



# Family Handbook

Kids' Depot of Iowa City, LLC.

502 Reno Street

Iowa City, IA 52245

319.354.7868

[kidsdepotiowacity@gmail.com](mailto:kidsdepotiowacity@gmail.com)

<http://ickidsdepot.org>

Magille Gevock – Owner/Director  
Melissa Murphy – Assistant Director

## Philosophy of Kids' Depot

We want your child/children to feel as comfortable at Kids' Depot as they do in their home. Our goals are to provide exceptional childcare in a warm and loving environment for children six weeks to six years of age. We aim to meet the high expectations of parents who desire the best for their child/children.

We will provide the BEST available childcare due to our dedication and commitment to meet the individual needs of each parent and child in our "Home Away from Home" environment. We welcome your input to improve our facility and program.

## Learning

We believe children learn through direct experience in their own creative ways using real & natural objects. Children thrive on free choice and manipulation of concrete objects in a stimulating environment. Children need direct, concrete, and high interest experiences along with well timed guidance, consistency, and instruction.

## Goals for Children

Competency—Develop children's ability in the area of language, numbers, and interests in books.

Autonomy – Encourage children to initiate, ask questions, and make limited choices.

Creativity – Construct New Objects, think of new ideas, and find alternative solutions.

MOST OF ALL – HAVE FUN!

## How Children Will Benefit

Kids' Depot plays a very important role in the lives of children. The quality of care we provide will benefit your child now, and throughout his/her life. Good, early childhood programs can enhance a child's ability to learn, communicate ideas and feelings, and get along well with others. Studies (Caring for Pre-school Children Volume II) show that children who attend a high-quality pre-school program are more likely to excel in school and life.

## Our Environment

Predictable – Well defined activity centers, noisy and quiet areas, and labeled items.

Supportive – Child-sized equipment, play alone space, and self-selection activities.

Reflection – Children's art work displayed.

Varied – Balanced active and quiet times, and indoor/outdoor play.

## Joining Our Program

The minimum age for joining our program is six weeks. Participants are accepted on a space available basis. When no space is available, families are placed on the waiting list.

For your child's safety, and to comply with specific State regulations, all enrollment papers must be completed and on file at Kids' Depot BEFORE your child is in attendance. An enrollment form signed emergency consent form, physical assessment by a physician, signed immunization form, travel release, photo/video release, arrival and departure

information, direct tuition forms, sunscreen and bug spray permission forms, medical form permission, and Asthma or Allergy Application, if applicable. This information must be updated accordingly.

## Access Policy

Kids' Depot is responsible for ensuring the safety of children at the center and preventing harm by being proactive in supervising not only the children, but other people present at the facility. Kids' Depot's policy is to release children only to parents and/or the Emergency Contact as shown on the employment application. The enrollment application must be consistent with legal custody orders. An authorized person will be asked to show a valid photo ID.

One of our primary goals is to provide a safe, loving, learning environment for all our children. Our center does not allow any person who is in the center that is not an owner, staff member, substitute, or volunteer who has had a record check and approval to be involved with child care to have "unrestricted access" to children for whom that person is not the parent, guardian, or custodian. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for childcare.

Staff members will limit to the best of their knowledge and ability the people allowed on the property when children are present. It will be limited to authorized persons who include director, assistant director, teachers, teacher assistants, and parents/custodians of the children enrolled. Any other person on the property will be closely supervised and monitored by one or more of the authorized persons depending upon the reason the person is on the property.

"Supervision" will require one or more staff members to remain with the person at all times and "monitoring" will entail watching what the person is doing and controlling their access to the area where the children are present. The director or assistant director will be responsible for the supervising and monitoring unless another staff member is requested by the director or assistant director to fulfill this responsibility. If there is a conflict of interest the director, assistant director, or authorized staff member will fulfill this responsibility.

Any persons who are listed on the sex offender registry shall only have access with written permission from the director relating to their own minor child coming to and leaving the childcare center. They will only be allowed to enter the building by direct supervision with the Director, Assistant Director, or Office Manager. They must call prior to entering and wait in their vehicle to obtain assistance from the director or assistant director to take their child to the classroom or locate their child and will remain at the center only for the time reasonably necessary to drop off and/or pick up their own minor child with supervision.

Kids' Depot's doors remain locked at all times throughout the day. The main door (Red Front Door) has a security lock with a code. All parents and staff will be given this code for access. As this code changes, staff and parents will be notified immediately through email.

In Response to the COVID-19 outbreak, only staff members and children will be allowed into the building unless otherwise permitted. New parents will be able to enter the building for the first three days of enrollment drop-offs, after a temperature screening, handwash, and must be properly masked. Children, three years and older, parents, and staff are required to wear masks or facial coverings for pick-ups and drop-offs. All pick-ups & drop-offs will be on the front porch, where a staff member will greet you and your child. Multiple parents that arrive at the same time are expected to maintain six feet distance from other families, and only one family on the porch at a time. All children will receive a temperature screening upon arrival. All children will be checked-in & checked-out upon entering and exiting the building. The staff member that receives your child will walk your child to their classroom. Waiting times are to be expected, so please try to accommodate your arrival prior to work. It is best to call the center ahead of time, daily, for arrival and pick-up in order to help us prepare your child.

Any families touring the building will be limited to one parent, must be wearing a proper face mask, temperature screening, and handwashing upon entering. These parents must remain at least six feet minimum from children and staff during the tour.

## Biting Policy

Even in the best childcare center, periodic outbreaks of biting occur among infants, toddlers, and sometimes preschoolers. Biting is a natural developmental stage. It can be scary and frustrating for children, parents, and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons:

teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Biting is not something to blame children, parents, or teachers. When biting breaks out, Kids' Depot immediately acts not to blame the biters, but to change the environment and help children change their behavior.

It is important that our caregivers remain calm and in control of their emotions when biting occurs. Kids' Depot staff will not show anger or frustration towards the child. Our staff will calmly respond to the child, letting them know that biting is not ok. In addition, the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. The care giver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words-if able) instead of biting. This should be done in a short simple way.

When children bite, their parents are informed personally and privately the same day. All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by teacher, parents and our office manager is notified. One copy is given to the parent and one copy is kept a locked file cabinet in office.

When biting occurs, here's what you can expect from us:

- We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you.
- We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

First Aid in response to biting (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over wound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin. (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

\*If a staff member is bitten, we will use our Kids' Depot Exposure Control Plan.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting, so it will end as quickly as possible. We want the best for all the children in our program.

## Children Needing Special Accommodations

If your child has Asthma, Kids' Depot requires you to provide an Asthma Action Plan to be completed by his/her physician. This includes a written doctor care plan, clearly stating symptoms and level of treatment. This must be received TWO WEEKS prior to your child's first day at Kids' Depot. All medication must be in the original container labeled with your child's first and last name. A medication release Form must be completely monthly.

Kids' Depot is a nut and peanut free center. The reason for this policy is to keep children safe from digesting or handling peanuts that could potentially be fatal. This policy will help enforce the safety of children with this allergy.

If your child has a food allergy, Kids' Depot requires you to provide an Allergy Action Plan & Diet Modification Form to be completed by his/her physician. This includes a written doctor care plan, clearly stating the foods to be avoided, foods to be substituted, and treatment, if there was an exposure. The must be received two weeks prior to your child's first day at Kids' Depot, or immediately upon notification of an allergy.

Any personal changes to our food menu, such as vegetarian diet, must be completed on our Diet Modification Form. An accepted protein from the CACFP list must be substituted and brought from home.

## Confidentiality

Here at Kids' Depot, we take private information seriously! No parents, child's, or staff's personal information will be given out with written consent. Incident reports will never include information of anyone other than your child.

## Communication

Our center participates in an app titled HiMama. This app provides daily check-ins, face to name records, bathroom habits, eating habits, health & incident reports, menus, pictures, and each classrooms curriculum. Parents are able to see this information everyday through their phone, laptop, or tablets. Parents have the ability to send messages to your classroom teacher, make comments on your children's pictures, and have access to what your child may have learned and ate for the day! It takes very little time out of our teacher's day's to help provide so much information right at your hands!

In response to COVID-19, this app has been a great tool to help with communication between parents and teachers. With less verbal communication and social distancing, it is quick and easy to send a message of any questions via HiMama.

The office manager sends out Monthly newsletters and frequent updates about Kids' Depot via our business email: [kidsdepotiowacity@gmail.com](mailto:kidsdepotiowacity@gmail.com). Parents are expected to read each email thoroughly in order to keep up to date with Kids' Depot notices and activities!

## Curriculum

Sample Daily Routine (pre-school groups)  
Times May Vary for Each Classroom

6:30-8:45	Free Play *Breakfast is available until 7:30 A.M.
9:00	Morning snack
9:30	Calendar/ Circle Time
9:45	Work Time/ Centers

10:45	Outside play
11:15	Lunch
12:15	Story time
12:30	Rest time
2:00	Small group activities for early risers
3:15	Afternoon snack
3:45	Afternoon activities/ Outside play
5:00	Clean-up
5:15	Story time
5:30	Kids' Depot closes

### *Infant Care – Six Weeks to 24 Months*

Our program is based on tender, loving, individual care for each baby. We emphasize communication through touch, speech, and sign language with each infant many times throughout the day. Teachers at the center talk to each infant at every opportunity, sing songs, and repeat names of simple objects. All these help with physical and emotional development in infants.

Introductions to cup, spoon, and bowl are made at the appropriate time. Social interaction is introduced, supervised outdoor play is enjoyed at favorable moments, and basic skills are begun at walking age. Basic skills including washing hands, sitting at a table with table manners, and practicing sleeping on a cot.

Communication with Parents – We will make a daily written record of each child's activities during the day. This will include:

1. The amount of time the child has slept.
  2. The amount of food and the time at which the child ate.
  3. The time of the child's diaper changes including any irregularities in his/her bowel movement.
- Achievement towards any developmental milestones.

We have implemented Ages & Stages into our current program beginning at two months. The Ages & Stages Questionnaires allow parents and staff to answer questions about each child's personal development at their specific age in order to obtain information on how your child is developing. Our teachers work with parents on providing similar care that is ensured at home. ASQ allows our parents and teachers to recognize strengths and weaknesses, whereas we may devise a plan to help focus on specific developmental weaknesses, or even be recommended to your physician if more improvement is needed by proper guidance.

#### What to bring for infants:

We want to make the transition from home to daycare as easy as possible with each parent and child. The more supplies that are kept on hand at Kids' Depot, the less you will have to pack each morning to be prepared. We request that you bring the following items to keep at Kids' Depot:

- 2-3 Bottles
- Container of Formula or breast milk (fresh or frozen)
- Diapers
- Wipes
- At least 2 changes of clothing
- Sleep Sack
- Diaper Cream
- Pacifier –if applicable

\*Please label all items with first and last names\*

If your child is not eating table food, please bring your preference of supplement for your child.  
(Example: Oatmeal, Applesauce, Meals in a jar or squeezable pouches)

Kids' Depot washes the cribs, blankets, and sheets once a week, or more, if necessary.

Diaper Ointment – To apply diaper ointments and medicated lotions, we are required by the State of Iowa to have a Medication Release Form completed and signed monthly by the parents/guardians. All ointments must be in the original container and labeled with your child's first and last name.

### *Toddler Care 2-3 Years of Age*

The toddler program focuses on our belief that children are wonderful, small people who have limitless curiosity and a love for both new and old. They delight in fantasy and are intrigued by reality. Our program is geared to meet individual needs in a flexible, yet structured environment.

Our primary goal is the development of positive self-image. We encourage independence through learning self-care skills (toileting, washing, dressing, etc.) as well as, verbalization, problem solving, and social interaction.

Cognitive growth is stimulated by promoting awareness of colors, shapes, numbers, and parts of the body. Stories, songs, music, dance, coloring, painting, and outside play aid in the development of skills and increased attention span, ensures an enjoyable day!

Toddlers enjoy mastering gross motor skills with plenty of running, jumping, and climbing included in their day. They are also ready to sit at a low table to develop their fine-motor skills more fully. Social development is emerging, and friendships begin to grow as a result of increasing active play.

### *Graduating to the Toddler Program*

The following guidelines are used when considering a child's readiness to join the toddler program.  
Is the child:

1. At least 18 months old?
2. Capable of walking without falling easily?
3. Increasingly interested in being social?
4. Capable of feeding himself/herself?
5. Able to protect himself/herself from peers?
6. Able to comprehend simple verbal communications?
7. Capable and willing to be independent?

### *Toilet Training*

Toileting is an important step in becoming independent; toddlers are nearing this important step. We encourage, but do not pressure, children who are ready. Signs of readiness are: asking to be changed, mentioning soiled diapers, and staying dry overnight. Pressure before a child is ready can cause delays and/or prolong the training process. A child is truly toilet trained when the child indecently uses the toilet, wipes, pulls up pants, and washes hands. Our staff is available and eager to discuss parent concerns/questions about toilet training.

What to bring for Toddlers (Please LABEL all items with FIRST and LAST name)

Blanket

2-3 Changes of Clothes (Pants & Underwear if necessary)

Diaper Cream

Diapers & Wipes

## Preschool Age Program

The preschool age children have a wide variety of choices. They are able to plan, make choices, discover problems, explore solutions and recall experiences. The teachers in the preschool age classes create daily lesson plans that relate to a theme of the week. Children work on new songs, games, concepts, art and drama every day. Children practice writing letters of the alphabet and their names, as well as, many other skills to prepare them for kindergarten.

### Graduating to the preschool age program

When considering a child's readiness to join the preschool program, the following guidelines are used. Is the child:

1. at least 30 months of age?
2. able to listen to an adult speaking to a group?
3. able to stay on task for a short period of time?
4. able to verbalize needs?
5. able to understand and follow simple directions?
6. able to function in a large group of children?

### What to bring for preschoolers:

Blanket  
2-3 Changes of Clothing  
Extra pairs of Underwear  
Extra pair of shoes

### Naps

All children between the ages of birth and five are required to rest or nap for 30 minutes due to state law. It is the staff's responsibility to aid the children in transitions from activity time to quiet time.

Children older than 12 months are required to have a blanket for rest time. Kids' Depot will wash your child's bedding and disinfect their cot once a week. If you choose to bring a pillow for your child's cot, please make sure that it has a removable pillow case that can be laundered as well.

## Dental Emergency

In the event of a dental emergency, the child will be taken to the dental office or hospital via Kids' Depot vehicle or ambulance, depending on the circumstances of the emergency. Parents will be notified immediately.

In the event of a non-emergency dental situation (toothache, broken tooth, etc.) we will contact the parent to inform them of the situation. The parent will then decide whether this situation needs dental care.

## Discharging Procedures

Group childcare is not always a beneficial situation for all children. If for some reason your child does not fit with the Kids' Depot program or is a threat to the safety of our staff and children, Kids' Depot will set up a time to meet with the child's parent(s)/guardian(s) along with the appropriate teacher and discuss the problem. If a suitable solution cannot be reached, Kids' Depot will ask you to withdraw your child.



Failure to pay tuition is sufficient grounds for removal from our program. Each situation is different, and things can happen.

Each teacher takes training courses throughout the year, every year, to be qualified for their position. As a team, we create several solutions with numerous different ideas to treat each child uniquely and individually. If there is any issue with any of our methods, please contact the director, assistant director, or office manager to set up a meeting. Any kind of aggressive behavior or language will not be tolerated and will be considered harassment towards our staff.

Harassment is immediate grounds for removal from our childcare center.

## Discipline Policy

Teachers guide children by using positive guidance methods. Positive discipline places emphasis on preventing problems by attending to the room arrangement, having age appropriate expectations, providing interactive activities, and active adult monitoring and supervision. Positive discipline instructs children as to what they should do. For example: "We walk inside the building" instead of "no running." Our discipline policy, ranges from open discipline (item one) to structured discipline (item five), is as follows:

1. **Visual intervention:** The teacher moves physically close and attempts to make eye contact with the child.
2. **Non-directive statements:** If visual contact does not help the behavior, a non-directive statement should be made. For example: "You seem to be feeling tired and worn out." or "You appear to be very angry".
3. **Verbal question:** The teacher should ask the child if help is needed in thinking of a solution to the problem.
4. **Verbal directions:** The teacher should now tell the child what to do, rather than what not to do.
5. **Physical intervention:** If misconduct continues, the teacher must physically guide the child to another area or rest-time must take place. Rest-time will consist of a 2-5-minute period during which the child is removed from an activity. The teacher should explain to the child why they are having a rest-time. Generally, a rest-time will not exceed one minute per year the age of the child. Physical restraint will never be used unless necessary to ensure the safety of that child or others.

## Basic Rules

1. When a child is playing or working with some material or equipment, no other child will be allowed to take that toy, material, or equipment away until the child is finished.
2. Children are encouraged to talk quietly and walk while inside.
3. No child will be allowed to hurt another child. Any verbal or physical aggression will be dealt with immediately.
4. Rocks and sand should be left on the ground.
5. Children are encouraged to help teachers and classmates put toys away after work time.
6. Your child will be encouraged to take care of classroom materials.
7. We ask that you do not send toy guns, knives or toys which invite aggressive play.

## Enrollment & Tuition

### Tuition Rates effective 01/01/21

Full Time Rates	Bi-Monthly	Monthly
0-2 Years	\$575	\$1150
2 Years	\$525	\$1050
3 Years	\$495	\$990
4 & 5 Years	\$472.50	\$945
Part Time Rates	Bi-Monthly	Monthly
18M-24M MWF	\$360	\$720
18M-24M TTH	\$247.50	\$495
2 YEARS MWF	\$340	\$680
2 YEARS TTH	\$245	\$490
3 YEARS MWF	\$330	\$660
3 YEARS TTH	\$242.50	\$485
4&5 YEARS MWF	\$325	\$650
4&5 YEARS TTH	\$235	\$470

Enrollment is based on open availabilities & current enrollees in the center. If there is open enrollment, families will be placed on our waitlist, with first come/first serve basis. Kids' Depot will notify prospective parents about upcoming availability in a timely manner.

To hold your child's space at Kids' Depot, we ask for a non-refundable deposit of \$200. There is an additional fee of \$30 for registration and paperwork due with deposit. Once a date has been set for your expected start date, any changes of that start date up to 30 days past initial start, will open up that spot for other families regardless of deposit. Your deposit will not be refunded even if you do not start at Kids' Depot. After enrollment, any additional child enrolled will also be subject to \$30 registration fee.

Tuition is paid in advance through direct payment. You may choose to have payments withdrawn bi-weekly (The 1st and 15th) or monthly (the 1st). If your payment is returned a \$35 bank fee will be charged. Tuition payments are expected when you are on a vacation.

There is a \$35 discount for multiple children enrolled in our center. Part-time families are excluded from the tuition discount. Part-time options for our center include Monday, Wednesday, and Friday, OR Tuesday, and Thursday. We do not offer half-day options. If you should request your child to participate on a day there are not scheduled to come to the center, there will be a \$100 extra day fee, depending on staff and ratio availability.

We do not hold spots for periods of absence. (Example: Staying home for the summer) If a period of absence is scheduled, we require you to pay your monthly tuition until you return. Should you choose not to pay, you will be put back onto the waitlist, but there is no guarantee of a returning spot should you choose to return Kids' Depot. Each parent will be informed with plenty of notice to adjust. Tuition increases help keep our center competitive with other childcare centers, as well as accommodate staff raises, maintenance issues, and increasing grocery prices, required insurances, and property taxes for our center.

In Response to Events such as the COVID-19 Pandemic, for future infectious disease or catastrophic disasters, Kid's Depot will offer a 50% tuition discount for families that are at home for up to three months to ensure a saved spot at our center. 50% of tuition will be required to save your child's spot. After three months, tuition rates will resume 100% as normal to ensure a spot, regardless of length of time absent. Without tuition payment, we are unable to hold your spot and will enter your family on to the waitlist for the next available spot.

Beginning July 1<sup>st</sup>, 2020, families will return to 100% tuition in order to be ensured a held spot at Kids' Depot.

## Field Trips/Transportation

Another way of teaching is to expose children to different environments through field trips. This is a very special part of our program. Most trips are by the way of public transportation, but from time to time staff vehicles will be used. Seat belts in conjunction with parents providing a child safety seats will always be used when transporting children in vehicles. At least one additional adult above the required staff/child ratios will accompany a group on a field trip. A field trip consent form must be completed (signed by parent/guardian) and on file in the center before a child can participate. If you do not want your child to participate in a field trip, he/she may join another group until his/her group returns from the trip. You will be given notice of all field trips in advance. Each group carries a first aid kit and the emergency consent forms any time they are away from the center.

Kids' Depot does not offer routine transportation. In the case of an emergency, we will evaluate the situation, contact the parents, and shall the parents not be able to arrive on time, the Director or Assistant Director will transport the child to the nearest hospital.

## Health & Safety

There are four medical forms which Iowa law requires we have on file for your child. These forms are intended to protect your child; your cooperation is appreciated in keeping them current. The **Physical Assessment** must be signed and dated by your child's doctor. The date must be within the last 12 months to be considered current. The **Emergency Medical Consent** provides written consent for Kids' Depot to obtain emergency care, if needed. This form also provides emergency contacts and parent contact information. These two forms must be updated annually. Parents are required to provide a dental AND medical health doctor. The **Iowa State Certificate of Immunization** must also be completed, up-to-date and signed by your child's physician. The **Allergy and/or Asthma Action Plan** if applicable.

Kids' Depot requires ALL immunizations in order to participate in our program.

We take handwashing and cleanliness very seriously. Starting in the infant room, we teach and show all children how to properly wash hands after messes, mealtimes, bathroom breaks, and even after changing diapers. All staff are required to wash hands after each diaper change, meal time, and contact with sunscreen, medications, or creams.

## Illness

Children attending a child care center are exposed to illness. We ask that you call with any health irregularity to your child's teacher (any irritability, coughing, runny nose, unusual tiredness, etc.) A sick child will not be admitted to the center for his/her protection, as well as, the protection of other children and staff. Please notify the center as soon as possible if your child is diagnosed with a communicable disease. This is so we may notify other parent(s) that their child has been exposed to an infectious disease. We will post a communicable disease notice on the front door. Kids' Depot strives to provide a healthy learning environment for the children.

**A child who is ill may not be brought to the center.** A child is considered ill when he/she has one or more of the following symptoms and/or conditions:

Conjunctivitis, Upper Respiratory Infection, Ear Infections (not treated), RSV, Strep Throat, Gastrointestinal Diseases, Pinworms, Head Lice, Rashes and Skin Infections, Chicken Pox, Roseola, Fifth Disease, Impetigo, Mouth sores, Ringworm

In Response to this year's COVID-19 pandemic, all children and staff are not allowed to enter the center with Tylenol/ibuprofen in their system for any reason. Any Tylenol/Ibuprofen administered will need to be approved with a doctor's note.

## Illness Report

If your child becomes ill or contagious while at Kids' Depot, you will be notified and will need to pick up your child within the hour. Please have a backup care giver on call to keep your child in case you are unable to miss work. If we are unable to reach the Parent/Guardian, we will contact the first Emergency Contact on your child's form. Upon arrival of the parents or authorized pick up person they will be given an Illness Report, stating your child's symptoms, treatment administered, and when your healthy child may return to the center.

## Fever Policy

Body temperature that is elevated beyond normal range is called a fever. Fever is not a disease, but a symptom, usually of an infectious disease. Children shall be excluded from the center with a temperature of 100.4° or above. If a child develops a fever at the center, the parents will be notified and will need to pick up their child within the hour. A child should be fever free and free of fever reducer medicine like Tylenol or ibuprofen for 24 hours before returning to Kids' Depot.

If your child has had a procedure with anesthesia, she/he must be kept home 24 hours for parental observation.

Generally, a child shall be excluded from the center for 24 hours or longer if he/she is prescribed antibiotics by a physician. Other factors, such as appearance, temperament and ability to take part in planned programming should be considered.

## Infectious Disease Control

All teachers are required to take Universal Precautions annually and practice proper PPE (Personal Protective Equipment). If a staff or child becomes injured causing blood or other discharges, Kids' Depot staff will practice proper clean up using gloves and approved cleaning solutions. Soiled diapers will be thrown in separate trash bins from other waste. Soiled clothing will be put into small plastic bags and sent home with parents to wash. Soiled cot sheets will be sent home for parents to wash at home and return, in order to help prevent the spread of infectious disease through the daycare.

## Mandatory Reporting

Child abuse is defined as injury, sexual abuse, neglect, or maltreatment of a child. The people who care for your children have a special status under the law, they are mandatory reporters. What they must report is their suspicion that someone may have purposely hurt a child. They have no choice under the law. Trained investigators decide whether abuse took place. All children get bumps, bruises and scrapes as part of growing up. It is important, however, that you tell your child's teacher/caregiver about any unusual injuries or conditions.

Kids' Depot does follow state guidelines for drop-offs & pickups. If you have children that do not participate in our program and accompany you to our center, they must exit the vehicle at the same time as you and your family. We are required to report parents leaving children unaccompanied in a vehicle to the State of Iowa DHS.

## Medication

We prefer medications to be given at home. If a child needs medication administered throughout their day at Kids' Depot, either prescription or non-prescription (non-prescription medication includes but is not limited to sunscreens, diaper ointments, medicated lip balm, and medicated lotions), a Medication Release Form must be completed by the parents. All medication must be in the original container and labeled with the child's first and last name. The lead teacher will be responsible for administering the medication and documenting this on the Medication Release Form. In the event of the child's absence or perhaps the parents forgetting to bring the medication in, the lead teacher will be

responsible to noting this on the Medication Release form with a brief explanation as to why the medication was not given. Ongoing, long term medication authorizations must not exceed the duration of the prescription expiration date. Ongoing medications require a monthly Medication Release Form.

All medication will be held in a labeled container, out of reach of the children. Each room has their own medication container. If the medication requires refrigeration, it will be placed in the Medicine Container in the refrigerator located in the main kitchen.

## Non-Center Activities

Twice each year, our program participates in IC Fire, a local soccer-based learning program. Children ages 3 and up can participate in learning basic soccer skills, team building, and sportsmanship. Our program participates in the Spring and Fall semester for 10 weeks each time. Soccer shots takes place in Kids' Depot front yard or next to us at the Green Park. Three, four, and five-year olds are eligible to participate. We will notify parents when IC Fire will start, at what time, and how to sign up.

## Nutrition

Weekly Menus will be sent out via email through Office Newsletters and posted in the Hallway Message Board in the Office Section. Kids' Depot does not participate in CACFP program, but we do follow their guidelines on healthy eating.

Breakfast is available until 7:30AM daily.

### *Snacks*

Snacks are served twice daily. Kids' Depot provides a healthy morning snack around 9AM which includes two food groups. The snack menu is located on the bulletin board in your child's room. Parents are responsible for providing one healthy afternoon snack per month. Your child's teacher will assign your child a snack day. The calendar will be posted on your child's classroom bulletin board.

Please provide a healthy and nutritious snack to support lifelong healthy eating habits. It is required that we serve two food groups for snack. If you bring a bag of apples, we will provide the milk. If you bring a box of crackers and cheese slices, the children may have water to drink. It is okay for you to bring cake or birthday treats for special occasions.

Snack ideas: Fresh fruits, Veggies, Yogurts, wholegrain crackers & Cereals. \*Please remember **NO PEANUTS or POPCORN\***

### *Lunch*

Hot, nutritious lunches are served to all children. We have a six-week rotating menu. We ask that all children eat the lunch that Kids' Depot provides unless your child has a food allergy or any other valid reason why they can't eat what is on our menu. If your child has an allergy to an item on the menu, we will supplement with another food that has been approved on your child's Allergy Action Plan and Diet Modification Form logged in the Food Log Binder. Should parents request a specific menu for their child/children, it must contain a protein, a fruit & a vegetable OR 2 fruits/ 2 vegetables and bread. The parents will be expected to fill out a Diet Modification Form and shall be expected to provide the menu changes.

All food must be labeled with your child's first and last name with the date the food was prepared.

There may be times that we ask you to pack your child a lunch. We may go on a field trip and not be at the center during lunch hour. We will monitor and supplement if necessary, to ensure CACFP guidelines are maintained. Perishable items will be refrigerated to prevent spoilage or contamination.

## Reporting Incidents

If your child has an incident including minor injuries or behavioral concerns at Kids' Depot, an Incident Report will be completed by the staff who observed the incident. Accidents resulting in injury to a child shall be reported in writing on the day of the incident to the parents/guardian or authorized pickup person. This form must be completed and signed by both the staff member and pickup person. The original copy is filed at the center, a copy may be provided to the pickup person upon request.

In the event of a serious injury which requires emergency medical attention, the center will contact 911 and have the child transported directly to the emergency room. We will then contact the child's parent/guardian. In a less serious situation, we will call the parent or guardian to transport the child.

Please see Kids' Depot Emergency Procedures for more information.

These health and safety guidelines are not meant to be all inclusive.

## Staff Requirements

Volunteers must complete the Employee/Substitute/Volunteer Statement, Criminal Records Check Form B (renewed every 2 years), Waiver Agreement and Statement for the Iowa DPS and DCI, Finger Print Results from the FBI National Criminal Record Check (every 4 years), and a signed statement indicating individual has been informed of responsibilities as a mandatory reporter.

When hiring at Kids' Depot, we ask applicants to come in for two-hour subbing increments. We observe how potential employees interact and competence for children, also based on their resume and experience. We look for reliable, trustworthy, fun-loving, and caring individuals that have a true passion for helping children 6 weeks to 5 years develop.

All members of our staff are required to:

1. Maintain current child, infant and adult CPR every 1-2 years.
2. Maintain current first-aid for infant, child and adult certification every 1-2 years.
3. Complete training for universal precautions and infectious disease yearly.
4. Complete Iowa's Mandatory Child Abuse Training every five years.
5. Complete a 12 Essentials Training Course for safety, medical, emergency care, and developmental milestones for child ages 0-6.
6. Participate in 10 hour of child development training the first year, 6 hours each year after.
7. Pass a criminal, child abuse and sexual abuse record checks every two-four years.
8. Be finger printed and pass FBI National Criminal Record Check every two-four years.
9. Pass a physical examination every three years.

Our staff practice monthly safety drills, as well as have quarterly meetings to stay updated on new policies and practices mandated by the State of Iowa.

## Kids' Depot COVID-19 Response

This guidance is intended for licensed childcare centers in Johnson County & the State of Iowa. This information is posted within our center for staff notification and reminders.

### Face Coverings --

1. Adults are required to wear face coverings, if medically appropriate. All parents are required to wear a face mask when picking up and dropping off children. Staff are able to remove masks during their lunch breaks and outside, as long as six feet of social distancing is capable.
2. All school aged children are required to have access to a face mask or face covering when able to do so correctly and safely. Kids' Depot requires ages 3 and up to have access to a face mask. Parents are required to provide facial coverings for their children. Face coverings help limit the spread of droplets from a person, while shields help protect the wearer from droplets landing on them. Cloth masks will be sent home every evening to be washed, and disposable face masks must be replaced daily.
3. People who have trouble breathing and people unable to remove the mask without assistance should not wear cloth face coverings.
4. Children and staff are required to wash hands upon putting on and removing masks every time.

### Physical Distancing --

1. Parents are not allowed in the center at anytime, unless otherwise approved by staff. Staff stagger use and restrict the number of people allowed in communal spaces at one time to ensure the ability to social distance as much as possible.
2. Each classroom is measured and labeled with the largest amount of children to accommodate six feet distancing per square footage.  
DHS no longer recommends limiting rooms to 10 individuals or less per room. Instead, room capacity should be based on the ability to physically distance within the room.
3. Classrooms ensure that children and staff groupings are as static as possible by having the same group of children stay with the same staff as much as possible. We limit mixing between groups when possible.

### Hygiene --

1. We support healthy hygiene behaviors by providing adequate supplies, including, but not limited to: soap, paper towels, tissues, and hand sanitizer containing at least 60% alcohol.
2. Children are not allowed to bring plush toys from home. Plush toys are limited in the center per specific toy groups, and are washed daily. Our classrooms encourage minimizing the amount of toys in our center settings in order to wash and disinfect them daily.
3. Kids' Depot provides plenty of cleaning supplies to help minimize high-touch materials to the extent possible. Supplies and equipment by one group of children are limited, cleaned, and disinfected between uses.

### Food --

1. Kids' Depot provides individually plated meals.
2. Our cook washes and sanitizes all materials needed for providing lunches and snacks daily.
3. No classrooms are allowed to serve family style until further notice.

### Cleaning --

1. Staff clean and disinfect frequently touched surfaces (door handles, sink handles, drinking fountains, grab bars, hand railings, bathrooms, tables, etc) between each use as much as possible.
2. Use of shared objects is limited to specific times throughout the day, and toys are thoroughly cleaned between uses.

### Facilities --

1. Kids' Depot ensures ventilation and water systems operate properly. Depending on weather conditions, Kids' Depot increases circulation of outdoor air as much as possible by opening windows. Doors will continue to remain locked at all times for safety measures.
2. Considering Iowa's Summer Derecho, we have taken steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown.
3. Parents are required to provide water bottles for their children to help ensure no virus spread through cups and fountains. Staff deep clean and disinfect all water bottles individually each evening.

## Illness, Screening, & Testing

1. Kids' Depot conducts daily health checks (i.e., temperature screening and symptom checking) upon entry.
2. Staff and children will not be admitted to our center when they are ill. Staff are required to stay home if someone in their family is ill. If a child's parents is ill, children are required to stay home. If a parent is showing COVID symptoms, our center requires parents to call their primary healthcare provider and urge a test. We also recommend taking a Test Iowa assessment, but strongly encourage care from your primary healthcare provider first.
3. Sick children will be separated into the office until they are able to go home. Staff that become ill during a shift will be sent home immediately.
4. Symptomatic Children & Staff should be tested:
  - Children and staff will be instructed to contact their healthcare provider to pursue testing. Children older than 1 year of age may access testing through Test Iowa.
  - I urge parents to contact the University of Iowa to set up a telehealth appointment for the quickest return on test results -- Link (<https://uihc.org/2019-novel-coronavirus-covid-19>)
5. Children and staff ill with COVID-19 symptoms should be isolated in accordance with the guidance below:
  - Persons with symptoms of COVID-19 should self-isolate (this includes persons who test positive, persons who are not tested, and symptomatic persons waiting for their test results) until after the following things happen:
    1. There is no fever for at least 24 hours (without the use of fever-reducing medicine) AND
    2. Symptoms have improved (for example, when cough or shortness of breath has improved) AND
    3. At least 10 days have passed since symptoms first appeared.

-People with severe, advanced immunosuppression who test positive for COVID-19 should stay home until:

1. They have had no fever for at least 24 hours (without the use of fever-reducing medicine) AND
2. Symptoms have improved (for example, when cough or shortness of breath has improved) AND
3. At least 20 days have passed since symptoms first appeared OR
4. OR they have had TWO negative tests in a row, 24 hours apart.

-Persons with symptoms of COVID-19 who are tested and test NEGATIVE and who ARE a close contact of a person who tested positive for COVID-19 should continue to self-quarantine until 14 DAYS after their last exposure to the confirmed case.

-Persons with symptoms of COVID-19 who are tested and test NEGATIVE and who are NOT a close contact of a person who tested positive for COVID-19 can go back to daily activities 24 hours after their fever and other symptoms resolved.

-Persons who test POSITIVE for COVID-19 but do not experience symptoms should self-isolate until:

1. At least 10 days have passed since the date of the first positive test AND
2. They continue to have no symptoms (cough or shortness of breath) since the test.

-Persons without any symptoms and who have not been identified as a close contact of a confirmed case, being tested for surveillance purposes only, are not required to be isolated while results are pending.

-Quarantine is not recommended in the event that a person previously diagnosed with COVID-19 is in close contact with a new infected person during the three month time period since their diagnosis, as long as the previously diagnosed person remains asymptomatic (i.e., has not developed symptoms of a new illness).

-Positive COVID-19 laboratory results are mandated to be reported to public health.

-Public health will conduct a case investigation and identify close contacts.

-Public Health investigates cases by calling the person who test positive for COVID-19 infection to direct them to isolate in accordance with the guidance above and asking them a series of questions about their illness, risk factors, and most importantly who they have been in close contact with (persons within 6 feet of the case for more than 15 minutes) during the time in which they could have spread illness to others.

-People with symptoms of COVID-19 can spread the virus from 2 days before symptoms started until 10 days after their symptoms started, they have been fever free for three days, and all other symptoms have improved.

-People without symptoms of COVID-19 (who test positive for COVID-19 infection) can spread the virus from 2 days before they are tested until 10 days after they are tested.



## Illness Reporting--

1. All licensed childcare centers and homes are required to notify DHS when staff or children have a positive Viral COVID-19 test.
  - Kids' Depot will notify our DHS Licensing Consultant, Heidi Brown, within the same business day as a Positive Result.
  - All close contacts within Kids' Depot will be identified.
2. All staff, parents, and children within close contact, being within 6 feet of a person who tested positive for COVID-19 for more than 15 minutes, will be instructed to self-quarantine for 14 days after last exposure to confirmed case.
  - Close contacts or other interested persons will be pursued to test through your primary care provider or Test Iowa.
  - If close contact received COVID-19 test and tests negative, they still must continue to self-quarantine for 14 days.
  - If a single room is put on quarantine at Kids' Depot, all siblings involved with children that were in close contact will be required to self-isolate for 14 days also.

Communication Tree for Positive COVID-19 tests in 1-2 or more staff and children that live in separate households:

1. Kids' Depot contacts DHS Licensing Consultant, Heidi Brown.
2. DHS Staff elaborates with Child Care Nursing Consultant (CCNC).
3. DHS & CCNC will provide guidance to Kids' Depot on cleaning, exclusion, and screening.

Communication Tree for 3 or more POSITIVE COVID-19 tests in staff or children that live in separate households when within a 14 day period.

1. Kids' Depot will contact our DHS Licensing Consultant, Heidi Brown.
2. DHS Staff will report outbreak to Healthy ChildCare Iowa (HCCI) Coordinator.
3. HCCI Coordinator will contact CCNC & will contact Johnson County Public Health Department.
4. DHS & CCNC will collaborate and provide guidance to childcare center.

## PROCEDURE FOR CHILDCARE PROVIDERS THAT HAVE A POSITIVE TEST IN A CHILD OR STAFF MEMBER

1. Childcare centers and homes should be deep cleaned in accordance with COVID-19 cleaning guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
2. Implement screening procedures for staff and participants for fever and symptoms through the day (at least twice daily) if not already in place.
3. Consider closure based on availability of staff or other factors.
4. Notify all childcare families of COVID-19 cases, maintaining confidentiality of the individual(s) who tested positive.

## Supporting Coping & Resilience--

1. Kids' Depot encourages staff and children to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
2. Kids' Depot encourages staff and children to eat healthy, exercising, getting enough rest, and finding time to unwind in a safe environment limiting large groups of people.
3. Kids' Depot encourages staff, parents, and children to talk with people they trust about their concerns and how they are feeling.
4. Kids' Depot has access to several help lines for staff and families that need help reaching out. The CDC website has a great resources for addressing mental health issues during this time. [www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html](http://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html)
5. It is very important to take care of your mental health during this time!

