

**PB&J Day Care Center, LLC**

**Parent Manual**

**1240 Huff Lane**

**PO Box 12687**

**Jackson, WY 83002**

**(307) 733-2216**

### **Program Philosophy:**

The PB&J Day Care Center is a childcare center that will provide for infants to preschool aged children. The children will be exposed to age appropriate play and learning. Children who are 3 years of age will also be able to join in a preschool setting where they will be taught kindergarten readiness skills. These skills will help the children have a positive transition towards further learning and growth. It is our goal to facilitate a healthy, effective, and fun environment for children of different ages to play and learn in.

### **Child Record Form:**

This form is given to you upon enrollment. The child record form contains important information, such as phone numbers, addresses, doctor information, allergies, emergency contact numbers (WHICH NEED TO BE LOCAL PEOPLE WHO CAN COME AND GET YOUR CHILD IN AN EMERGENCY), and parent authorization. This form needs to be returned to PB&J on your child's first day of attendance. You also need to make sure to fill out a Consent Form for Child Care Program Activities. There will be a Child Picture Permission Form and a Sunscreen and Diaper Rash Ointment Form. That will also need to be signed and turned into PB&J on your child's first day of attendance.

### **Immunizations:**

Documentation of immunization is required for all children attending the facility within ten days of enrollment. These forms will be handed back to you every June for an update on their immunizations. In the event that your child is behind on shots, you will be asked to make an appointment as soon as possible. If your child is not immunized due to certain beliefs, we need documentation of this. Non-immunization forms may be picked up at the Public Health Office.

### **First Time Enrollment:**

Upon enrolling at PB&J for the first time, you are required to pay a non-refundable \$50.00 registration fee.

### **Annual Registration Fee:**

The annual registration fee of \$50.00 is due every June. This registration fee is non-refundable. This insures a space for your child as well as a commitment to PB&J. Each June we will update your child's file, which consists of a child record form, immunization form, consent form, sunscreen and diaper rash ointment permission forms, a picture consent

form, and all other necessary information.

#### **Lunch and Snack:**

Please pack your child a healthy lunch, in a lunch box with a cold pack that will keep your child's lunch cold. It is helpful for the teachers if you provide finger food for your child to snack on until their main course is ready. If your child needs utensils or a bib, provide them with their lunchbox. We are happy to heat items that need to be served warm. Please pack your child a SIPPY CUP or a WATER BOTTLE. Their sippy cup will be put in the cup basket every morning. Please LABEL your child's cups and lunch boxes and anything else you feel should have their name. We will provide water throughout the day. Lunchtime will start between 12:00 and 12:30 daily. A healthy snack will be provided twice a day for your child. Snack time is around 9:15 and again, around 4:30.

#### **Infant/Child Feeding:**

Please pack your infant/child appropriate baby food and/or formula, AND ENOUGH BOTTLES for the whole time they are at the childcare center as we cannot clean them out and reuse them throughout the day. If breast-feeding, bring enough milk labeled with their name and the date it was pumped. We will accommodate heating it up properly for your child. With all infants, we would like a parent to provide a feeding schedule.

#### **Health Policy:**

To provide a healthy environment, children who are sick with an illness that could cause other children and the teachers to become ill, must be kept at home. If a child at school becomes sick, or presents a health risk to others, the parents will be contacted and asked to pick up their child immediately. In the event we are unable to reach you, your emergency contact will be called. If you cannot pick up your child within 20-30 minutes, your emergency contact will be called. It is a good idea to let your relatives or friends know that they are listed as your emergency contact. Please no out-of-State emergency contacts!

Please note: The following conditions are cause for exclusion from the center and parents will be contacted:

1. Diarrhea-when two episodes have been observed
2. Vomiting
3. Severe discomfort such as a stomach ache, sore throat, etc.
4. Fever- 99 degrees or above

5. Head Lice

6. Chicken Pox

7. Rashes- we must have a note or a call from a doctor indicating it is not contagious.

8. Conjunctivitis- as long as the eyes are draining, the infection can spread. Example: Pink Eye

9. Green mucus from the nose for over a period of 2 days

10. Open sores- especially with the mouth

11: Severe coughing

Children cannot return to PB&J until the above symptoms have been absent for 24 hours. (Without the use of Tylenol or other over the counter medications.) The Directors may determine additional conditions.

**Medication Policy:**

PB&J staff do NOT administer medications! If your child needs medications during the day, a parent must make arrangements. This includes any over the counter medication.

**Discipline Policy:**

We will discipline with kindness, encouragement, and reinforcement in order for your child to learn good behavior skills. We will try to teach your child to learn right from wrong, how to communicate well with others, and how to be a good listener to other children as well as adults. If a child is disruptive, he/she may be placed in a time-out, a break from a situation that may be making the child upset and/or angry. This occurs when they have been given a warning and choose to continue misbehaving. If the child continues to be disruptive, PB&J reserves the right to call a parent and discuss a plan to correct the situation together. PB&J reserves the right to terminate the contract if your child does not make a timely adjustment to the day care center. It is to the benefit of your child to be happy in their surroundings. We will give you a two-week notice if your child is not doing well and should need to find other care.

**Cubbies:**

Cubbies will be provided for your child. Each cubby will be labeled with your child's first name. Please try to keep cubbies clean and uncluttered.

**Personal Belongings:**

Each child should bring a backpack/bag to the center daily. Your child's pack needs to contain

an extra change of clothes, at least 3 for infants (in case of accidents), and any items for naptime including a blanket (pillow optional). All children need walking shoes for the day. Please pack anything else that you feel that your child might need throughout the day while he/she is at the center. To keep things fair, **NO** personal toys please, unless it is show and tell day. Their toys may get lost or broke. Bringing toys from home creates conflict. ALL items will be stored in their cubby for easy access. Belongings need to be taken home every Friday to be washed. During the winter, your child should have all of the right snow/cold gear daily. This includes jacket, snow pants, hat, waterproof gloves/mittens, and snow boots. We call all of the snow gear the "BIG 5," when getting ready to go outside in the winter. This expression is something that they will hear at the Elementary schools in Jackson. This will help them be prepared for recess time when they attend school.

#### **Diapers:**

If your child wears diapers/pull-ups, please bring a pack of diapers/pull-ups (labeled with their name) on the first day your child attends. A re-supply notice will be given when your supply is getting low. Please bring a pack of wipes every month, on the first of the month.

#### **Potty Training:**

We are very happy to help your child potty train. Please try to start this at home on the weekend so that they have had some practice. Please dress your child in easy to pull up pants no belts, overalls, or jeans during this time as it is hard enough for them to hold it once they realize they need to go! During this time please pack at least three new outfits; including shirts, pants, underwear, socks, and shoes.

#### **Nap Time:**

Please send a schedule of your infant's nap times, so he/she may be well rested throughout the day. Naptime for toddlers will occur following lunch. All children ages 3 years old and younger will have nap every day after lunch. A clean, padded mat will be provided for your child during this period. You may send with your child, a small pillow and a blanket to sleep with if you choose. Naptime will be optional for children who are 4 years of age and older. It will be the parent's decision whether or not their child will nap. For those children who do not take a nap, they will be encouraged to have a rest time for 30 minutes and then engage in quiet activities, such as art, puzzles, and/or look at books.

#### **Celebrations:**

PB&J will recognize holidays and birthdays. A child's birthday is a very special day. Parents have the option of sending special party snacks and/or party favors for every child, to help with the celebration that day. We will sing happy birthday, and the birthday girl or boy will

be able to wear a crown as long as they choose on that day. During holidays, we will have special celebrations and art projects. Please let us know if you want your child excused from the above activities and he/she will be provided with other activities to do.

**Suspected Child Abuse Policy:**

Wyoming State Statute Section 14-2-205 requires that anyone who is aware of an incident of child abuse or neglect, report that incident to the Department of Family Services or to a local law enforcement agency. It is the policy of PB&J that any staff member who observes an injury or other signs of abuse and neglect, report it to the director who will refer it to the authorities if warranted.

**Reporting Concerns:**

Open communication will be important and encouraged through written notes, conversations, and/or phone usage.

**\*To the Provider:**

It is our mutual responsibility to communicate on a regular basis. This includes any concerns you may have with us (provider) or the care your child is receiving.

**\*To the Department of Family Services:**

You may contact your local licensing office or childcare licensing if you wish to obtain complaint/compliance about the center.

Please contact your local licensing office or childcare licensing officer in case of suspected child abuse or neglect, contact the Department of Family Services or your local law enforcement.

Wyoming Child Care Licensors- Pamela Konstant (307)733-7757

The above policies are subject to change with a 21-day advance notice.

\*Please sign the acknowledgment form attached. Please keep this manual for future references.\*

**Billing/Payment:**

Your fee for childcare will be due on the 1st of each month. A plan may be made to pay half on the 1st of each month and the other half by the 15th. If you fail to pay by the end of the month, your contract will be terminated. A charge of \$30 will be applied to all returned checks. Payments can also be mailed to PB&J Day Care Center LLC PO Box 12687, Jackson WY 83002. Mailed payments must still be received on time to avoid late charges. Your payments

are the only source of income that the center is provided with. Before the beginning of each month, we will provide an invoice. Payments are the responsibility of each parent to be paid on time.

**Withdrawal Policy:**

A written two-week notice is required to PB&J. Full payment of any outstanding balances should be paid immediately. If a two-week notice is not provided, you will be charged an additional two weeks from your child's last day of attendance.

**Absent Days:**

If your child is on vacation or sick, the daily rate is still as stated and you will be charged in full for your child's space. Make up days will not be implemented due to confusion and full enrollment. You will not be charged for a closed day. Please notify the center if your child is going to miss any scheduled days. We are a full childcare center; therefore, you are paying for your child's guaranteed spot.

**Late Pick-Up Charges:**

PB&J closes promptly at 5:30 p.m. A late charge of \$10 for the first 5 minutes and \$1 for every minute after that will be enforced. You may pay the person who is caring for your child at the time when you are late.

**Arrangements For Family Or Friends To Pick Up Your Child:**

If you plan to have someone other than yourself to pick up your child from day care please let PB&J know. Let the person picking up your child know that we will be asking for their ID and making a photo copy of that for yours and our protection.

**I have acknowledged and read the PB&J Day Care Center's policies in the parent Manual.**

**Print Name(s)**

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**Sign Here and Date**

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**Please return this form to PB&J Day Care Center.**

**PB&J Day Care Center**

**I give permission for the staff of PB&J Day Care Center to provide for and apply to my child a**



**sunscreen product before playing outdoors.**

**Sunscreen will be of a child sensitive nature with a minimum SPF of 30.**

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**Parent(s) Signature**

**I give permission for the staff of PB&J Day Care Center to apply diaper cream on my child if the need arises. PB&J provides Desitin and Aquaphor for use, or a parent may provide their own.**

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**Parent(s) Signature**

**If you prefer for your child to only have products applied to them that you provide, please sign below. Please be aware however that if you fail to provide sunscreen and it is required for play outside, the staff at the center will use the sunscreen that is provided here. The same is stated for diaper cream if your child has a diaper rash, and there is no cream provided.**

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**Parent(s) Signature**