



**"Little Puppies"
Policy Handbook**

Granton Community Child Care Center Policy Handbook

Table of Contents*

Introduction & Directors Letter	1
About GCCCC	2
Center Hours of Operation	2
Organization of the Center & Child to Staff Ratios	2
Parent Bulletin Board	2
Open Door Policy.....	2
Enrollment	3
Enrollment Criteria	3
Ongoing Forms.....	3
Updating your child's Emergency Contact Information	4
Attendance Fees	4
Withdrawal of Children.....	4
Additional Parent Responsibilities	4
Schedules.....	5
At the Child Care Center	5
What should I Bring With My Child to the Center	5
What is the Dress Code for Children.....	6
Personal Items Brought from Home.....	6
How Will We Communicate About My Child(ren)	6
Policy Regarding Discipline	6
Disciplinary Dismissal.....	7
Curriculum.....	7
Daily Schedule	8
Outdoor Play	8
Sunscreens.....	8
Nutrition & Physical Activity.....	8
Allergies & Special Food Needs	9
Birthdays & Special Occasions.....	9
Center Parties.....	9
Rest Periods.....	9
Diapering & Toileting.....	9
Pets.....	10
Physical Exams and Immunization Records.....	10
What happens when my child is ill?	10
1. Fever.....	11
2. Uncontrolled Diarrhea.....	11
3. Vomiting.....	11
4. Mouth Sores	11
5. Rash.....	11
6. Pink Eye.....	11
Diagnosis' & When to Return to Daycare	12
Authorization to Administer Medication.....,	13
Staff Training	14
Sudden Infant Death Syndrome (SIDS) Policy.....	14
Sensitive Issues.....	15
Confidentiality of Information.....	15
Reporting Child Abuse & Neglect	15
Divorced or Separated Parents	15
Appearance of Impairment.....	15
Amendment of Rules & Regulations	15
GCCCC Rates.....	16
GCCCC Policy and Fee Agreement	17
GCCCC Closing or Inclement Weather Policy.....	18

Welcome to Granton Community Child Care Center

Thank you for choosing Granton Community Child Care Center. We strive to provide the best quality educational environment for our children. Accepting children from the ages of 4 weeks to 12 years, we provide a variety of programs. Groupings are flexible and children are brought together whenever possible. We have a capacity of 36 children.

All staff members are experienced Early Childhood Educators. All staff participates in continuous education to keep updated on current research.

The center is open to all children, regardless of race, nationality or creed. We encourage parents and guardians to feel free to be a part of our center; offering suggestions, comments and constructive criticism as well as financial and moral support.

We hope this will be a long and beneficial relationship!

Granton School 715-238-7292

Ladonna Nickel (Director)

nickell@granton.k12.wi.us

GCCCC infant room, Ladonna's office, & closing room: 1-715-238-5130

GCCCC early room & Toddler/transition room: 1-715-238-5170

GCCCC 3&4-year-old & school age Room 715-238-5152

Ladonna's cell # 1-715-937-5384

Granton Community Child Care Center (GCCCC)

Center Hours of Operation

The center is open from 5:30am to 6pm, Monday through Friday. The center is closed on the following holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
4 th of July	Christmas Day

Christmas Eve and New Year's Eve - Open only if there is enough need to make it financially affordable.

- In the event that one of these holidays falls on a weekend, the center will consider closing the Friday before or Monday after.

Organization of the Center and Child to Staff Ratios

Granton Community Child Care Center (GCCCC) serves children ages 4 weeks to 12 years of age. GCCCC has a capacity to serve up to 36 children. GCCCC has 2 classrooms. Every morning, all children meet in the larger room until more staff are present and sent to their own rooms. At all times the center is open, child to staff ratios are followed as set by the Department of Health and Family Services.

Parent Bulletin Board

The Parent Bulletin Board is located inside the daycare, beside the children's cubbies and/or parent table. There is information occasionally posted for parents, along with menus, etc... There is also a parent box for each family in the center located in this area. Please check these boxes daily for new information.

Open Door Policy

Since we all have many talents, GCCCC welcomes any assistance in special projects/programs ~ background checks would be required.

Enrollment

Enrollment Criteria

Upon acceptance to the center, we will ask you to turn in a number of forms, and we will cover a number of topics:

The GCCCC Policy Handbook
Child Enrollment Form and Health History Form
Schedules and Payment Policies
Immunization Records
Physical Activity & Nutrition Policy
School Meal Application (when applicable)
Photo Release Form
Under Age 2 Forms*
Formula Notifications
Breastfeeding Policy
Safe Infant Sleep Policy
Child Health Report (to be completed by a physician) **
Emergency Cards
All other forms mandated by the State of Wisconsin

All forms must be turned in to the office a minimum of one week prior to the child's start date.

*Update changes as they may occur if needed on a regular basis

**Each child under two years of age shall have a health examination not more than 6 months prior to enrollment, or within 30 days after being admitted to the center. A follow-up health examination is required at least once every 6 months after admission.

Ongoing Forms

Completion of other forms will also be requested at enrollment and on an ongoing basis, as needed. These include, but are not limited to the following:

- **Medication Forms**
- **Daily Communication Forms**
- **Permission to Pick-up Forms**
- **Specific documentation regarding the care of the child**
- **Additional Media Release Forms, as needed**

Updating your child's Emergency Contact Information

If any of the following information should change at any time, please notify us so we can update our records:

- Phone numbers where you can be reached during the day
- Addresses at home and at work
- Names of alternate persons authorized to pick your child

Attendance Fees

Fees for child care need to be paid one-week prior to daycare need and kept up ongoing. Your first payment will go towards your first week of child care. At the end of the first week, your next week's payment will be due on the Friday before the week of needed child care. GCCCC has a "no refund" policy for deposits held for admission if the child does not attend. Payments made for field trips and special functions are also non-refundable. GCCCC will also charge a \$30 fee for NSF returned checks. If any account becomes past due and is unpaid, GCCCC reserves the right to discharge the child/children and the account will be forwarded to the collection agency if fees remain unpaid. As of Feb. 20, 2012, a rate of \$1 a day will be applied to your bill when you have a past due balance. After 2 weeks it will be \$5 a day until your balance is paid in full. Each family will then be put on a pay in advance only basis with no exceptions.

Withdrawal of Children

Families intending to voluntarily withdraw their children) from the center must submit in a written notice of termination two weeks prior to the child(ren)'s last day at the center, or a charge will be assessed for that two-week period.

Additional Parent Responsibilities

It is very important for you to notify the center if your child is ill or will not be attending for any other reason. The following steps will be taken for notifying parents when a child is absent from the center:

- GCCCC will call the parents within 1 hour of the child not arriving at their scheduled drop off time.
- If parents cannot be reached, then the emergency contact will be contacted.
- If the parent continuously fails to call the child in for the day, a \$25 fee will be applied to your bill. Parents have a limit of 3 opportunities.

Schedules

It is also extremely important for the parents to have their schedules in to the office at least one week ahead of time of when their children) will need care. The center must have all children's schedules finished no later than Wednesday the week before in order to make staffing schedules for the week. In the case of a parent's schedule is not accessible in this time frame, the center director should be notified. We understand things do come up but charges will apply if we don't receive a phone call when your children are not attending. We allow up to 10 days maximum to use per calendar year for sick days or cancellations, made after Wednesday before the week that is scheduled. These are credited at ½ charge. NO Call or No-Show days cannot be used in these 10 days. You will be billed regularly for those days. When/If these days are used before the end of the calendar year, you will be charged regular price for any scheduled days until the end of the calendar year. Also, if you do not use the 10 days they cannot be carried over to the next calendar year.

At the Child Care Center

What Should I Bring With My Child to the Center?

- **Change of clothes - at least two complete sets of clothes is required, especially for children under two years of age. Children three and older - one set of clothing is required. Additional sets may be needed while toilet training.**
- **Diapering supplies - Families of children in diapers are asked to bring a supply of diapers and all necessary diapering supplies (wipes and creams). For your convenience, each child will have an individual storage space to store their personal items.**
- **Sleeping bag - All children over the age of one will be required to have their own personal sleeping bag for rest time. The sleeping bag must be able to close on three sides. Each child will have their own personal cubby to keep their sleeping bags in. Sleeping bags should be taken home biweekly on Fridays to be washed and brought back on Monday morning.**
- **Bottles and nipples - These items will be supplied by the parents. We recommend at least two bottles to be kept at the center for convenience. Bottles that require the liners inside the bottles, the parents must supply the liners.**

What is the Dress Code for Children?

Busy, creative, learning play can be messy. We do use smocks and paint shirts to cover clothing during art projects and we use washable paints and markers, but we cannot guarantee that spills or stains can be avoided. Please dress your child/children in clothing that is washable and durable so that he/she can enjoy our activities without fear of soiling an outfit. We also require hats, gloves, snow pants and snow boots during the winter months.

Personal Items Brought from Home

Personal items and toys are strongly discouraged from being brought in from home. GCCCC will not be held responsible for broken toys and items brought from home. Such items are a distraction of the children and often disrupt the class activities. On special occasion days and show and tell days, your child may do so, but GCCCC will make you aware of when these days will take place.

How Will We Communicate About My Child?

Communication between the Center Staff and families is very important. Families are kept informed of activities and information through the parent bulletin board, their personal parent boxes, texts/phone calls & GCCCC Facebook page if possible. Parents are also informed on their child's daily routines on their infant records. These daily sheets are given daily to our one-year old and infants. If you would like a copy daily if you have older children, please let a staff member know, otherwise they will receive a report on Fridays of what was done during the week. Newsletters are also given out monthly & also additional notices may be sent for other things that may come up. If you prefer to communicate with e-mail, phone calls, or texts, please write that down and let Director know. There is a separate detailed Policy page for CLOSINGS or early dismissals and inclement weather procedures.

What is the Policy Regarding Discipline of Children?

The Staff at Granton Community Child Care Center strive to develop positive relationships with your child/children. Children are helped to learn self-control and how the world works in a relaxed, positive atmosphere of support and understanding that recognizes the child's struggle. Discipline is viewed by adults as an important aspect of teaching and learning. Children are accepted as they are. Development is viewed as a process of growing, with each age and stage having its own characteristics, its own challenges, its own needs.

Guidance is the process through which young children will eventually learn to be self-disciplined. The development of social skills including emotional control, self-expression, problem-solving and decision making are important growth tasks for young children. The staff at Granton Community Child Care Center believes that if an interesting and challenging program is offered, guidance problems are at a minimum.

Techniques used by the staff for children under three include expression of feeling through tone of voice, explanation of unacceptable behavior, redirection, offering

choices, and acknowledging the child's feelings. Techniques for children over three include all of the above plus: group and one-to-one discussion of the problem, limits and individual accomplishments, goal setting, active listening, substitution and/or redirection to another area or activity for a brief time.

Time-outs are given for children over age three only when other methods of guiding the child have been unsuccessful. A time-out consists of removing the children from the situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child's unacceptable behavior. Timeouts will be administered by the teacher in the classroom for a period of time based upon the child's age (one minute per year of age), not to exceed five minutes. Physical punishment such as spanking, hitting verbal abuse or withholding or forcing meals is never used to correct behaviors, even at the parent's request. All intentions will be to teach your child self-control. The teaching staff is consistent in providing your child with a warm and loving atmosphere in which to grow and learn.

Disciplinary Dismissal

Occasionally a child will experience difficulty in adjusting to or abiding by certain rules of behavior in a group setting. If your child is experiencing difficulty, you will be notified by your child's teacher and a conference may be scheduled. Your child's teacher and the Director will work closely with you to try and resolve the situation. If your child continues to display negative behavior, putting him/herself, him/her peers or the teachers at risk of physical harm, or is damaging to center property, and all attempts have failed, the center reserves the right to dismiss your child. When withdrawal is deemed necessary, the center Director will attempt to provide you with a two-week notice.

Curriculum

A developmental[^] appropriate curriculum for young children is planned to be appropriate for the age span of the children within the group and is implemented with attention to the different needs, interest and developmental levels of those individual children. Granton Community Child Care Center incorporates a theme-based curriculum throughout the center. Each classroom has a posted schedule of daily activities so you know what your child is doing each day. Teachers will communicate daily with parents about how their child is doing. Parents are encouraged to direct any questions to the child's teacher and/or Director.

Daily Schedule

5:30-8:00 - Arrival and greeting of children
 8:00-8:30 - Wash hands and breakfast
 8:30-8:45 - Clean-up, potty breaks, diaper changes
 8:45-9:15-Circle/group time
 9:15-10:00 -Art, Science, Math, puzzles, books
 10:00-10:45 - Outdoor play/Imaginative play
 10:45-11:00 - Clean up, potty breaks, diaper changes
 11:00-11:45 - Wash hands and lunch
 11:45-12:30 - Books, potty breaks, diaper changes
 12:30-2:15 - Rest time (nap or quiet activities)
 2:00-2:30 Wash hands, potty breaks, diaper changes.
 2:30-3:00 - Snack time
 3:30-4:30 - Outside play/Imaginative play
 4:30-4:45 ~ Potty breaks/diaper changes
 4:45-5:15-Free play
 5:00-6:00 - Combine classes for dismissal

Outdoor Play

We believe that in order for children to be healthy, they need fresh air and exercise. The licensing rules require that children be able to go outdoors every day. If temperatures are above 90 degrees or below 0 degrees, children will have other activities planned for indoors. Please make sure your child/children have appropriate dress attire to be able to participate in outdoor activities. If your child is too sick to go outdoors, the child is too sick to be at the center. We cannot honor requests to keep a child indoors while the rest of the class goes outside. This request is unfair to the other teachers in other classrooms who would have to care for the child in addition to their regular class. We must also be sure not to violate the teacher-child ratio in other rooms.

Sunscreens

Parents may bring your own if you choose to do so. A written consent is needed for us to apply it on your child.

Nutrition & Physical Activity

Our commitment to participating in the Nutrition and Physical Activity policy is a requirement for the center. We are required to have healthy meals based on requirements also followed by the school breakfast and lunch programs. We are also offering more options for milk choices for ages 2 - 5 year olds. Please be specific if you have a preference. We have increased times of water being offered especially during the summer. You may also provide your child's own water bottle for during daycare but needs to be taken home on a daily basis and washed properly before returning to daycare for sanitary purposes. Physical activity is

required and will include outside/gym time to consist of an hour with teacher led physical activity, An hour with music, and minimal time of 1-hour free play or imaginative play each day. These times will be broken up between the mornings & afternoons to fit into our daily schedule flexibly.

Allergies and Special Food Needs

The center will provide a menu to meet the nutritional needs of most of the children who attend the center. If your child has special needs related to the menu, please communicate this with your child's teacher and the Director. On your child's enrollment forms, you must provide any allergies and special food needs in writing. Other foods will be given in the case of an allergy or special need.

Birthdays and Special Occasions

Parents are welcome to send special treats to share with their child's class. Please let your child's teacher know if you plan to bring a treat.

Center Parties

There are several parties throughout the year for special holidays. Parents are welcome to bring special treats or times for these events. Your child's teacher will make you aware of the times and dates of these parties in advance.

Rest Periods

Each child under 5 years of age in care for more than 4 hours shall have a nap or rest period. If a child does not sleep after 30 minutes or awakes early, they will have a quiet time through the use of equipment or activities which will not disturb other children. Sleeping bags are required for any child over the age of one. Sleeping bags must be taken home biweekly and washed.

Diapering and Toileting

Diapering and toileting are routine tasks that are incorporated into the program as a means of furthering children's learning while developing self-help and social skills. Toilet training is an important part of your child's independence and self-awareness, as well as, physical development. This training can occur when there are definite signs of your child's interest and developmental ability, which is dependent on his/her developmental pace. Toilet training should be a cooperative and consistent effort between home and the center in order to provide maximum levels of success.

Pets

GCCCC does not have any pets on the premises. However, if a pet would be brought in for the children to see, we will inform all parents ahead of time. Any pet brought in must have all appropriate vaccinations and must have the temperament to be around small children. We have to abide by the school policy of what it is at that time, encase of any allergies in the building.

Physical Exams and Immunization Records

The Wisconsin State Department of Health and Family Services require the center to have a current medical record on file for each child attending the center. The record must be completed by the child's physician and submitted within 30 days of the child's enrollment date. The medical record must be updated every 6 months for children fewer than 2 years of age and every 2 years for children over 2 years of age. Immunization records must be kept up to date, according to the standards set by the state Department of Health and Family Services. A child will be unable to attend the center if their* medical records are not kept current.

What happens when my child is ill?

State law mandates that Granton Community Child Care Center is unable to care for children who are ill. The center staff and parents should learn to recognize the signs and symptoms of illness in children. If you are uncertain whether your child's illness poses an increased risk to others, we ask that your child not attend childcare until they have been seen by a licensed physician. In the event that your child becomes ill at the center, your child's teacher will notify you by telephone. If you cannot be reached, the emergency number you have provided will be called. Your child will be isolated until someone arrives to pick them up.

Please note that there are conditions where it is in the best interest of all concerned for even a mildly ill child to be excluded from the center.

The following are reasons that indicate that a child must be excluded from care in the center:

- **The child's illness prevents him/her from participating in routine activities.**
- **The child's illness requires more care than the child care staff is able to provide without compromising the needs of other children in the group.**
- **Keeping the child in child care poses an increased risk to the child, to other children, and/or adults with whom the child comes in contact with.**

- **Symptoms include:**
 1. **Fever** is a well-known symptom that the parent or child care workers use to identify a child who may be ill. Fever (a rise in the body temperature above normal) is common in young children and is rarely harmful. However, fever may be a symptom of a contagious or serious illness. Some children with fever should not attend the center until the child's inclusion in child care is checked with a physician or until 24 hours after the fever has broken. Such children include those who fit the following description:
 - An oral temperature of 100.4 degrees F or greater and/or has behavior changes or other signs or symptoms of illness, OR
 - A forehead temperature of 100.4 degrees F or greater and/or behavior changes or other signs or symptoms of illness.

Parents will be notified promptly when their child is found to have a fever while in child care. An ear thermometer is used at the center for accuracy of a fever. Fever-reducing medicines (e.g., acetaminophen) will not be given at the child care center to reduce fevers.

2. **Uncontrolled diarrhea** is indicated by three or more watery, bloody or mucous-laden stools in a 2-hour period and requires exclusion for 24 hours of being diarrhea free from the center until a physician determines that the child may be in child care.
3. **Vomiting** requires a 24-hour period after the vomiting stops or a health professional determines that the child may be in child care.
4. **Mouth Sores** with drooling, or a weeping cold sore, unless a health professional determines the child's illness is not from communicable disease.
5. **Rash** unexplained rashes must be seen by a physician and determines that the child may be in child care with a written note.
6. **Pink Eye** all signs of pink eye must be gone before a child may return to the center. There shall be no yellow or green discharge from the eyes and all redness or pinkness from the eyes must be completely gone.

These contagious diseases must be excluded from the child care, as indicated in the following:

<u>Diagnosis</u>	<u>When to return to Daycare Center...</u>
-Chicken Pox	After all lesions are scabbed over, usually 5-7 days
-Coxsackievirus (hand, foot and mouth disease)	Fever is no longer present and child is able to participate in childcare routines.
-Fifths Disease	Fever is no longer present and child is able to participate in childcare routines.
-Impetigo	After all lesions have crusted and/or 24 hours after first antibiotic treatment
-Lice -	24 hours after treatment is started and child is nit free.
Mononucleosis	Able to participate in childcare routines and a physician indicates child is ready to return.
-Pertussis (whooping cough)	After 5 days of proper antibiotics therapy.
-Pin Worm	Physician indicates child is ready to return.
-Pneumonia	Fever is no longer present and child is able to participate in childcare routines.
-Roseola	Fever is no longer present; child is able to participate in childcare routines and physician indicates child is ready to return.
-Strep Throat or other streptococcal infections	24 hours after antibiotic treatment has begun.
-Thrush	When child is on proper medication and is able to participate in childcare routines.

Remember that when children are ill, their immune responses may be lowered, leaving them vulnerable to other illnesses. Additionally, when children come to the center ill, other children and staff are exposed to illness, thus creating an unhealthy environment. In the event that a child contracts a contagious illness, it is the parent's responsibility to inform the center immediately. When the center is notified, we can inform other families of an outbreak, to help prevent the spread of the illness at the child care center. No personal information is given, just the type of illness exposed at the center.

In addition, families are requested to notify the center of exposure to a communicable disease outside of the center. At the discretion of the Director, children who have been exposed to a communicable disease may be excluded from the center for the period of time recommended by the child's physician or by the local health department.

Authorization to Administer Medication

We DO NOT administer any type of medication (including over-the-counter) without your written permission. When medications are to be administered by your child's teacher, you must fill out an "Authorization to Administer Medication Form." Please DO NOT ask your child's teacher to do it for you. It must be completed by the parent. In addition:

- **Prescription medication must be in the original container, bearing the prescription number, name of medication, the date the prescription was filled, the physician's name, the child's name and the directions for administration. The center must administer the medication as stated on the label directions. The center will not administer medication after the expiration date.**
- **The center must ensure that the non-prescriptive medication is labeled with the child's name. Non-prescription medication must be brought in the original container. The center must administer medication according to label directions unless approved in writing by health personnel.** •
- **When medications are no longer needed, the center must return them to the child's parents.**
- **Families must sign and date medication forms before any medications can be administered. Families must specify date, time and amount to be given.**
- **All medications must be clearly given to staff personnel and not left in the child's belongings, cubby or on a desk. Medications have their own storage areas out of the reach of all children.**
- **Families are requested to remember to take medications home with them each day. This is especially important for those medications that require administration on a consistent basis as with antibiotics.**

Staff Training

All staff at the center receives orientation and training on the following topics:

1. Tour of the center.
2. Mission of Granton Community Child Care Center.
3. Review of organizational structure and state licensing regulations.
4. A review of GCCCC policies, including:
 Admission Policy Enrollment Policy Staff
 to Child Ratios Safety and Security Policy
 Health Policy Child Abuse and Neglect
 Nutrition Policy Child Guidance
 Education Philosophy Emergency and
 Evacuation Policies Parent Communication
 and Problem-Solving Confidentiality of
 Records
 Sudden Infant Death Syndrome and Shaken Baby Syndrome
 Medication Policies First-Aid and CPR Certifications
 Accident Reporting
5. Job Description and responsibilities
6. Recognition and handling of illness of children
7. Review of personnel files

Sudden infant Death Syndrome (SIDS) Policy

The American Academy of Pediatrics recommends that infants sleep on their backs to reduce the risk of Sudden Infant Death Syndrome. The following guidelines are being used at GCCCC regarding infant sleep positions and surroundings:

Infants under 12 months of age shall be placed on their backs on a firm tight-fitting mattress for sleep in a crib.

Soft mattresses, pillows and other soft surfaces shall be prohibited as infant sleeping surfaces.

All pillows, quilts, comforters, sheepskins, stuffed toys and other soft products shall be removed from the crib.

If a blanket is used, the infant shall be placed at the foot of the crib with a blanket tucked around the crib mattress, reaching only as far as the infant's chest.

The infant's head shall remain uncovered during sleep.

Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of SIDS.

When infants can easily turn over from the supine to prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.

Unless a doctor specifies the need for a positioning device that restricts movement within the child's crib, such devices shall not be used.

Sensitive Issues

Confidentiality of Information

Staff members having access to children's records do not discuss or disclose personal information regarding the child and facts learned about the child and their relatives. This includes information regarding a child's specific health care needs. A parent, upon request, has access to all records and reports maintained on his/her child.

Reporting Child Abuse and Neglect

GCCCC fully supports the law of Wisconsin requiring reporting of child abuse and neglect. All personnel are mandated reporters of abuse or neglect according to Wisconsin State Law. Reports should be made to the Clark County Department of Social Services at 715-743-5233 or Neillsville Police Department may also be contacted at 715-743-3122 or Granton Police Department at 715-238-7481. Should the need for such a report arise, parents may be assured that all information regarding a report of abuse or neglect will be kept strictly confidential. Personnel receive annual training about abuse, neglect, reporting laws and documentation methods.

Divorced or Separated Parents

Divorced or separated parents must provide the center with a custody agreement. Parents should let us know if there is any way we can accommodate their family. Parents are reminded that without legal documentation, we must allow each parent to have equal access to the child. For the safety & privacy of all our children, our childcare limits the length of visits to the Center @ the discretion of the Director.

Appearance of Impairment

If a parent or any person authorized to pick up a child appears to be unable to safely assume responsibility for a child, the center will offer to arrange transportation. If we feel the child is in danger, we will notify the Granton Constable for assistance.

Amendment of Rules and Regulations

The rules and regulations contained herein are not inclusive. Other rules and regulation may be posted in and about the facility and shall be binding as if set out herein in full. The center, from time to time, may adopt and/or amend the established rules and regulation or policies not covered in here, and all enrolled participants will be obligated to observe these policies.

Granton Community Child Care Center Closing or Inclement Weather Policy

In the event of school closing or 2 hour delays due to inclement weather – GCCCC staff will make every effort to stay open. We will work together with staffing to accommodate any parents still needing care if possible, keeping the safety of all the children and staff first.

We will notify everyone scheduled for the day as quickly as possible if the decision has been made to close Childcare and to see what the need is through multi texts, phone calls and the GCCCC Facebook page if possible. Please contact or reply to the Director’s cell phone to allow for accurate scheduling/staffing if needed. If the need is too low (less than 3 kids all day), we will just automatically need to close.

Early School Dismissal due to inclement weather or emergency reasons- for the safety of the children and staff, we encourage parents to make arrangements to pick up as soon as possible. Please communicate by letting us know times & who will be the authorized person to be picking up.

If CLOSING due to an evacuation emergency situation- parents scheduled to be picking up will be notified first and if no response or arrangements are not being made for pick up then the emergency contacts will be notified.

During other NO SCHOOL days because of Holidays, vacations or other no school reasons, GCCCC reserves the right to be closed if the numbers are too low to financially be open.

Granton Community Childcare Center Rates

Effective January, 2022

Age	Hourly (up to 5 hrs/day)	Daily 1-3 FULL days/wk (Part-time)	Weekly 4-5 FULL days/wk (Full-time)
4 weeks - 2 years	\$4.75	\$40.00	\$155.00
2-4 years	\$4.50	\$38.00	\$145.00
5k -12 years	\$4.00	\$34.00	\$130.00

- A FULL day is considered anything more than 5 hours/day. Anything less than 5 hours/day can be considered at the hourly rate if that is how it's scheduled.
- Overtime rates over 50 hours/week will be \$2.00/hour extra.
- Payments will be made in advance by Fridays for the days reserved for the next week. There will be a \$5/week charge for payments not in the box by 8:30 am Monday mornings for that week.
- Schedules need to be turned in 2 weeks in advance to allow for staffing regulations. All changes need to be done no later than 5:00pm each Wednesday prior to the week of schedule.
- There will be a \$5 charge for changes made after that time on Wednesdays. The change will only be made if it works with the workers schedule.
- You will be allowed 10 sick days to use if you let us know to do so and you will be credited K day rate. If you do not let us know or if you use more than 10, you will be charged as scheduled.
- There will be a \$35.00 charge for NSF returned checks.
- Family discounts for full-time child care will be \$5.00/week for each additional full-time child of the same family. This discount can only be given when they are 4-5 days that week.
- Granton Community Child Care Center day ends at 6:00 P.M. Children are to be picked up promptly at their scheduled time.
- Late pickup fees are \$1.00 every minute.



Granton Community Child Care Center Policy and Fee Agreement

Attendance Fees

Fees for childcare are paid one week in advance and kept ongoing. Your first payment will go towards your first week of childcare. At the end of your first week, your next week's payment will be due on that Friday. GCCCC has a no refund policy for deposits held for admission if the child does not attend. GCCCC will also charge a \$30 fee for NSF returned checks. If an account becomes past due and is unpaid, GCCCC reserves the right to discharge the child/children and the account will be forwarded to administration and to the collection agency if fees remain unpaid. Additional charges will be applied if payments are not being made on time. If you will be taking time off, you will need to let the Director know ASAP or extra charges may occur. There will be an additional late charge if your child is not picked up on time of \$1.00 every minute.

Childcare Contract Agreement

For services listed in this Agreement, and in accordance to the current fee schedule, I agree to cooperate with the general policies of the center and to perform the obligations of parents or guardians set forth in this Agreement, and to abide by the rules and regulations of the center and the Granton Area School District. My signature below indicates that I have read the terms of this agreement and that I have read the rules and regulations provided by the center. It further indicates that I have had this material explained to me, if necessary and that all my questions have been satisfactorily answered.

Parent or Guardian: _____

Parent or Guardian: _____

Date: _____

Director: _____

Date: _____



"Little Puppies"
Policy Handbook
"Home of the "Little Bulldogs"

