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About Us:

Welcome to the Pitter Patter Playhouse! We opened our doors in October of 2016. We have two secured-access doors, as well as security cameras in all classrooms and surrounding the facility. We are licensed by the State of South Dakota Department of Health and Social Services to serve 132 children from the ages 4 weeks through 5 years. Our hours of operation are 6:30am-6:30pm.

Waiver:

Pitter Patter Playhouse reserves the right to make any policy or financial changes when necessary and when it is in the best interest of our daycare facility. These changes will not compromise the quality of the child’s care. Any upcoming changes in location, director, policy or fees, etc. will be communicated with parents at least two weeks in advance.

Pitter Patter Playhouse will notify, within 24 hours, any change which may affect our ability to comply with licensing regulations, such as program changes, building renovations, suspected in house child abuse, ownership change, director change, or employee felony convictions.

Open-Door Policy:

Pitter Patter Playhouse carries an open-door policy-- you may stop and observe your child at any time. Access would only be restricted if there is a court order in place denying contact. We encourage parents to join in on our learning and welcome helping hands in our classrooms and field trip outings.

Disclaimer:

NO enrolled child or their family will be discriminated against on the basis of age, sex, race, color, religion, handicap, national origin, or ancestry.

Mission:

The Pitter Patter Playhouse strives to provide quality care to children. We vow to teach children through play and empower them to be themselves in a safe and healthy environment.

Vision:

The Pitter Patter Playhouse was established to provide a safe “home away from home” where children are encouraged to wonder, discover, and grow through our play-based curriculum. The Playhouse empowers little ones to become their own problem-solvers so that they may build a strong foundation for their future. We believe in nurturing creativity and curiosity as well as promoting cognitive, physical, and emotional growth through movement and stimulation.

Our Providers:

All of the staff at the Pitter Patter Playhouse are CPR/First Aid certified by the State of South Dakota, as well as thoroughly trained according to the standards of the state. All staff are fingerprinted (DCI and FBI), and required to go through an extensive background check, which includes no felonies in the last 5 years, no sexual offenses, crimes of violence, or crimes against children. Our lead teachers are required to have either a degree in Early Childhood Development and/or 5+ years of experience in a childcare setting. The program planner (director) oversees all lesson plans to ensure that children’s developmental needs are met and will have the specific educational requirements set by state standards. Our full-time assistant teachers are required to be over the age of 18 and will be working alongside our lead teachers to fully implement their curriculum. Volunteers at least 14 years of age will also be screened and may be utilized within our program.

Meals:

Pitter Patter Playhouse has a cook on staff and we vow to make nutritious, kid friendly meals that your child will enjoy eating! The weekly menu is posted outside of the kitchen on the prior Friday. If your child has any allergies, please notify a staff member immediately. This information will be shared on their Brightwheel profile. If we are unable to accommodate certain meal requests/requirements, it will be the responsibility of the parent to provide what is needed; storage is available for that purpose. If an incident does occur due to food and allergic reactions, we will notify the parent immediately and seek medical assistance if necessary.

If your child would like to bring a snack for an early drop off/late pickup, he/she may do so. Please notify their teacher that it is available for them. **Infants-** Formula, cereal, and/or baby food must be provided by the parent. Each infant will be held during bottle feedings to allow eye contact and promote healthy relationships with staff. Bottles will not be propped and infants will be fed according to their own schedules. **Meals served will be based on tentative schedules for each classroom.** Please see class schedule for more information. If your child gets to the center after the allotted meal times for their classroom, please let a staff know if they still need to eat or not, so that we can feed them! No child will be denied a meal because of the time that they attend daycare!

Weather:

Children attend daily outdoor activities weather permitting. Weather below a 20° Fahrenheit windchill or above the heat index of 95° Fahrenheit will prevent children from going outside. Please dress your child accordingly. Parents are required to provide sunscreen (if other than the one provided by Pitter Patter Playhouse) and water bottles to keep in your child’s cubby for summer months; as well as snow pants, boots, hats, and mittens in the winter months. **Pitter Patter Playhouse also requires the use of closed-toe shoes to prevent injuries. Swimming days will be the only exception.** Please label all of your child(ren)’s belongings. The Pitter Patter Playhouse is not responsible for lost items. Policies and Procedures in the form of an Emergency Preparedness Plan are in place and may be available for viewing upon request.

Pitter Patter Playhouse follows the Sioux Falls School District for delays and closings. However, we do reserve the right to close at our own discretion.

- 2-hour late start: Pitter Patter Playhouse will open at 10 am
- Early Closure: Pitter Patter Playhouse will give families 1 hour from the time from the time announced to pick up their child(ren), unless other arrangements have been made

Holidays:

Parents are required to pay for the (8) major holidays should they fall on a weekday. Free days may NOT be used for holiday pay. The paid Holidays are as follows:

New Year's Day
Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

If a holiday rests on a weekend day, the holiday will be observed on the closest weekday (Saturday-Friday; Sunday-Monday).

The center will also be closed on Black Friday; however, parents are NOT responsible to pay for payment on this day.

Toys/Items from Home:

Children may not bring toys or other items from home unless previously discussed with a staff member (pm snack, show-and-tell, etc.).

Sick Children:

Children exceeding a temperature of 101^o Fahrenheit or displaying other signs of illness will be removed from the classroom and a parent/guardian will be contacted to pick up the child within one hour. The child may not return until they have been symptom free for 24 hours, without the aid of medication. Also, the presence of 3 blowouts/runny diapers within one (1) hour will also result in a phone call to the parent/guardian and 1 hour to pick up your child. The Pitter Patter Playhouse is required to report all infectious diseases to the Department of Health.

Medications:

The parent is to decide whether medication is administered and provide written permission when they do request the child care program to administer it. If the medication is a prescription medication, it is the responsibility of medical personnel to determine what is to be administered, when, and in what dose. These records are kept for 6 months, or until the dosage changes. It is the responsibility of the child care program to administer exactly what is prescribed on the label or written by a physician. Medications will be stored in a cabinet above the sink or in a fridge out of the reach of children.

Sleeping:

Infants: We place babies up to one year of age on their back for **every** sleep. If a baby rolls over on his tummy on his own, he can stay in that position. If a baby falls asleep in a swing, we recommend that the child be moved to a crib or pack-n-play. If a baby is sleeping when brought in the car seat, the infant must be placed in a crib or pack-n-play. We do not use soft objects, loose bedding, or any objects that could increase the risk of entrapment, suffocation, or strangulation in a crib. This includes blankets, pillows, and bumper pads in a crib or pack-n-play (or while the child is sleeping in our arms).

After 12 months of age, these objects pose little risk to healthy babies and a light blanket or small comfort item may be used for sleeping.

We keep classrooms at a comfortable temperature. In general, babies should be dressed in no more than one extra layer than a caregiver would wear. Baby may be too hot if sweating or if his chest is warm or hot to the touch. If concerned an infant is cold, infant sleep clothing designed to keep babies warm without the risk of covering their head can be used (i.e. swaddle blankets, sleep sacks).

With parent's permission, we offer a pacifier at naptime. Research has found this helps reduce the risk of SIDS.

Shaken baby syndrome is caused by the brain moving back and forth inside the skull and being bumped, bruised or twisted. Pitter Patter Playhouse requires any care provider, employee, or substitute who provides care and supervision to children under age 5, to be trained in recognizing what shaken baby syndrome is, how it is caused, what the symptoms of the syndrome are, and how to prevent shaken baby.

Registration & Payment Policies:

Prior to enrollment, the Pitter Patter Playhouse requires:

- Registration Fee- \$35
- Completed & Signed Enrollment Form
- Emergency Medical Release Form
- A non-refundable Enrollment Deposit- equivalent to one week's tuition.
- Infants (4 weeks through 2 years): \$180
- Preschool (3 years through 5 years): \$160
- 10% Military and Sibling Discounts available (Sibling off of first child; Cannot be used together)

Acceptable forms of payment include: cash, check, or online payment options (Brightwheel). There will be a \$5 fee associated with debit or credit card online payments (Brightwheel). **This includes every weekly amount transaction.** Tuition is due on Monday for that week. A late payment will result in a \$5 per day fee if not received by Tuesday at 9am. A \$35 fee will be applied for returned check or insufficient funds. Payment is still required when the center is closed due to holidays or inclement weather. If your child is sick that week and you would like to use a free day, your account will be credited back that following week. Free day requests must be communicated prior to the following

week's payment. Refunds must be discussed with the directors before being accepted and will be credited to your account the following week.

Per state regulation, we are required to obtain current immunization records for each child in our care. We are able to access this information online; however, a courtesy reminder for when each vaccination is updated is appreciated. If your child is not following the typical immunization schedule, **or is behind by more than 30 days**, we require a signed and dated note from your child's physician stating that there is a plan in place to become current.

There is a fee of \$1 per minute that a child is at the center after hours.

Free Days:

The Pitter Patter Playhouse gives each family (5) free days when they enroll. Families will acquire one (1) more free day each year that they are enrolled. Free days may not be used for holidays when the center is closed. Email a director at theplayhousesf@gmail.com to request a free day. **Free day requests are required to be made by 12 pm on the Friday before tuition is due.** Anything after that will not be granted.

Transportation/Classroom Outings:

Pitter Patter Playhouse does not provide transportation at this time. If a class plans an outing that requires transportation, we ask that we have parent volunteers to help that class with the outing. Parent volunteers must submit copy of insurance that shows that they have liability of the children in their care. Parents are to take no more children in their care than seat belts allow and children must each be in a car seat that their parent provides. Outings will be discussed with parents/families at least two weeks in advance so that the classrooms have enough time to find parents volunteers.

Termination of Care:

The Pitter Patter Playhouse requires a two-week written notice prior to termination. Free Days may not be used within those two weeks. We reserve the right to terminate care immediately for the following reasons, but not limited to:

- Inability to pay tuition in a timely manner
- Excessive absences and/or late pickups
- Failure to communicate appropriately with staff
- Aggressive behavior toward any staff or children
- Failure to comply with policies/procedures

Discipline:

The staff at the Pitter Patter Daycare are continuously teaching children through role modeling appropriate behaviors, redirecting inappropriate behaviors and explaining social norms to children through stories and discussions. We encourage positive guidance and teaching the children what is

expected of them in order to establish self-control. "Time-in's" (keeping children close to staff) will be utilized as opposed to "time-out's". Children are not to discipline other children, but teaching empathy is highly encouraged.

Our staff are trained to seek assistance from another staff member if frustrated to prevent events such as shaken baby syndrome and/or abusive head trauma. If any suspected trauma does occur, the parents will be notified immediately and medical assistance will be requested. Our center utilizes security cameras that are available for parents to watch with a director if there are any suspicious activities or concerns.

I, _____ have read

the parent policies and procedures provided by Pitter Patter Playhouse.

Parent/Guardian Signature

Parent/Guardian Signature

Date