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Introduction
CCC’s Kinder Care was developed in 1991 by Christine Collins. It started as her being an at home mom that watch two children while homeschooling her three children. As years progressed she started getting more and more children and now has a 6 to 10 child daycare. She works one on one with the children helping them with homework, studying or just basic learning skills. At this daycare, all employees must be tolerant to children and they must show encouragement to the elementary children.

Purpose
Christine has been getting very sick lately, and she has multiple doctor visits during the week. As the employees of CCC’s Kinder Care you are required to be knowledgeable in this manual. You will be quizzed upon the material to benefit the safety of the children. A copy of this book will always be kept by telephone as an emergency contact source. At time of hire, each individual will start training with reading this book. This will benefit both you and the children.
About CCC’s Kinder Care
About Day Care

**Hours of Operation**
CCC’s Kinder Care is currently running from 6am-5:30pm Monday through Friday. If a parent needs one day earlier or later than the regular hours, the daycare must be notified a week in advance, but the request could be declined. CCC’s Kinder Care has the right to accept or decline any parents from bringing children early or staying late.

**Mornings**
The children brought in the mornings do not get to sleep unless under the age of two. Children may come in pajamas or day clothes, and they can bring a breakfast. Once a child is signed in, if the child/children are two or older they must be changed into day clothes if they are still in pajamas. Breakfast will be followed right after the changing. WARNING: Allergy Binder MUST be checked before any child is given food. (Refer to Chapter 2. Allergy Binder). Children that come after 7:30am must be fed breakfast before they arrive at daycare.

**Number of Children allotted**
CCC’s Kinder Care is allotted 5 permanent children and up to 4 occasional/seasonal children ranging as followed:

- 2 full times (30-40 hours per week)
- 3 part timers (12-20 hours per week)
- 4 after school pick up only/Seasonal (1-10 hours weekly or less)

**Meal Times**
CCC’s Kinder Care has three meal times daily:

- Breakfast- 7am-7:30am
- Lunch- 12pm/noon
- Snack time- 4pm

Dinner will not be served at daycare due to early closing. The snack at 4 pm will be given for children as a small meal before parents come. If a parent wants their child to eat dinner at the daycare, the parents are required to provide dinner for their child to be fed at a time preferred by the parent/guardian.
Max Amount of Employees

The maximum amount of employees present at CCC’s Kinder Care will be two. One full timer will be present for the whole day, followed by a part timer in the afternoon to help with the after school kids. Back up employees will replace either full timer or part timer’s position for the day. Currently hired are:

- Full timers- 1
- Part timers- 2
- Back up employees- 2

Closed Days/ Holidays

Each year CCC’s Kinder Care will provide each parent with a letter specifying what days they will be closed. Holidays included in letter will be:

- Christmas break
- Memorial day
- Independence day
- Labor Day
- Columbus day
- Thanksgiving

Some personal days may be taken for closing days, but they will be included in the letter at the beginning of each year.

Sickness Policy

Children may not come to CCC’s Kinder Care if they have any of the following:

- Fever
- Vomiting
- Infection (Unless they have been on antibiotics for 24 hours or more)
- Contagious disease (Unless they have been on antibiotics for 48 hours or more)

All medicine must be giving to the child before coming to daycare in the mornings and parents must include a medical schedule on times child should take medicine.
Sick While at Daycare
If a child becomes sick while at the daycare, the child’s parents must be called and child has to be picked up with in one to two hours of child being sick for the safety of the other children. The sick child must remain on a separate couch or in separate room and cannot come in contact with any other child. All toys, sleeping mats and other items in contact with child must be wash immediately and set to dry overnight. No child may play with the contaminated toys.
Meals
Meals

Allergy Binder
Once a child is enrolled at CCC’s Kinder Care, all allergies of each child must be put into binder. If a child does not have an allergy it still must be noted that child has no allergies and put into the binder.

Medicine
If a child has to take medicine throughout the day, parents must notify employees at the time of interview. A medicine schedule will be included in that child’s section in the binder so all employees know when it’s time for a child to take their medicine and the instructions on how the child must take the medicine. Although, in the mornings the child must have already taken their medicine before they arrive at the daycare.

Braces
If a child has braces then a note must be place into that child’s binder to verify the food they cannot consume. This will be reviewed as meals are being prepared so the child will be able to eat what the other children are for meals.

Meals to Serve
Unless specified by parent, all children will eat generally the same food during meal times. If a parent wants their child to eat something different than the rest of the children, the parent must supply the food
for the child to be given.

**WARNING:** Allergy Binder MUST be checked before every meal to be aware of any child’s allergies.

**Breakfast**
Breakfast will be served between 7am and 7:30am. Child will have a choice of cereal to choose from and a glass of milk to drink. Unless specified otherwise from parent. Each child will start off with one bowl of cereal and one glass of milk. Any child who wants more to eat must finish their whole bowl of cereal and all their milk. After all is consumed they may have more to eat or be finished for that meal.

**Lunch**
Lunch will be served every day at noon/12pm. The Calendar in the kitchen will explain each meal that will be cooked that day. Each meal will include:

- Protein
- Vegetables
- Fruit
- Milk

Once a child has finished everything on their first plate and drank all their milk, they may go back for another plate of their choice of the food that was cooked that day. A child can only have another serving of the food they want if they finish what’s on their plate. No more food should be giving unless plate in completely empty.

**Snack**
A snack will be giving to the children at 4 pm. Each child is given the same amount of food and can only have the one serving.
Where Food is Kept

Refrigerator
Fruit will be kept in refrigerator drawer so it stays cold and fresh. Milk will be kept on top shelf of refrigerator to be kept cold. Miscellaneous food will be kept in refrigerator as well.

Draws
All non-refrigerated food will be kept in draws. This includes:

- Box lunches
- Snacks
- Dried fruit

Restock
Once an item is used up or a backup is removed from cabinets, the item must go on the weekly shopping list to get restocked. A write up will be given to the person that finished the item and did not put it on the list. It is important that items be put on the list and the shopping done weekly (by Christine) so the daycare will always be stocked.
up on food for the children in case of emergencies.

**Shopping**
Christine will go shopping weekly on Saturday. All items needed for restock including cleaning items, food, etc. must be put into list before daycare closes Friday afternoon.

**Utensils**

**Eating**
Each child will eat on disposable dishes, unless food is liquid in which the hard bowls are kept in the drawer above the food.

**Cooking**
All cooking utensils will be kept in cabinets away from children as a safety requirement.

**How much to Give Each Child**
Each child will be given roughly the following allotted food:

- 2oz protein
- ½ cup vegetables
- ½ cup fruit
- 8oz milk

Do not over fill the plate and result in a waste of food. Once a child has finished everything on their first plate and drank all their milk, they may go back for seconds. A child can only have another serving of the food they want if they finish what’s on their plate. No more food should be giving to the child unless plate is completely empty.
Meal Clean Up

After every meal the following procedures should be started:

- Every child must get cleaned before dismiss
- Table will be wiped down
- Dishes will be cleaned

A write up will be given to employees that do not complete the cleanup procedures. These requirements are important for the safety and cleanliness of the daycare.
Clean up
Clean up

Meal Time Clean up
As stated in the previous chapter, after every meal the following procedures need to be started:

- Every child must get cleaned before dismiss
- Table will be wiped down
- Dishes will be cleaned

A write up will be given to workers that do not complete the cleanup procedures. These requirements are important for the safety and cleanliness of the daycare.

Weekly Item Wash

Toys
Each week on Friday the toys will be soaked in hot, soapy water for an hour to disinfect them. After the hour the toys will be rinsed and put aside to dry. They can remain there until Monday on opening hours, in which they must be put back in the playroom.

Sleeping Mats
Every Friday after noon each sleeping mat must be wiped down with disinfecting wipes. This is a precaution so each child has a clean mat away from any infections or dust.

After each mat is wiped down and given 10 minutes to fully dry, mats should be folded up and place in back room until needed next.

Cloth Wash
On Friday a load of wash will be started to wash all garments including:

- Pillow covers
- Blanks
- Couch covers
- Meal time clean up rags

Each item can be washed and dried in one load. After dryer finishes all garments must be folded and put in back room with sleeping mats.
Play Area

Morning Vacuum
Every morning the employee who opens CCC’s Kinder Care must do a vacuum every morning before opening. Vacuum will be kept in back room by the sleeping mats and garments. Employee will vacuum the floor only and return vacuum to back room before children arrives.

Toy Pick Up
Each day after lunch all toys in playroom will be put back into their bins. This will prepare the floor for the children’s quiet time/ nap time. All children are required to help pick up the toys.

Child Safety
Every night after closing the employee must take a 20 minute check to make sure there is nothing harmful to children or babies. This includes:

- Electrical plugs
- Electrical plug hiders
- Door locks secured
- Sharp corner protectors

Emergency Clean Up
If a child becomes sick and an emergency cleanup is required, all non-sick children will go outside to play or go in separate rooms depending on weather. All sick children will get cleaned first and tended too first. The child’s parents must be called and informed about child. After child sickness is under control area must be sanitized immediately before non-sick children return inside. The contaminated floor will be disinfected and then vacuumed up.

After whole area is sanitized children can return inside or outside depending on their preference.
Bathroom
Bathroom

In CCC’s Kinder Care there is one bathroom that everyone will use. This bathroom must meet the requirements stated in all the subtopics. If the bathroom does not meet the requirements Christine will issue write ups for the employees who were last signed up for bathroom duty. The bathroom is an important cleanliness requirement due to children constantly using the restroom.

General

After every child uses the restroom the child is required to flush the toilet and wash their hands. Bathroom must be fully stocked with toilet paper and paper towels for children to dry their hands after washing. Once a child leaves the restroom the light must be shut off.

Diaper/Pull-ups requirements

Parents must supply diapers, pull-ups, and wipes for day care. Parents should bring 5-7 diapers/pull-ups daily in the child’s bag. What does not get used will return home with the child in the bag. Wipes are also an important detail and must be included in the child’s bag. For infants the parents may require more diapers if they are here for a longer amount of time.

Potty Trainers Schedule

Each child learning to be potty trained will use the restroom every thirty minutes. The child must sit on the toilet for 5 minutes, unless they finish before the five minutes is over. If a child uses the restroom they will get a sticker to wear all day. One child can have as many stickers as times they actually use the restroom. If a child soils themselves, a sticker is taken away from their stickers. This acts as the form of discipline for soiling their underwear.

If a child wears a pull-up, the parent must supply the pull-ups or diapers. Christine is not responsible for purchasing pull-ups or diapers for the children.

Emergency Accidents

If a child has an accident, they must immediately get changed and their clothes put in the washer and dryer to be washed. Clean clothes will be folded and placed back into child’s bag.
Diaper check
Diapers must be check every hour, unless parents specifies otherwise. If child has diaper rash, the child must be changed every thirty minutes and ointment must be applied. If parents state they want their child changed differently than others, accommodations may be considered.

Every child that needs changing will be changed in the back room away from the other children. After a changing the diapers will be placed in bathroom trash can to be disposed of at night time.

Outside to Inside Wash up
When the children come inside from playing outside they must wash up before playing inside. Washing up will include:

- Washing hands
- Washing dirt off skin
- Dampen a cloth to get chalk, grass stains, etc., off clothing
- Wipe muddy shoes down
- General cleanliness (no leaves or debris on them)

Doing those above will guarantee the CCC’s Kinder Care does not bring in any pests or unwanted dirt that would trigger any allergies for the children. Proper clean up is an important detail at the daycare therefore the rules must be followed.

Daily clean up
Besides morning vacuums, the day care should be wiped down throughout the day to ensure the cleanliness of the daycare. After meals, each counter should be wiped down and sanitized. At the end of each day the rooms will be lightly dusted to help the children with allergies stay clear of the dust.
**Trash removal**

Every evening the trash cans in the bathroom as well as the kitchen must be removed. The trash can in the bathroom is most important because the trash will contain soiled diapers and wipes. This will benefit the daycare from not having any foul orders.

The kitchen trash can be taken out as well, unless it is not completely full, then it can wait until the following day because there is no soiled garments in that trash.
Transportation and Pick up
Transportation/ Pick up

Schedule of Each Child pickup
Once a child is enrolled at CCC’s Kinder Care, the parent must give Christine a schedule for pick up if their child has any school, events or such. The parents of the child must let the place of pick up allow Christine to pick the child up. If a sign is required to pick up a child, then the parents are required to give the pick up sign to Christine.

No other person is allowed to drive child except Christine unless stated otherwise as an emergency. If a parents wishes to pick their child up from school and drop the child off at Christine’s then the parents must notify CCC’s Kinder Care of this arrangement at either time of enrollment or 48 hours before event.

Signs or tags for pick up
Each parent is required to obtain their own signs for their child’s pick up and must give then pick up signs to Christine 48 hours prior to picking child up. Also, parents must inform schools/organizations that she will be the transportation so there will be no conflict at the schools/organizations.

Emergency Pick up
If a child has an emergency then the school or parents must contact and inform Christine that she needs to pick their child up immediately. At that time, Christine will leave the part-timer with the remaining children and go pick the sick child up. If emergency pick up is for sickness, refer to Chapter 1 section: Sickness policy. Parent must be called before pickup of child and the parent must be there within 2 hours of child returning to daycare.
Car seat supply
CCC’s Kinder Care will supply car seats and booster seats for children unless specified by parent. Although, if a child is a new born to 20 or less pounds the car seats must be supplied by the parents until they reach over 20lbs, in which CCC’s Kinder Care will supply the car seat.

Driving requirements
Christine is currently the only immediate drive at CCC’s Kinder Care. Two employees can be back up drivers and they must be approved by each parent. The other two employees will be the “in case of emergency” drivers, only used when Christine cannot drive. Each employee that is a potential driver is required to obtain a Texas Driver’s License certified by the state.
Interview Process

Who Must be Present
At CCC’s Kinder Care, there are certain precautions that must be followed to make sure CCC’s Kinder Care is the correct place for the child and the parents.

Guardians/Parents
All parents or guardians must be present at the application interview. If the parents are divorced or going through a divorce then the parent that is paying for daycare has to be present at interview. Either parents or guardians are required to be present so CCC’s Kinder Care can have a familiar face when a child is being picked up. CCC’s Kinder care will not let other people pick the child up unless presented by the parent 48 hours before.

Employee
The full time employees and the part timers must be present at the interview so the parents can meet the people who will be watching their child. If the applicants decide to attend daycare they will only meet the backup employees 48 hours before the day they have to be present due to the backups not always at the day care.

Qualifications
A child will be accepted only if they meet the hourly qualifications, which is if they can attend the 6am-5:30pm hours. If a child will have to be regularly early or later then CCC’s Kinder Care has the right to decline their acceptance application.

Allergies and medication
During interview the parents must present all allergies and medications the child has. This is the most important part due to the safety of the child.

Medicine
If a child has to take medicine daily CCC’s Kinder Care has a few requirements that must be specified at the interview. These include:

- What medication
- How often the medication has to be taken
- When the medication has to be taken
- If the medication has to be taken with food
- Side effects of the medicine
- Additional information
If the child has to take medicine in the mornings, the child must take them before coming to CCC’s Kinder Care. All medical information will go into the Allergy Binder under that child’s name. This will be checked before every meal and snack.

**Facts About Child**
The last process of the interview is just additional details about the child.

**Infant/ New Born**
If the child is still bottle feeding, the following must be known:

- What the baby drinks (Formula, breast milk)
- How well the baby sleeps
- What kind of environment does the baby require to sleep
- Etc.

**Toddler**
If the child is in the toddler stage, the following must be requested:

- How well the child plays with other children
- Clinginess
- Does the child chew on toys
- Does the child get emotional
- Does the child bite or hit if angry
- Does the child share toys easily
- etc.

**Elementary school Children/ Middle school**
If a child attends elementary school or middle school, CCC’s Kinder Care requires information about them including:

- How does the child interact with other children
- How does the child interact with babies
- Does the child give attitude toward adults
- Does the child have trouble with homework
- Does the child need to be watched while doing homework
- etc.
Employees
Employees
This sections is strictly just for employees use to inform them of what the job entitles.

Hours available
Part timers are allotted up to 20 hours only. They may work less but are not allowed to work more. The part timers will be working day shifts, when the full timers have to pick up older children.

Full timers are allowed up to 50 hours and no more. They can work less in which shifts will be given to the backup workers to substitute. Their shifts are all day shifts from open to close.

Back up workers are only allotted 20 hours max, same as part timers. Backups will only work hours the base positions can’t or chose not to work.

Holidays
Each year CCC’s Kinder Care puts together a paper for the holidays the daycare is closed. This paper will be given to employees as well so they know when their holidays are. Employees may request days off but can only be approved if the backup workers can take their place.

Emergency Contact
All employees must have an emergency contact kept in the back of the allergy book in case of an emergency for an employee. This number will be contacted if something happens to employee or employee doesn’t show up for work and doesn’t answer the phone when the daycare calls once they have missed.
Certified
All employees are required to be certified in the state of Texas for child care and CPR. This also means that each employee must have their shot records up to date and turned into CCC’s Kinder Care as documentation.
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