



## Welcome to Ski-Daddle

Our mission is to encourage children to learn through everyday play, and to foster the development of the whole child by cultivating independent thought and foundational skills as well as awareness of their environment, empathy for others, social ease, and confidence.

At Ski-Daddle, we follow a curriculum of child-led learning so that children can pursue their interests and our teachers can act as facilitators to that education and development. Ski-Daddle is a family owned business that opened in 2022 to help fill a void in our surrounding area.

### About This Handbook

This handbook will help to explain our school and our operational policies further. We reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information.

### The Staff

The quality of the program is due to the quality of the staff. It is vital to attract staff that is experienced and knowledgeable in the field of early childhood. When classrooms are full they are staffed with one full-time teacher and one full-time assistant. Additional part-time staff float between rooms to offer additional support or coverage where needed.

Each staff person must receive ten hours of continuing education in child development or special education each year. This requirement is over and above what state licensing regulations require and is crucial in maintaining qualified teachers for the ongoing success of the Ski-Daddle program. All teachers must have some level of experience with young children and demonstrate a genuine interest in children. All staff members must have an initial physical, TB test, criminal records check, and a reference inquiry before employment begins.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Ski-Daddle.

## Curriculum

At Ski-Daddle, we focus on child-centered teaching, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program. These objectives are built into every classroom activity, which means that the teacher helps your child develop skills and knowledge in these critical areas all day long. No screen-time is included in this.

## Hours of Operation

*Monday - Friday 7am-6pm*

If a parent is late picking up their child(ren) there will be a **\$1 per minute** charge that must be paid that day. If payment is not made at this time, all late charges will be applied to the next childcare bill.

## Holidays

Our center is closed on the following holidays you will not be charged for these days as you will need to make other childcare arrangements.

*Christmas Eve through New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving/ Day after Thanksgiving, Martin Luther King Day, Presidents Day*

## Payment

Payment is expected before the child/children begin their first day of care and will continue to be due Fridays by 5 pm for the following week. A late payment fee of \$25 will apply to past-due accounts. Payment must be received each week for service to continue for the following week. Your child will not be able to attend if your account is not current and paid in full. There is a 10% per additional child weekly discount. Families may pay bi-weekly or monthly, only if done so prior to each respective payment cycle. Families will receive a \$10 discount when paying the month in full.

When a child is absent for any reason, payment is still expected. As a courtesy, we do allow families to take one week as a vacation where you do not have to pay for care. Two weeks' notice is required to take advantage of the vacation week.

**\*\* Absolutely no refunds will be given for any reason. \*\***

## Payment Method

Our software Brightwheel allows us to setup automated payments from your credit card or bank account, we can also accept personal checks or cash. In the cases of parental separation, we do allow two forms of payment but these agreements would need to be setup through Brightwheel. A fee of \$40 will be applied to any returned checks.

## Attendance

For safety reasons you must contact the center as soon as you know that you will not be dropping off or picking up at your regularly scheduled times. If you are more than 15 minutes late the center will be making a call to verify that you are not experiencing any type of emergency.

## Termination Policy

This contract may be terminated by the parent/guardian or the provider by giving two weeks' written notice. Reasons for the provider to terminate care may include but are not limited to, failure to make payment when it is due, an incomplete enrollment packet, lack of parent cooperation/communication, inability for provider to meet specific child needs, failure of a parent to abide by contract/policies. *In some cases immediate termination may be necessary, reasons being: failure to pay required fees or for the health and safety of the other children in the program.*

Communication is very important, termination for any reason would be the last resort of parent/guardian and provider being unable to resolve issues that may arise. *The parent/guardian is responsible to make payments for the two-week termination period, even if the child does not attend.*

## Enrollment

We will plan a meeting with our Director to discuss your child's specific needs, fill out required forms, and ensure that everything is completed and on file before your child begins in the childcare program. All confidential paperwork will be kept in a locked cabinet in the director's office or electronically password protected only accessible by the Director and the child's teacher.

It is the policy of Ski-Daddle not to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, children and families we serve, and volunteers. The center has a trial period of no more than 2 weeks, if your child/children seem to be having a difficult time adjusting to the child care program a sit-down meeting with the Director will be scheduled to discuss the continuation of care.

## Drop off and Pick up

Ski-Daddle requires that children are brought into the foyer and signed into our attendance software Brightwheel. Parents/guardians will not be allowed past the foyer during drop-off or pick-up.

At the end of the day, Ski-Daddle will only release your child to people on the approved pick-up list with a valid ID. Under no circumstances will a child be released to a person who is not on the approved pick-up list, even if the child or staff member is familiar with the person. This includes parents of other children enrolled in the program and staff members.

Anyone picking up a child must show ID including parents/guardians. This is for the child's safety. Once a staff member becomes familiar with you they may no longer ask for ID, but in the case of new staff, you may be asked to show ID.

If you are unable to arrive at the center prior to our closing time of 6 pm, it is your responsibility to contact your emergency pick-up person to make arrangements for the timely pick-up of your child. The safety of your child is our highest priority.

## Personal Belongings

### *What to Bring:*

- ★ **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.
- ★ **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
- ★ **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program.
- ★ **Preschoolers:** at least one change of clothes, socks and shoes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Blankets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

### *Toys from Home:*

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## Nutrition

### *Food Prepared for or at the Center:*

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

At Ski-Daddle, we serve whole or minimally processed foods and beverages with a high nutrient content. All of our meals are homemade and prepared onsite in a licensed, inspected kitchen by knowledgeable staff. Although we aim to model to the children that no particular foods are "good," or "bad," we rarely, if ever, serve highly-processed foods with low nutritional value and aim for a varied menu that makes up a balanced, healthy diet.

***Food Allergies:***

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

***Meal Time:***

At meal time the dining table is set with plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

***Infant Feedings:***

Infant feedings follow these procedures:

- ★ Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- ★ Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- ★ Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to days.
- ★ Breast milk and formula brought from home must be dated and labeled with the child’s name.
- ★ Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- ★ Any pureed food or teething snacks must be provided by the family.
- ★ Solid foods will only be introduced after a consultation with the child’s family.

***Children 24 Months and Older:***

- ★ No child shall go more than 4 hours without a meal or snack being provided.
- ★ Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- ★ Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

# Health Care Policy

## ***Immunizations:***

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every August, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

## ***Illness:***

Even with daily washing and sanitizing, germs are prevalent in childcare settings. Please encourage your child to cough/sneeze into their elbow, encourage the use of tissues and teach them how to properly blow their nose when they need to. If all children learn the proper way to germ control, we can reduce the number of germs that are shared among the children while in care.

If a child becomes ill while in care the parent/guardian will be notified, and the child will be monitored. If the child becomes too ill to participate and our staff is unable to care for the child without taking away from the others we will contact the parent/guardian or emergency contacts to pick up the child. Other than over-the-counter medications such as ointments, sunscreen, insect repellent, EpiPens, asthma inhalers, and nebulizers with written consent, no other medications can be given during program.

Children will not be allowed to attend the center with a fever, vomiting, diarrhea, rash of unknown origin, or any other communicable disease until 24-48 hours on an antibiotic or a physician's note permitting them to return to childcare. There is no daily discount given, but we will give a 50% discount for children who are ill for an entire week, with a Doctor's note stating that your child was too ill to be in attendance.

## ***Children cannot attend with the following symptoms:***

- Fever of 101 degrees or higher - the child must not return to program until the temperature is normal for 24hrs without fever-reducing medications.
- COVID - If a child is positive for COVID they cannot return for 5 days after the positive test or 5 days from the first sign of symptoms that lead to testing.
- Vomiting - the child must be 24hrs without vomiting before returning.
- Head Lice/Nits - the child will be checked before returning to program.

## ***Children will need a doctor's note before returning:***

- Communicable Diseases - chickenpox, measles, mumps, influenza, strep throat, hand, foot & mouth
- Parasites - ringworm, scabies, etc.
- Pink Eye - the child may return 24hrs after starting prescription meds.

### ***Medications:***

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

***Prescription medications*** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

***Non-prescription medications*** require written permission and instructions signed by the child's guardian. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container.

## **Safety**

### ***Clothing:***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### ***Extreme Weather and Outdoor Play:***

Outdoor play will not occur if the outside temperature is greater than 90°F or less than 32°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 100 or above.

## **Rest Time**

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 20 minutes.

After lunch, all children, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

## **Diapering & Toilet Training**

Families will provide diapers and wipes for children. All diapers will be changed at least every 2 hours or more frequently if necessary. Ski-Daddle is cloth diaper friendly. Clean diapers and garment bags must be provided daily.

Toilet training is approached in accordance with the requests of the child's parents and in a manner that is consistent with the child's physical and emotional abilities. We ask that you provide extra clothes during this transition period in case of accidents.

## **Child Protection**

We take every precaution to protect the safety of your child. This includes routine inspections and maintenance of our facilities, playground, and equipment. All staff receive first aid training and are certified in CPR. Any accident or injury is reported to the supervisor and is documented. You will be informed of any injury, will be asked to sign an incident report, and a copy of the report will be uploaded to your child's Brightwheel account.

Because children will be children, accidents may happen. When they do occur, and we determine that medical attention is needed, we will call you or your designated emergency contact. If a child experiences a medical emergency, Ski-Daddle staff will take the action in your child's best interest, including calling emergency medical personnel if necessary.

## **Right to Refuse Child Release**

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## **Child Abuse & Maltreatment**

In accordance with Social Service Laws 413 and 415 Ski-Daddle must report any suspected incidents of child abuse or maltreatment concerning a child receiving care in our center to the Statewide Central Register of Child Abuse and Maltreatment.

- Any abuse or maltreatment of a child by staff, either as an incident of discipline or otherwise will not be acceptable by the program. This will be grounds for immediate dismissal of the worker.
- All staff will be fingerprinted and put through the Statewide Central Registry or Child Abuse and Maltreatment as a requirement of employment.
- No volunteer will be left alone with children at any time.
- All staff are mandated reporters and thus must report any suspected cases of child abuse.



## Behavior Management

We strive to focus on giving positive guidance such as “we walk inside” or “gentle hands” rather than “stop running” and “don’t hit”. Choices will always be offered to the children and in a moment when they may lose control of their emotions, they are able to take a step back for a moment before re-entering the group. Teaching self-control is necessary to reduce outbursts and unwanted dangerous behaviors. Our teachers are there to model positive behaviors and how to appropriately handle situations that may arise through communication and problem-solving.

*Corporal punishment is not an acceptable method of dealing with a child’s behavior and is strictly prohibited.*

## Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced as an alert through Brightwheel. Please make sure to have your alerts set-up to send you a text message so you don’t miss the alert.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child’s early pick-up is your responsibility to arrange.

## Emergency Evacuation Procedures

Ski-Daddle practices monthly fire drills and safety inspections. Fire drills allow the children to learn what the sound of a fire alarm means, what to do in case of a fire and how to exit a building safely all while learning to do so in a calm and organized manner. Shelter-in-place drills are exercised every 6 months. Per regulations, Ski-Daddle will notify families well in advance as to when these drills will be taking place.

In the event that Ski-Daddle must evacuate the children from the building, we evacuate to Swain Resorts ticketing booth windows. Our relocation site where we will go only if there is no possible way to re-enter the building is the Swain Resort cafeteria area. They have allowed us to use their facility as an emergency evacuation location where parents may safely pick up their children. All teachers will take binders with emergency contact information cards to contact parents/guardians or the most readily available emergency contact pick-up person.

