic Reactions

TNT2 Daycare requires staff to be trained in the area of food and allergic reactions. TNT2 Daycare requires all parents to complete an enrollment application and if there are allergies, to list those allergies. When a parent lists any allergy, they are required to complete a document that lists the allergy, what the allergy is related to (food, pets, etc) ; what the signs and symptoms of distress are should the child have an allergic reaction; and what the process is for assisting the child should they be in distress do to a reaction. Each staff person who is associated with this child (teacher, cook, etc.) is provided an overview of the situation, an overview of the allergy document and the instructions for preventing a reaction; and instructions for handling a reaction.



### Menu Information

If your child has an allergy to a food, a form must be filled out and a copy will be placed in their file. If your child has any other nutritional needs, please notify a staff member in writing and we will do our best to see it is met. However, we will not be able to make exceptions for food dislikes. Sack lunches/snacks can be brought from home and will be stored in the refrigerator until lunchtime. Please do not send gum or candy for children's snacks.

The following meals will be served:

Morning Snack (7:45-8:45)

Lunch (11:00-12:15)

Afternoon Snack (2:30-3:00)

Our meals are provided via catering service. We will post a weekly menu on the bulletin board in the classrooms. Parents can request a copy of the menu from the teachers. Meals will be balanced according to the current food guide recommendations.

Formula/breast milk and baby food for infants and toddlers must be provided by parents/guardians. We will not except open containers of baby food upon arrival. Milk and water is provided by the center only in "sippy" cups for infants and toddlers.

Parents provide bottles for infants. Infants are held during bottle-feeding.

We encourage parents to have lunch with their children whenever they choose. Parents must provide their own lunch and if the child will not be eating at the center that day we must be notified by 8:00 a.m. so we can plan our lunches accordingly.



### "Drop-In" Program

"Drop-in" services are available on a first come-first served basis. Call T-n-T2 at 605-274-0404 to see if space and staffing are available for the time needed for your child. All forms must be filled out for each child prior to bringing them to T-n-T2 for the first time. Payment must be made upon pick up of your child attending T-n-T2.

### Curriculum:

#### Infant/Toddler Program 6 weeks – 2 years

Our safe, nurturing environment will stimulate emotional development and provide security. Our enriching curriculum is designed on a daily basis to provide developmentally appropriate activities to meet each child's physical, intellectual, and social needs.

#### Child Development Years 2 years to 5 years

Our balanced curriculum will increase motivation and achievement based on each child's interest and ability. Children will begin to explore and develop new ideas while expanding growth in the physical, intellectual, emotional, and social skills. As an added feature, we will also concentrate on appropriate manners and etiquette.

### Physical Fitness

TNT2 will provide age appropriate physical activities to children from trained staff throughout the day. This will include limiting seated time, practicing fine and gross motor skills both indoors and outdoors, and a period of rest. Parent education is available to help create a culture of healthy lifestyles.



### Toys from Home

Our center is equipped with many educational and fun toys for all the children. To prevent children's toys from getting lost or broken, we require all toys to be left at home.

### Supplies to Bring From Home

Toddlers and Preschoolers: pillow and/or blanket, and change of clothing  
Infants: Diapers, Wipes, Formula, 3 Bottles, Food if needed, and a Blanket

### Outside Policy

We understand children are susceptible to minor illnesses and that you may request your child to remain indoors throughout the day. Our policy states that all children, weather permitting, spend a few minutes outside in the fresh air. All efforts will be made to bundle your child in appropriate clothing brought from home. We will not go outside when temperatures are below 10 degrees above zero including wind chill or above 100 degrees including heat index.

### Daily Program Schedule

Every day each child will experience a free selection, which includes activities in creative art, dramatic play, sensory, science, math, small motor, large motor, music, language, blocks, and stories.

- Free Selection: times vary for each classroom
- Music Group: will consist of singing, dancing, and becoming familiar with instruments
- Language Group: will consist of group activities to work with each child in developing vocabulary and cognitive skills. At this time, we will work on introducing each concept that has been developed



-Story Time: will consist of reading stories, telling stories, and acting while using puppets and props.

-Outside: will consist of activities to burn off energy, social time, and large motor skills. Children that are well enough to come to daycare should be well enough to go outside.

-Infants: will also be a part of the program

-Movie Day: is offered to each classroom no more than once per week. The movie will be "G" rated although there are some movies that have been selected "Appropriate for this age level" and are rated "PG"

### Discipline

A positive attitude will always be our guide when correcting inappropriate behavior.

As much as we would like to operate perfectly, behavior problems will arise. Our policy will be as follows:

Infants and Toddlers: Redirect to another activity

Preschool Age:

1. Redirect to another activity
2. Give choices
3. Child development specialist chooses activities
4. Withdraw from the group
5. Time out (only as a last resort and never more than one minute per child's age)

When setting limits, we will be consistent, firm, and most of all fair. Discipline will never utilize humiliating or frightening techniques. Peers are prohibited from administering discipline.





Hitting: Children will not be allowed to strike other children or staff. If this occurs they will be given something to hit on such as play dough or a pillow, and they will be told, "hitting hurts". If the child hits a teacher repeatedly you may be asked to pick them up for the day. If this behavior continues you may be asked to keep your child home for an extended time period and/or your child may be removed from the program.

Improper Language: A common problem among children is improper language. If your child chooses to use improper language we will help them choose other appropriate words to use. If this fails, your child will be excused from the group to a supervised area until he/she is ready to use appropriate language. If your child continues to use this language, a special meeting will be required with a parent/guardian.

T-n-T2 has the right to ask that a child be permanently removed from the center if management feels that our program will not benefit your child.

### Biting Policy

Biting is the most common problem with children ages infant through 3 years. Experts attribute this to the lack of ability to verbalize. Biting is generally recognized as being developmental in all children and cannot be completely avoided.

Due to health issues, parents are told that their children bit and if the skin was broken. It is the policy of T-n-T2 that there will be no disclosure of the individual children's name.



The purpose of the following biting policy is not to discipline, but rather to modify and improve the behavior. Please understand that each incident may be handled in a slightly different manner, as each and every child is unique and special with different needs and abilities.

**It is the goal of T-n-T2 to provide the safest and best possible environment for the positive development and growth of each child.**

### The Biter

#### *First Biting Incident:*

1. The biter is given an age-appropriate chewy instrument to bite on and told in a firm manner, "No bite – biting hurts!" in an assertive voice.
2. Parents of the biter will be notified by incident report.
3. If the skin has been broke, parents of both children will be notified in addition to the incident report. Names of the children will not be disclosed to either parent.

#### *Subsequent Biting Incident:*

1. In addition to the above, the biter will be placed in withdrawal for one minute per age of child.
2. The parents of the biter will be called in addition to the written incident report.
3. The parents may be requested to participate in a mandatory on-site meeting with staff within 24 hours.
4. The parents may be required to contact their family physician for medical evaluation to rule out non-development or behavioral reasons for chronic biting.



5. The biter will be moved to a different classroom.
6. As a last resort, the chronic biter may be expelled from T-n-T2, especially where there is no improvement and/or parents support and input.

#### Treatment of Victim

1. The area bitten will be carefully examined for breakage of skin.
2. The area will be washed with soap and water.
3. The victim will be given lots of tender loving care and support.
4. The parents will be notified by an incident report.
5. If the skin is broken, the parents of both children will be notified immediately of the incident.

#### Health Issues

##### When Not to Bring Your Child to T-n-T2

1. Fever of 100 degrees or above within the last 24 hours
2. Diarrhea-more than 3 stools in one hour or within the last 24 hours
3. Vomiting-within the last 24 hours
4. Pink Eye-child must be out of T-n-T 2 until treatment
5. Chicken Pox-7 days from onset and pox have been scabbed over
6. Head Lice-until child and the home have been treated
7. Any other communicable disease
8. A rash
9. A sore throat as indicated by refusing food or drink

##### When your Child will be Sent Home from T-n-T2

1. Develops a fever of 100 degrees or above
2. Vomiting
3. Diarrhea-3 or more stools in an hour
4. Symptoms of Pink Eye



5. Symptoms of Chicken Pox
6. Head Lice
7. Any other symptoms we feel needs to be examined by a physician
8. Hand, foot and mouth disease
9. Impetigo
10. Croup
11. Measles
12. Mumps
13. Pin Worms
14. Ringworm
15. RSV
16. Scarlet Fever
17. Shingles
18. Oral Thrush

Parents may not bring their children back to T-n-T2 before 24 hours without a signed statement from a physician indicating that your child is not contagious to the other children. All contagious diseases will be reported to the Department of Health. If children come to T-n-T2 and develop an illness that makes them unable to function happily, the parents will be called to pick them up. Children need to be removed within one hour from the time of the call. Parents of sick children will try to be notified first. If we are unable to reach them, we will call the emergency contact. Children that are ill will be separated from the other children.



### Health Requirements

Happy, healthy children are an important part of our program. We are required by the state licensing regulations to have an immunization card signed by your physician for each child on file. These records need to be updated on a yearly basis. T-n-T2 will refuse service if immunizations are not current. T-n-T2 will follow state guidelines for the reporting of contagious diseases.

### Medications

Medications will only be administered with the written consent of the parent or guardian. All medications will be placed in a locked container. A medication sheet must be on file and signed by the parent/guardian. Medications must be in original container and marked properly with the child's name, date, dose, and physician prescribing the medication. All medication must be given to the Child Development Specialist responsible for your child. This includes over-the-counter. We are not able to keep medication on hand for possible illness (Tylenol, cough medications, etc).

### Disposal of Bio-Contaminants

TNT2 Daycare requires all staff to be trained in the area of Universal/Standard Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including child care providers. The Universal/Standard Precautions require person to have a barrier between any infectious substance and the workers skin, eyes, nose, and mouth TNT2 Daycare requires any care provider, employee, or substitute who provides care and supervision to children to follow the U/S precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other body fluids. U/S Precautions require treating all blood and fluids that many contain blood or blood products as potentially infectious.



Building Owner "Hold Harmless Provision"

Parent acknowledges that the owner of the building in which (Truks-N-Trykes 2 Daycare) operates, and such owners agents and employees, have no part in the operation of (Truks-N-Trykes 2 Daycare ) and Parent hereby releases the owner, its agents and employees from and against any loss, damage, or liability incurred by Parent and/or Parent's child(ren), arising out of (Truks-N-Trykes 2 Daycare)'s operation of the daycare facilities.