

LEAP 2 LEARN

EDUCATIONAL CHILDCARE

Parent Handbook



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Amie Ray ~ Owner/Director

Welcome

Welcome to the Leap 2 Learn Educational Childcare family. We are proud to have you in our family and want to thank you for entrusting us with your child's development and family needs. We look forward to creating a forever relationship with your family.

Sincerely Together in Education,

Amie Ray –Owner/Director

Our Vision

To create tomorrow's future through our passion to educate children and build strong relationships with families.

The Educational Philosophy

Our program is designed to promote each child's own individual social, emotional, physical, and cognitive development. We believe in fostering development of competence in intellectual and social skills, and providing a safe, nurturing environment that will create life-long learners. As educators, we value the uniqueness of each child we serve.

Admission Policy

Admission to Leap 2 Learn shall be open to any child provided the center is in compliance with the Department of Social Services directives concerning staff/child ratios and the child meets the required health standards. Admission to the center shall be granted without discrimination in regard to sex, race, color, or political belief.

Before your child may be enrolled, a short pre-admission conference will be scheduled with the Director and classroom teacher (if needed). This meeting will give you and your child the opportunity to get acquainted with the center and will give staff the opportunity to get to know your family better. Each child must have a completed and signed application and a current shot record at the time of enrollment. Registration fees must be paid prior to the child's first day. The Director's signature on the childcare contract verifies completion of the conference.

Payment Policy and Procedures

The center operates primarily on tuition fees from each child therefore it is essential that your fees be paid promptly and regularly. Leap 2 Learn provides the convenience of Tuition Express automatic billing. (more information included in parent packet)

If your child is absent, the fee is still due in full. When approved by Director we will accept a check, however, we will charge a \$30.00 handling fee for the processing of any check that is returned to us for any reason to include insufficient funds. The check must be covered by a money order or cash and then only auto pay will be accepted. Leap 2 Learn are not able to provide credits or refunds for any reason.

Withdrawal

A two week written notice to the Director is required to withdraw a child from the program. Parents are responsible for the contracted rate for these two weeks, whether our services are used or not.

Your child's adjustment to the program and the appropriateness of this particular arrangement for an individual child may cause concern for the child's wellbeing. If the team does feel that it is not meeting a child's needs, we reserve the right to terminate care arrangements. Other reasons which may result in the termination of a specific care arrangement might be:

- ✚ Non-payment for childcare services and/or lack of adherence to our payment policies.
- ✚ Lack of cooperation from the parents with the program efforts to resolve differences and/or to meet the child's needs through parent meetings or conferences.
- ✚ Abusive behavior and/or verbal threats by parents toward the team and/or other parents.
- ✚ Parents disciplining, in any way, children other than their own while at the center.

Our Team

Our team has been carefully chosen for their expertise, training, and for their sensitivity to the individual needs of young children. It is required that teachers possess or in the process of receiving a Child Development Associate degree and have at least 1 year experience. We offer ongoing training and each team member is required to complete 20 hours of in-service yearly to keep them updated on new findings in child development and to enhance their skills. All team members are screened with the Central registry for Child Abuse and Neglect.

The ratio of childcare professionals to children is as follows:

- ✚ 4 weeks to 3 years- 1 caregiver for 5 children
- ✚ 3 years to 5 years -1 caregiver for 10 children
- ✚ 6 years to 10 years -1 caregiver for 15 children

Security System

The doors to the center are kept locked at all times in order to limit access. The front entrance has a keypad that will, when a code is entered, release the magnetic lock on the inner doors. If your code does not work just ring the guest bell and we will let you in. When you enroll your child, you will be given the number combination to enter into the keypad for independent entry. Please **do not** give out the entry code to others, even if they are authorized to pick up your child. Photo I.D. is required and kept on file for who is authorized to pick up your child. Peanut Butter and Jelly TV allows you access to real time quality streaming of your child during the day. This system of cameras are also to ensure the safety of your child and the team.

General Program Overview

Leap 2 Learn provides a high quality early education and care program for children 4 weeks to 10 years. We have a specific goals, themes and developmental skills that are emphasized throughout the day. Our specialists provide extra support to teachers and families.

We are open between the hours of 5:00 a.m. – 7:00 p.m., Monday through Friday. If the need arises for care outside these hours, please contact the director. We do close on the following holidays:

- ✚ New Year's Day

- ✚ President's Day (we use this day for required staff in-service training)
- ✚ Memorial Day
- ✚ Independence Day
- ✚ Labor Day
- ✚ Thanksgiving Day
- ✚ Christmas Eve at 3 p.m.
- ✚ Christmas Day

During some holiday seasons, there may be alternate hours (with prior notice to parents) and you will be asked to provide a schedule. Example: the day after Thanksgiving. This is necessary to provide scheduling of our staff.

Infant and Toddler Program Information

The following information is specific to the infant, toddler, and two-year-old program rooms:

- ✚ Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers. Please label all items with child's name.
- ✚ Blankets for rest time are ONLY for children that are NOT in a crib.
- ✚ Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day.
- ✚ If a mother is breastfeeding, please be sure to discuss with the mother when she would like her child to be fed breast milk, and when she would like to come in to breastfeed.
- ✚ Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
- ✚ We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before.
- ✚ Children must be held when being fed – bottle propping is forbidden.

Children's Belongings

Any personal items need to be labeled with your child's name. We do not allow toys from home, unless it is show and tell day. Your child's teacher will notify you when this will be.

What to Wear

- ✚ Think of your child's comfort and provide clothing that is free of complicated fastenings.
- ✚ Think of messy art projects and other messy activities and provide clothing that is washable and childcare friendly.
- ✚ Think of our changeable weather and dress your child warmly. Provide sweaters and jackets. It's much easier to remove an unneeded item than to put on something you don't have.
- ✚ Think of our playground and provide clothing that is sturdy. Think of those "little accidents" and provide several changes of clothing-just in case!

Daily Schedule and Activities

The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children **thrive** on consistency! Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Our classrooms have a digital daily communication program called KidReports, which provides you with real time updates of your child's day.

**Lesson plans and the daily schedule
must be posted in the classroom and visible at all times.**

Transportation

Occasional field trips will be planned and you will be required to sign a permission slip for your child to attend and at times, pay a fee. You will be notified at least 2 weeks prior to field trip.

We provide before and after school transportation as well. When being transported in our van, all occupants will be required to use seat belts or the appropriate child passenger restraint system. Our 15 passenger van will only carry the allowed number of children by the vehicle passenger capacity.

Arrival and Departure

Licensing laws require that all children be signed in upon arrival and out upon departure. This is done through use of an electronic sign in/out process with KidReports in your child's room.

We will not assume responsibility if your child is not signed in.

If you are going to be detained you must notify the center before closing. *However, this does not avoid the late fees* unless in an emergency situation. Parents whose children remain past the center closing time must pay overtime fees of \$15.00 for the first 10 minutes and a \$5.00 for every minute after. Staff is expected to remain after hours until all children have been appropriately released. If a child has not been picked up fifteen minutes after closing time **and** we have not heard from a parent, the staff will take the following steps:

-  Attempt to reach the parent using the phone numbers on the admission form
-  Call emergency contacts on the admission form
-  Contact the *Leap 2 Learn* Director
-  Call the authorities

Three late pick-ups may be cause for discontinuance of educational care services.

Children will be released only to those persons named on the admission form. Revisions of this information must be dated and signed. Persons picking up a child other than the parent must present a picture ID. If someone other than those listed will pick up your child, you **MUST** let

the Director know in advance and in writing. We will not permit your child to leave unless we have permission from you.

The center cannot take responsibility in deciding who has legitimate custody of a child. Copies of legal documents must be provided to the Director before staff can actively prevent non-custodial parents from picking up their child.

If a parent has been drinking alcoholic beverages, he/she must make arrangements for someone else to pick up the child. If an employee of the center smells alcohol on a person picking up a child, she will ask the person to call someone else to pick up the child. If the person refuses, the center is required to report the incident to the police.

Inclement Weather

If the schools in our area are closed or closing for inclement weather that causes travel concerns, we will likely be closed. In case of a midday closure, we will make every effort to allow adequate time for you to pick up your children. Please keep in mind; we don't want to endanger our staff or your safety during travel.

If schools are closed for extreme heat or frigid temperatures, then we will likely be open for business. Please call the center or check our FaceBook page (Leap 2 Learn) to ensure that someone is there prior to leaving. We will also be implementing a calling system that notifies everyone at the same time.

Outdoor Play

The children are expected to play outdoors daily, weather permitting. Our policy is that if a ***child is well enough to be at the center, they are well enough to play outdoors.*** The fresh air and the movement are something that each child needs daily for general well-being and healthy development.

Weapons/Violent Play

There is a strict policy of allowing no weapon play at Leap 2 Learn. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection will be used when a child is engaging in weapon or violent play. If a child brings a weapon to Leap 2 Learn, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons. Only one reminder will be given then termination of care will be considered.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others

Multimedia

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All

multimedia must have a rating of “G” or “E” and MUST possess an educational theme. Children are limited to a specified amount of time per week they may use or view multimedia for no longer than 30 minutes, with the exception of special days in older classrooms of a maximum of 1 movie. These special days cannot be held more than once a month and must be on the lesson plans posted.

Conferences

Conferences will be scheduled at least twice a year so that a customized child development plan can be implemented. Assessments are used by all staff to record each child’s developmental characteristics and to ensure future educational successes.

Parental Involvement

Parental involvement is encouraged. Your child will benefit most from our program if staff and parents communicate regularly in both informal and formal conversation. You are welcome to observe and participate in your child’s classroom whenever you wish. Please do not hesitate to call the center if you have questions, need information, or want reassurance regarding your child’s happiness and wellbeing during the day. You will also have access to the Peanut Butter and Jelly TV, real time quality streaming of your child during the day.

Health Information

Your child’s health is a matter of major importance to all of us. Upon admission, all parents must read and sign our Parental Permission Form which includes our Sick Child Policy, Medical Authorization and Release, and Permission to Participate in Activities and Receive Medical Care. We will follow the procedures listed only in an extreme emergency and/or when we are unable to contact you. The guidelines on the following page will be strictly adhered to.

Immunizations

Upon admission we must have an up-to-date copy of your child’s immunization before your child starts. Your child must remain current on all recommended immunizations, by the Department of Health, while attending the center.

Illness

All parents and the Department of Health must be notified of any child in the center that contracts a contagious disease. If your child becomes sick during the day, you will be notified and your child will remain isolated until you can arrive. If, during the weekend or night your child has been sick, you must notify the center so that your child can be observed and other parents can be informed if necessary.

Sick Child Policy

Our sick policy is as follows:

In order to maintain a healthy environment, we ask that you not bring your child to Leap 2 Learn if he/she is showing signs of illness. Bringing a child with any of these symptoms to the Center may cause others to get sick. If all parents keep ill children at home, everyone’s child will

remain healthier.

- ✚ A temperature of over 101 degrees (auxiliary)
- ✚ Discharge from ears or eyes
- ✚ Vomiting or diarrhea lasting over several hours (3 within one hour)
- ✚ Any rash or skin lesions that blister
- ✚ Excessive signs of cold, tiredness, sore throat, runny nose, sneezing or coughing.

The Leap 2 Learn team are instructed **NOT** to accept a child from the parent if they are showing any of these symptoms. The child may return to the center 24 hours after the symptoms are clear and are not medicated to prevent a fever.

Germ and Disease Control

To help control the spread of germs and disease, we follow these policies:

- ✚ All team members with communicable diseases are excused from work.
- ✚ All children with a communicable disease shall be excluded from attending the center.
- ✚ All toilet facilities are disinfected daily; small toys are sanitized daily.
- ✚ When diapering, gloves are worn and the changing area is disinfected after each change.
- ✚ All children and staff wash their hands after using the restroom and before eating.
- ✚ Children who become sick during the day are isolated until someone picks him/her up from the center.

Medication

If your child needs any type of medication, you must complete a written authorization with explicit directions as to how and when medicine is to be given. Medication must be in its original container, with the physician's name and pharmacy information listed on it. Bring both the medication and dispenser in a Ziploc bag with your child's name on it. All medication will be stored in the kitchen on a high shelf, away from children at all times. You can not authorize us to give medication over the phone if your child becomes ill during the day you will be asked to come in and sign a form or get your child.

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Leap 2 Learn team members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

Documentation of Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the

kitchen area. All staff working in the classroom of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

Documentation of Special Health Care Needs

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All team members working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, team will receive training regarding a child's specific health care needs.

Documentation of Accidents/ Incidents

Team members shall document accidents and incidents that occur at Leap 2 Learn using an accident-incident report and/or Incidents report. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All accident-incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file.

Nutrition

Leap 2 Learn offers healthy meals every day that we are open. The center receives partial reimbursement for the cost of meals served when parents complete the Free and Reduced Price Meals Application (found in your parent packet). This assists us in keeping fees reasonable. Children at Leap 2 Learn during mealtimes will be offered a meal from each of the four food groups. All meals will supply at least one third of the child's daily nutritional needs. Weekly menus are posted in each room. We ask that parents DO NOT bring food from home, however, parents are responsible for providing bottles, formula and baby food if you do not qualify for the meal program.

Children will never be forced or bribed to eat. Children must have every food on their plate. However, if a child states that he/she does not like a particular food, they may place just a small amount (ex: one or two peas) on their plate.

Our snack/meal times are as follows:

Breakfast	7:30 a.m. – 8:30 a.m.
Lunch	11:15 a.m. – 11:45 a.m. (Infants/Toddlers) 11:45 a.m. – 12:30 p.m. (Preschool/School Age)
Afternoon Snack	2:30 p.m.
School Age:	
Breakfast	7:00 a.m. – 7:30 a.m.
Afternoon Snack	3:30 p.m. – 4:00 p.m.

Infants will be fed according to individual schedules and will be held while bottle-feeding. If

your child has any food allergies, please inform the Director and your child's teacher to put an allergy action plan into place.

Food from Home

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Please check with your child's teacher before bringing any homemade snacks. A list of healthy snack options approved by the USDA and South Dakota Department of Education is included.

Birthdays

We celebrate birthdays during snack time. You may send something for your child to share with the class. Your child's teacher will add special stories, songs, and so forth to make this a special time for your child.

Nap and Rest Policy

Naps and rest are appropriate and necessary activities of children. Generally, rest time is two hours. This, however, will depend upon the age of the child. Children may bring a blanket for nap as long as it fits in their locker. Be sure it is clearly marked with your child's name. Infants are not able to have blankets as it is not permitted by the state, other options could be a swaddle.

SIDS

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however, several sleeping practices have been linked to an increased risk for SIDS. Therefore, Leap 2 Learn has a strict policy for infant sleep placement. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

All infants less than one year will be placed on their back to sleep.

Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 10 minutes.

Diapers

Parents must supply their children's diapers. If you do not send an adequate number of diapers and we need to supply them temporarily, you will be charged \$1.00 per diaper.

Toilet Learning Policy

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. **PLEASE NOTE:** We will only assist your child in Toilet Learning if you have successfully began the learning at home for a week prior.

We will encourage follow through and encourage your child while in care. Toilet learning will be done in a relaxed manner with the cooperation of the family. Please review the Toilet Learning Readiness Checklist. **Positive reinforcement and consistency must be consistency must continued at home.**

Your child must be kept in pull-ups at all times. Please keep in mind that the activity level here can distract your child from responding to an urge to use the restroom, more so than at home. Therefore, we will continue to use diapers/pull ups at nap times until your child can and will announce that he/she has to use the restroom, along with being able to control their bladder and bowels for a few minutes beyond that announcement. It is required that parents supply pull-ups and several changes of clothes.

Do not bring your child in underwear. During the Toilet Learning process the child needs to be dressed in “user friendly” clothes. The best items are shorts and pants with elastic waists. Please **DO NOT** dress your child in the following items:

- *No tight clothing*
- *No Onesies*
- *No bibs*
- *No belts*
- *No one piece outfits*

For the first month, your child will be scheduled to use the toilet at consistent times of the day whether the child indicates the need to use the toilet or not:

- *Upon Arrival*
- *After meals*
- *Before and after nap*
- *Before and after going outside*
- *Just before going home*

Thank you for your cooperation! If any questions of concerns please contact classroom teacher or director.

Guidance Policy

Our goal is to use a positive form of guidance that gives children the chance to make their own choices and decisions, enabling them to develop social skills, problems solving skills, and build self- esteem.

Positive Guidance Techniques

-  Natural consequences: Children are given natural consequence choices to enhance children’s responsibilities for their actions.
-  Re-direction: Children are redirected and alternative activities are suggested.
-  Praise: Children are complimented and praised for their appropriate behaviors.
-  Thinking time is used when a child poses a potential emotional threat to himself/herself or others. The child is calmly separated from the group, and the

caregiver gives the child time to think about their behavior, talks with them and helps the child gain control and understand his/her emotion.

Guidelines Followed by Caregivers

- ✚ When behavior problem arise we will look at our routines, the environment, and individual needs of the child to help the child overcome the negative behavior.
- ✚ A positive tone of voice is always used. We avoid giving children negative attention by calling names or loudly correcting an action.
- ✚ Consequences for the child's unacceptable behavior will be immediate and directly related to the behavior.
- ✚ Children are given natural consequence choices to enhance their responsibilities for their actions.
- ✚ Positive rules are set such as: "We walk indoors".
- ✚ Limits are set to ensure the safety of the children.

Biting Policy

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, you as parents or their teachers. There are a variety of strategies we implement at Leap 2 Learn to prevent and stop biting. 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 an Accident-Incident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

Removal of a Child from the Classroom

Children cannot be removed from the classroom as we do not have extra staff available to correct ratios. In rare instances, children may be brought to the main office and the Director and/or Assistant Director will assist the child in calming down and/or help staff manage the classroom. Teachers must call the office and speak to the Director and/or Assistant Director before removing a child from the classroom.

If at any time a child's behavior becomes threatening to themselves, other children, staff or teachers, the Director and/or Assistant Director should be immediately notified.

Behavior Report

Parents are informed of any behavior problems concerning their child. If a situation warrants, a behavior report will be completed by the caregiver, signed by the Director and provided to the parent. A copy will be filed in the child's personal folder. It is our policy that if a child receives two written behavior related incident reports, the family will need to meet with the director and the family support advocate to put a behavior management plan in place.

Documentation of Accidents/ Incidents

Staff members shall document accidents and incidents that occur at Leap 2 Learn using an accident-incident report. If the injury is serious, a parent will be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All accident-incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file.

Emergency Evacuation Plan

In the event of a major catastrophe, fire, or other civil emergency, the following is provided to you to use as a guideline. Fire drills will take place at least four times annually. Tornado Drills at least 2 times a year.

Lock-down may be a response to a potentially violent situation, such as a hostage situation, or intruder, non-custodial parent, or parent under the influence. In the case of a lock-down situation, children will not be released until law enforcement deems a situation stable.

-  Leap 2 Learn will retain responsibility of children on the premises until they are released to a parent, guardian, or other designated person, or until they have been transported to an official evacuation center. In this case, selected staff members will remain with the children until all have been united with their families.
-  Employees will remain on the premise as service workers. Such employees will be subject to whatever tasks are assigned by the person in charge and may not leave the premises until given official permission.
-  Parents should not phone the center. They should listen to the radio for progress reports and follow official instructions as reported by officials. If able to come to the center without interfering with the disaster workers, they should come to the center to pick up their child.

After an Emergency

Leap 2 Learn Educational Childcare will work with the Emergency Responders and Department of Social Services to ensure that the area is cleared for the safety of all children, families, and staff. It is important to Leaps & Bounds to reopen as soon as possible to get back to normalcy and routines for all involved.

Blizzard/Severe Winter Weather

The Director and/or Assistant Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Auto call/text, facebook, and kidreports, will be used for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

Reporting Suspected Child Abuse or Neglect

We want you to know that we are keenly aware of public concern about the prevalence of child physical and sexual abuse and neglect. Legally, the Director and other staff members have the responsibility of reporting any suspected cases of abuse/neglect and the Department of Social

Services outlines their responsibility to report incidents according to state regulations. Our staff will comply with the provisions. Any suspected or alleged in-house cases shall be reported to the Department of Social Services, police, sheriff, or state's attorney, and cooperate fully in the investigation. In this case, the Director (with assistance from Social Services) will determine if the children at the center are safe pending the investigation. Suspension of a caregiver may occur to protect the children. Corrective action, as recommended by Social Services and/or law enforcement, following the investigation will immediately take place to ensure the incident could not recur.

South Dakota Social Services requirements prohibits the following:

-  Spanking, hitting, pinching, shaking, or inflicting any other corporal punishment
-  Verbal abuse, threats, or derogatory remarks about self or family
-  Restrictions of movements by binding or enclosure in a confined space such as a closet
-  Punishment for lapses in toilet learning
-  Withholding or forcing of meals, snacks, or naps to correct behavior

Changes in Circumstances

Leap 2 Learn Educational Childcare is required to report any changes in circumstances to the Parents as well as to the Department of Social Services such as: a change of facility location, the felony conviction of a staff member, or involvement with the Division of Child Protection Services or law enforcement concerning investigations of child abuse or neglect.

Confidentiality

It is important that all team members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than team members working in the classroom and the Director and/or Assistant Director. Confidentiality is expected and required when grievances arise; team members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure. Team members should NEVER discuss details of the center operation, particularly problem areas, with others in public. Team members may not distribute or post children's last names, address, phone numbers, etc. with the exception of distribution to Leap 2 Learn employees. Personal information should never be used for personal purposes. South Dakota law specifically prohibits the sharing of information about children or team members within a child care setting without written consent from the parent, guardian, or individual. This applies to outside professionals as well. You must seek *written* parental consent before consulting with an outside agency about a child.

Babysitting/Social Media Policy

Leap 2 Learn Educational Childcare STRICTLY PROHIBITS team members from “*babysitting” for our families at any-time.

We also STRICTLY PROHIBITS team members to “friend” families or vice versa on facebook or any other social media site due to our confidentiality policy.

All team members are bound by a confidentiality policy, in which, they are unable to discuss any issues regarding the center, other staff members, parents or other children to anyone that it is not directly involved in the situation. It is important to remember that in order for Leap 2 Learn to maintain confidentiality we must keep our relationships professional. We do this for the safety and wellbeing for all parties involved. We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising from the team member’s private arrangements outside of Leap 2 Learn.

If any team member or family does not abide by these policies it may result in termination of employment and/or childcare services.

*(babysitting to be defined as anytime outside of the team members scheduled duty time with Leap 2 Learn)

Suggestions

Leap 2 Learn is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and center. Parents who have suggestions or innovative ideas are encouraged to discuss them with the Director and/or Assistant Director. If you have any questions and or concerns with the information provided, please address this during your admission process.