

Little Mohawk Child Care Moravia Before and After School Care

Hours of operation:

Little Mohawk Child Care- M-F, 6:30am - 6:00pm

Before/ After School- M-Th 7:00 - 7:45am, 3:45 - 6:00pm



Moravia Community School District
505 N Trussell / 110 E King St
Moravia, Iowa 52571

Little Mohawk Child Care- (641) 931-7613

Before/ After School Care- (641) 724-3241

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PARENT HANDBOOK

DEVELOPED 8/1/2024

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MISSION STATEMENT

The mission of Little Mohawk is to serve as a model of early child care and educational programs for ALL young children and their families. Little Mohawk is a place where your child can learn and grow, while safely exploring the joy of being a child.

PHILOSOPHY

It is the philosophy of Little Mohawk that young children thrive in an environment of warmth, security and fun. Our staff strives to make sure that each child receives this every day, all day. Little Mohawk provides an atmosphere that enables children to grow socially, emotionally, physically, and intellectually. At Little Mohawk we believe that children learn best through play.

SERVICES

Little Mohawk provides:

- Childcare for children ages 6 weeks –2 years.
- 3-year-old Preschool
- Your child must be 3 years old by September 15th to attend Preschool. Children born after September 15th will fill any open spots when they turn 3. Preschool will begin at the beginning of September and will end in May. You will receive a message in August as to the exact dates and supply list.
- Before and after school age care services will be held at Moravia Elementary School. Preschool(4 yr old) through 5th grade.
- School age summer care will be held at Little Mohawk Child Care.
- Priority will be given to children on the waiting list who have siblings already enrolled and/or live in the district (This will not be the case if you have a past due balance for children currently or formerly enrolled) and to Moravia School District employees.
- The childcare service will run from 6:30 am – 6:00 pm, Monday - Friday, with the exceptions of holidays. We will be closed Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Good Friday, Memorial Day and Fourth of July.

SAFETY POLICY

- As a safety precaution, the center's doors will remain locked between the hours of 6:30 am to 6:00 pm. Parents arriving during those times are required to use their key fob access for entrance. A key fob will be given to each parent/guardian. **Key fob deposit is \$20 per key fob.**
- It is the parents' responsibility to provide names, relationships, and phone numbers of persons authorized to pick up your child from the center. We encourage parents to include emergency contacts even if you do not anticipate them picking up your child on a routine basis. This is especially important in case of emergency and is required by HHS guidelines.
- Daily checks will be made to ensure that the exits are not obstructed.
- The secure entrance has a video camera monitor for authorized pick up persons/ visitors to notify staff when they arrive. Staff will communicate with them through the monitor.
- Little Mohawk has 24/7 surveillance both inside and outside of the center.

AUTHORIZATION PERSON TO PICK UP CHILD

- Parents must list any persons that are authorized to pick up on the registration form. If at any time you need to add someone, please ask a staff member and we can update your file. Children will only be allowed to leave with authorized person to pick up
- Little Mohawk understands that children may have multiple homes, step-parents and living arrangements. Each parent or guardians that are listed on the registration form are allowed to authorize different people to pick up his/her child. If one parent/guardian has listed a person as an authorized pick up, Little Mohawk staff will allow that child to leave with that given pick up. Little Mohawk staff are not able to withhold your child from an authorized pick up unless there is a court document stating he/she is not able to pick up.

PARENTAL ACCESS POLICY

- Only those staff members, substitutes or volunteers that have had a completed record check shall have unrestricted access to children.
- All staff are required to supervise and monitor people who have NOT been cleared for involvement with child care and have not had a completed record check, including parents and guardians. Supervision and monitoring of those adults will include direct watching of the individual, no alone interactions with the child or direct responsibility of any children.
- Staff in each room will be responsible for supervising and monitoring anyone that would come into the room or center. In case of conflict of interest an owner or another staff member will supervise and monitor that individual.
- If there is a court order in place prohibiting contact with a parent a copy must be given to the center at time of child's enrollment.
- As a safety precaution, the center's doors will remain locked at all times.

STAFF POLICY

Little Mohawk trains all staff when hired in orientation and annually in emergency procedures. These training sessions are documented in the staff files. All staff are expected to act in a professional manner, incorporating the children's needs and well-being. All staff must be certified in First Aid, CPR, and infectious disease control. It is the responsibility of the director of Little Mohawk to ensure that the above is completed. Staff will be orientated on the center's policies at the time of employment. All staff complete Essential Training in childcare within 3 months of hire.

All staff follow HHS guidelines for teacher-child staff ratios to facilitate adult-child interaction.

Staff are allowed a 15-minute break when working directly with children for more than four hours. Staff ratio will be maintained during staff breaks. An additional staff member will rotate between rooms to allow staff to receive his/her break.

Staff members are mandatory reporters of child abuse. If a staff member suspects any kind of child abuse, it must be reported to authorities. Written procedure to follow is posted in the entryway. Strict confidentiality will be maintained.

POLICY FOR CHILDREN REQUIRING SPECIAL ACCOMMODATIONS

Little Mohawk will make reasonable accommodations for children who require them if requested. Please contact the Director if accommodations are needed.

ENROLLMENT POLICY

INTAKE POLICY

Before enrollment to the center each family will be given a tour of the center and a registration packet. An annual preschool open house is held in August for all preschool families. A staff member will go over the registration packet with parents/guardians to make certain that parents fully understand our handbook. During this time, a staff member will assist any parents/ guardians that may need reading assistance or translations and answer any questions they may have.

The following Registration papers must be kept current:

- Enrollment Form
- Emergency Form
- Consent Form
- Physical Form
- Certificate of Immunizations

The center will provide all above forms. Intake papers must be updated annually and when a change occurs!

It is the parents' responsibility to identify your child's dental and medical health to us and provide written consent to obtain emergency care.

A signed paper stating that you have read the health policy and Little Mohawk handbook must be included in your child's file.

HHS has approved Little Mohawk to have a capacity of 30 children.

All staff follow HHS guidelines for teacher-child staff ratios to facilitate adult-child interaction.

The ratios are as follows:

- 6 weeks to 23 months- 1 teacher to 4 children
- 2 year olds- 1 teacher to 7 children
- 3 year olds- 1 teacher to 10 children
- 4 year olds- 1 teacher to 12 children
- 5 year olds- 1 teacher to 15 children

DAILY ADMISSION POLICY

No child will be permitted to leave the center with anyone other than the person authorized by written consent of the legal parents or guardians. In the event that someone other than a parent is picking up your child, please notify the teacher in advance and this person **must have their I.D.** to be verified at dismissal.

Children should be dressed in *comfortable play clothes while attending Little Mohawk* that are easy for them to manipulate. Keep in mind the active play and art projects the children participate in. Kids tend to get dirty playing and *clothes may get dirty or stained*. Please send an extra set of clothes with your child in his/her book bag. Please send diapers, wipes, bottles, formula with your child. A message will be sent out on Brightwheel when your supplies are running low and need to be restocked. If we are not provided with the proper supplies (diapers, wipes, bottles, formula, et.) to take care of your child, **you will be charged \$10 each day** we have to use our supplies for your child.

If your child will not be here on their scheduled day, we would appreciate it if you could notify us so that we can start our daily activities on time. If your child is not here by 9:00a, and you do not communicate with us that they will be late, we may send staff home if not needed. This could affect whether your child is able to attend that day. Little Mohawk cut off time for drop off is 12:00 pm.

*Childcare

- All childcare notices will be posted on the bulletin board and on Brightwheel. It is the parents' responsibility to check over the board and Brightwheel periodically.
- It is a HHS regulation that all children who are at the center for five or more hours be given a nap/quiet time. Please provide a blanket for your child to use during nap/quiet time if your child will attend during those hours.
- Little Mohawk does not allow cloth diapers due to not having the space required to store the soiled diaper per HHS regulations.
- Notices will be posted in the center at least a week in advance for holiday schedules. All preschool notices will be placed on the bulletin board and on Brightwheel. It is the parents' responsibility to check the board periodically.
- If for any reason your child is unable to attend his/her class, please call the center or message on Brightwheel.
- All parents must agree that their child will not be allowed to bring gum, breakable items, toys, or money to the center unless previous arrangements have been made.
- Please be sure to send a book bag with your child to daycare and preschool every day for your child's projects and papers. Please be sure to **label your child's bag**. Book bags should be kept in your child's cubby.

PROGRAM OF ACTIVITIES/CURRICULUM

CHILDCARE

There is a program of activities for all ages of children at Little Mohawk. Program curriculum schedules are posted in the respective rooms and on the bulletin boards in the entryway. Please feel free to review them and ask any questions you may have.

Programs are developmentally appropriate to the level of the child. Toddler rooms are center based. The program is designed to provide children with the following:

- A curriculum that provides self-esteem and positive self-image; social interactions; self-expression and communication skills; creative expression; and problem solving skills.
- Balance of active and quiet activities; individual and group activities; indoor and outdoor activities; and staff-initiated and child-initiated activities.
- Activities, which promote both gross and fine motor development.

- Experiences in harmony with the ethnic and cultural backgrounds of the children.
- A supervised nap or quiet time for all children under the age of six not enrolled in school who are present at the center for 5 or more hours.

PRESCHOOL

At Little Mohawk we believe children learn through play. Children learn best when they are actively involved in their learning, therefore, your child will not always bring papers or projects home. Preschool themes are planned but are driven by student interest to allow for maximum engagement. The preschool room is designed with learning centers and a variety of developmentally appropriate activities that include some child-directed and some teacher-directed activities throughout the day. The curriculum is designed to enhance children's:

- Social-Emotional Development
- Physical Development
- Cognitive Development
- Language Development

SCHEDULE

Daily Schedule

All children will have a structured preschool program during preschool hours. A tentative schedule is as followed:

Little Mohawk Child Care Daily Schedule

8:00 - 8:20	Breakfast
8:20 - 8:40	Circle Time
8:40 - 9:10	Music Time
9:10 - 9:20	Bathroom Break/Diaper Changes
9:20 - 10:10	Learning centers
10:10 - 10:50	Outside Play/Gross Motor
10:50 - 11:00	Bathroom Break/Diaper Changes
11:00 - 12:00	Lunch/Get ready for Nap
12:00 - 2:00	Nap/Quiet time
2:00 - 2:30	Wake up/Bathroom Break/Diaper Changes
2:30 - 3:00	Outside Play/Gross Motor
3:00 - 3:15	Snack
3:15 - 3:30	Round up book bags and coats
3:30 - 3:45	Closing Circle
3:45 - 4:00	Dismissal

<u>M-Th Before School/After School</u>		
6:30 - 6:45a	Welcome	
6:45 - 7:45a	Centers/ Free play	* School Breakfast 7:45am
3:45 - 4:00p	Welcome	
4:00 - 4:15p	Snack	

Dismissal

Children getting picked up by a parent/guardian will have to sign them out within the Brightwheel app. Please teach your child(ren) to stay with you when entering and leaving the center. Children running ahead can be in danger of serious injury.

Rest Time

A daily rest period is required for all young children. Children are not required to sleep but must lie down to rest and have quiet time. Preschool children may bring a small blanket from home for use.

FEE POLICY AND FINANCIAL AGREEMENTS

CHILDCARE FEE POLICY

Little Mohawk is on contracted hours. Contracts help us to ensure adequate staffing at the center.

A written **monthly** contract must be turned in **by the 25th of the month before** stating what days and times your child(ren) will be attending Little Mohawk for the next month. The written contract will go into effect on the 1st of the next month. Written contracts only need to be filled out when there is a change.

If you do not submit a new written contract by the 25th of the month before, Little Mohawk will assume your child's schedule will stay the same going forward.

The days/times that you write on your written monthly contract will be what you are charged each week for that month, regardless of the unfortunate chance that your child is sick or needs to leave early. Little Mohawk is unable to fill the spot of a sick child and staffing has already been completed.

If you need to switch days during the week or sign up for an additional day (**before the 1st of the next month**), and we have openings, you may do so with approval from the Director, however this is not guaranteed.

Invoices will be figured for a Monday - Friday week. A payment schedule will be set up in the Brightwheel app. A credit/debit card is **required** to be on file. If you prefer another payment method, please discuss it with the Director.

Little Mohawk will work with families to set up a payment schedule. However, **if an ongoing balance is greater than 2 weeks of childcare and preschool fees, no further childcare will be provided until the balance is paid.** Each week where you are 2 weeks passed due, an additional 10% late fee will be added to your bill.

Childcare Rates

Must attend 3 days a week minimum	Infant 6 wks - 23 mo rate	2 Year Old Rate	3 Year Old Rate
3 DAYS A WEEK	\$123 (\$41/day)	\$114 (\$38/day)	\$108 (\$36/day)
4 DAYS A WEEK	\$156 (\$39/day)	\$144 (\$36/day)	\$136 (\$34/day)
5 DAYS A WEEK	\$195 (\$39/day)	\$180 (\$36/day)	\$170 (\$34/day)

Before and After School Care/ School Age Summer Care Rates

AM ONLY *Must attend 2 days minimum	PM ONLY *Must attend 2 days minimum	AM & PM *Must attend 2 days minimum	Non - School Days	Summer Full - Time (5 days)	Summer Part - Time (3 days)
\$8/day	\$8/day	\$16/day	\$31/day	\$155 (\$31/day)	\$99 (\$33/day)

*** Additional child rate for before/after school care will be \$4 per child.**

*** We will offer a sibling discount of 10% off the oldest sibling/siblings or the sibling who has less days/hours.**

*** In addition Moravia School District Employees will receive 10% off your total weekly cost of child care.**

CCA POLICY

Little Mohawk accepts child care assistance through the state of Iowa. **BEFORE** children can start care, a copy of the child care assistance approval letter **MUST** be given to the director and the child(ren) **MUST** be accessible in the DHS portal. Families will pay the difference in cost. Example: If cost of care is \$200 for the week, child care assistance covers \$100, the family then pays the difference which would be \$100. It is the responsibility of the parent/guardian to inform Little Mohawk immediately of **ANY** changes to their child care assistance. Any cost/fees that are not covered by the child care assistance are to be paid by the parent/guardian. Failure to comply with this policy will result in removal from Little Mohawk Child Care.

ADDITIONAL FEES

Financial Fee

There will be a 10% interest charge added to your weekly bill if payment is a month past due.

Registration Fee

A \$50 registration fee is needed at the time of signing your child up for daycare. This will reserve your child's spot and help cover the cost of supplies. The registration fee is an annual fee. If your child is enrolled full time for the summer your registration fee will be waived.

Returned Check Fee

There will be a \$40 service charge on all returned checks.

After Closing Fees

Parents are responsible for picking their children up on time. Your cooperation will be greatly appreciated by the Little Mohawk staff. A late fee of \$1.00 per minute will be charged for child care services after the closing time of 6:00 p.m. Continuous lateness may result in termination of care.

Nutrition/ Food Cost

Parents are responsible for furnishing a nutritional sack lunch for their child. **If your child does not bring a sack lunch, and Little Mohawk has to provide one, you will be charged a food cost of \$10.00 for lunch.** Little Mohawk will provide two nutritional snacks (AM & PM) that follow CACFP guidelines for all children attending the center. If your child(ren) has any dietary restrictions or allergies please list it on their enrollment form and talk with the director.

Termination Fee

Any parent/guardian who chooses to terminate the contract for childcare with Little Mohawk Childcare **must give a two-week notice. If no two-week notice is given, parents will be charged the minimum rate for those two weeks.**

DISCHARGE POLICY

Your child's care at Little Mohawk will be terminated if one or more of the following occur:

- **Insufficient payment-** Little Mohawk will make every effort to work with families by putting payment plans in place for past due invoices. Failure to follow the payment plan will be grounds for termination of care.
- **Inappropriate child behavior**
- **Parent non-cooperation-** Example: Unwilling to participate in behavioral plan

Your child will be readmitted only after one or more of the following steps have been taken:

- An appointment has been made to discuss the readmittance plan
- Past due balances are paid off

BEHAVIOR POLICY

Little Mohawk does not allow:

- Destructive or hurtful behavior

- Talking back to the teacher or staff
- Swearing
- Refusing to follow the rules of the facility
- Biting

The staff will record the child's behavior each day and inform the parents or guardians when picked up. Multiple days in which 3 or more incidents occur will lead us to take the following actions

- Director will meet with parents and a development plan will be enforced to help alleviate the behavior
- If the child's behavior does not improve by the targeted date then the AEA will be contacted to consult
- If problem behavior is still a concern they could be removed from the program.

BITING POLICY

Little Mohawk understands that biting is a very common behavior in toddlers, yet one of the toughest and most challenging. Your child's safety and health are our priority. Little Mohawk staff are trained to deal with biters, in a positive, supportive way. Biting is often difficult for the parents of the biter. If your child is a victim you may feel anger and fear. We understand that each incident may differ so each biting situation will be evaluated on an individual basis.

1. Each biting incident will be documented, including date it happened, where the incident happened, when it occurred, what happened before biting and after biting, and staff involved and will be kept in each child's file. This information will be useful to assist staff with identifying patterns and preventing future incidents.
2. All information will be kept strictly confidential.
3. Either parents or guardians of children involved in a biting incident will be given a complete accident/incident form.
4. Staff will address the child that bit in a firm, calm voice in a simple and clear way. Attention will be shifted to the child who was bitten to show concern and support for that child.
5. If your child has been biting repeatedly, we will utilize chewies to try and minimize the behavior.
6. If the biting continues, a conference must be held with the director of the center. At that time, a plan of prevention and discipline will be discussed
7. Center staff and volunteers will follow first- aid procedures that have been taught by the American Heart Association. The wound will be cleaned with lots of soap and running water. If a bite broke skin and bleeding is present, staff will apply pressure and appropriate dressings. Ice will be applied if bruised or swelling. Parents will be contacted.
8. Three bites in one day will result in the child being sent home.
It may be necessary in some cases that the child be removed from the center for a period of time for the safety of other children.

CLOSING POLICY

We will be closed Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Good Friday, Memorial Day and Fourth of July. The Director will send out communication as soon as possible on Brightwheel in regards to any other reasons for closing such as inclement weather.

FIELD TRIP POLICY

- We sometimes like to take the children for walks to the park or other places in Moravia, within walking distance. A field trip permission slip needs to be filled out at the time of enrollment. If you would not like your child to participate in these walks, please let us know and we will make arrangements.
- Occasionally field trips may be planned when transportation is needed. When this occurs a letter and permission slip will be sent home with your child.
- Little Mohawk staff will take emergency telephone numbers for each child when on field trips.

DISCIPLINE POLICY

- It is our philosophy at Little Mohawk that discipline is not a punishment but is a part of teaching children the rules of living. Our goal of discipline is teaching children respect for rules, property, people, and themselves.
- Little Mohawk uses interventions for positive guidance with directions for resolving conflict and the setting of well-defined limits.
- When an intervention is needed, first we will redirect the child and show him/her the preferred behavior. If the behavior continues the child will be placed in a “timeout”. Time-out is a technique in which your child is removed from all reinforcing activities for a brief period of time. (Time out will last at the rate of 1 minute per age of the child.)
- Ultimately our goal is to guide each child towards efficient self-discipline.
- Little Mohawk staff will never use any form of corporal punishment such as spanking, shaking, or slapping. We will not use punishment that is humiliating or frightening or which causes pain or discomfort to the child.
- Little Mohawk staff will never use punishment or threat of punishment associated with a child’s illness, lack of progress in toilet training, or in connection with food or rest.

ACCIDENT/INCIDENT REPORTS

If there is any significant change in your child’s health or serious injury to your child while attending Little Mohawk you will be notified immediately. Should your child have a minor accident/injury or any behavior concerns you will be notified on the day of the accident.

- The staff member present will complete an accident form and the director will be notified.
- This form must be signed by the parent/guardian who picks the child up.
- A copy will be sent home with your child.

WELLNESS & NUTRITION POLICY

HEALTH POLICY

- A notice will be posted on the bulletin board and in Brightwheel if any communicable diseases should occur at the center. Please check the board in the entryway and Brightwheel on a regular basis.
- Iowa KidSight Vision screening is available annually free of charge for all children over 6 months of age. Parents are given a consent form to complete prior to service.
- First aid kits are available in the center and on the playground.

- Little Mohawk prohibits smoking, firearms and other significant hazards in the center, outdoor play area, and in the use of vehicles on trips.
- No pets will be kept at the center.
- Little Mohawk Staff practices the use of universal precautions with the handling of any bodily excrement or discharge, including blood and breast milk. Soiled diapers shall be stored in containers separate from other waste.

Please do not bring your child to school if he or she has a fever, severe cough, runny nose, diarrhea, skin rash, or any other symptoms of illness. We ask that you have alternate arrangements available if your child is requested to leave the center due to illness.

We ask that you pick up your child or request that you keep your child home if he/she exhibits any of the following symptoms:

- Fever-over 100.4 degrees
- Vomiting
- Severe coughing, wheezing, or difficulty breathing- child gets red or blue in the face or makes high pitch whooping sound and coughing
- Eye discharge- thick mucus or pus draining from the eye
- Diarrhea- when the child seems sick and has loose stools (unless indicated before or at drop off that child tried new foods the previous night)
- Stool is so runny or so large in volume that it does not stay in the child's diaper
- Older children who cannot reliably get their stool in the toilet
- Body rash with fever
- Sore throat with fever and swollen glands or mouth sores with drooling.
- Head lice- until after treatment and no signs of live lice.
- If the child is irritable, continuously crying, unusually tired and/or unable to participate comfortably in center activities.
- Symptoms that cause the care of your child to take away from the care of the other children (such as a continuous runny nose, or fussiness to be held, etc.)

If your child has been sent home due to fever, vomiting, or diarrhea, your child MUST remain home until 24 hours after the above symptoms have ceased WITHOUT the use of medication for fever reduction. The only exception will be with a doctor's note. We ask that you notify the center if your child has been exhibiting signs, symptoms or has been diagnosed with any of these illnesses, as we are required by the Department of Human Services to post a health notice due to the contagious nature of the illnesses.

CHILD ILLNESSES AND EXCLUSION CRITERIA FOR EDUCATION AND CHILD CARE SETTINGS

A child should be temporarily excluded from an education or child care setting when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea).
- For infants younger than 2 months of age, a fever with or without a behavior change or other signs and symptoms.
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. A fever is defined as:
 - For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees F [38.3 degrees C] by any method.
 - For infants younger than 2 months of age a fever is a temperature above 100.4 degrees F [38 degrees C] by any method.
- Temperature readings do not require adjustment for the location where the temperature is taken.
- In education settings please refer to your district's policy regarding fever definition.

ILLNESS	EXCLUDE	RETURN TO CHILD CARE/SCHOOL
Chicken Pox	Yes.	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.

COVID-19: K-12	Yes, for 5 days from positive test (if no symptoms) or symptom onset. Those who are unable to wear a mask, choose not to wear a mask, have moderate or severe COVID-19 illness, or are immunocompromised exclude for 10 days.	On day 6 if fever free for 24 hours without the use of fever-reducing medication and if symptoms have improved. Per CDC guidance, should wear a mask from days 6- 10. OR if you have access to antigen tests, you should consider using them. With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10. On day 11 if fever free for 24 hours without the use of fever-reducing medication and if symptoms have improved.
COVID-19: Child Care	If >2 years and able to wear a mask correctly and consistently, exclude for 5 days from positive test (if no symptoms) or symptom onset. If < 2 years of age, unable to wear a mask, choose not to wear a mask, have moderate or severe COVID-19 illness, or are immunocompromised exclude for 10 days.	On day 6 if fever free for 24 hours without the use of fever-reducing medication and if symptoms have improved. Per CDC guidance, should wear a mask from days 6- 10. OR if you have access to antigen tests, you should consider using them. With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10. On day 11 if fever free for 24 hours without the use of fever-reducing medication and if symptoms have improved.
Diarrhea (infectious)	Yes (there are special exclusion rules for <i>E.coli</i> 0157:H7, <i>Shigella</i> and cryptosporidiosis).	When diarrhea stops and health care provider and public health official states the child may return.

Updated 9/2022

Pertussis (Whooping Cough)	Yes.	Child may return after 5 days of antibiotics and resolution of exclusion criteria.
Pink Eye (Conjunctivitis)	No. Unless child meets other exclusion criteria.	Child does not need to be excluded unless health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Ringworm	No. Unless child meets other exclusion criteria.	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding or personal items.
Strep Throat	Yes.	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria.

Diarrhea (non-infectious)	Yes, if stool cannot be contained in the diaper, or if toileted child has 2 or more loose stools in 24 hours, or blood in stool.	When diarrhea stops and resolution of exclusion criteria.
Fifth Disease	No. Unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand and Mouth	No. Unless child meets other exclusion criteria. Or is excessively drooling with mouth sores.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Head Lice (Pediculosis)	No. Unless child meets other exclusion criteria.	Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. Treatment recommendations can be found here: https://www.cdc.gov/parasites/lice/head/treatment.html
Impetigo	Yes, exclude at the end of the day if blisters can be covered.	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Influenza	Yes.	When child is fever free for 24 hours and resolution of exclusion criteria.
Molluscum Contagiosum	No. Unless child meets other exclusion criteria.	Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
MRSA	No. Unless child meets other exclusion criteria.	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (ear infection)	No. Unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.

Updated 9/2022

MEDICAL EMERGENCIES

Little Mohawk staff are trained in medical emergencies. Staff will also contact the School Nurse to assist and manage emergencies if on site. In case of a medical emergency Little Mohawk will contact parents.

- If parents or emergency contacts are unable to be reached Little Mohawk or the local Ambulance will transport the child to a physician or hospital, for medical care, if in our opinion, it is imperative that the child be seen by a medical physician.
- If a preferred family physician is unavailable at the local hospital, a qualified licensed physician will examine the child.

DENTAL EMERGENCIES

All Little Mohawk staff are trained in dental emergencies. Every child must have dental information completed on registration papers. If you do not have a dentist, parents need to authorize a dentist within proximity of the center. The following are Little Mohawk procedures with dental emergencies:

Toothache

- Rinse the mouth with warm water to clean the area. Place a cold compress on the outside of the cheek. Call parents to contact a local dentist.

Broken tooth

- Rinse the mouth with water to clean the area. Place a cold compress on the face to reduce swelling. Notify parents and contact the dentist ASAP.

Knocked – Out Tooth

- Contact parents and the dentist immediately. If it's a permanent tooth, rinse it gently in cool water. Do NOT scrub the tooth. If possible, put the tooth back in the socket and hold it there with clean gauze.

Bitten Lip or Tongue

- Clean the area gently with a cloth and apply direct pressure to the bleeding area. If swelling is present, apply a cold compress. If bleeding persists, notify the parent and doctor.

Objects Wedged Between Teeth

- Try to remove objects with dental floss. If floss doesn't work, notify parents.

Possible Fractured Jaw

- Apply a cold compress to control swelling. Notify parents and go immediately to hospital.

HAND WASHING

Children, staff and volunteers are required to wash their hands:

- Upon arrival
- Immediately before eating or participating in any food service activity
- After using the restroom or changing a diaper
- After handling body fluids (blowing or wiping noses, coughing on a hand or any touching of mucus, blood, or vomit).
- After playing in water that is shared by two or more people
- After handling pets and other animals or any material such as sand, dirt or surfaces that might be contaminated by contact with animals Adults (staff and volunteers) also need to wash their hands:
- Before and after feeding a child
- Before and after administering medication
- After handling garbage or cleaning

The correct method of hand washing is posted above the sinks in every bathroom

TOILET TRAINING

- Staff use commercially available disposable diapers or pull-ups.
- Clothes that have been soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home for laundering.
- Staff check children at least every 2 hours.

- Children are changed when wet or soiled.
- Children are changed in the changing area/ changing mat.
- Changing and sanitation procedures are posted in the changing area.

HEAD LICE POLICY

To control head lice outbreaks we ask that you keep your child at home if he/she has head lice. Little Mohawk suggests routine head lice checks. Your child must have all live lice removed before he/she can attend. Before a child can return a Little Mohawk staff will check your child's hair upon arrival. Parents are asked to stay with their child until the hair check is completed.

MEDICATION POLICY AND PROCEDURE

In order for medications, including diaper creams and sunscreen, to be administered at Little Mohawk the following steps must occur:

- All medications must be in the **original container, labeled with the child's name** and there must be a **doctor's note** along with a **parent consent form** to give any medication. ***This includes over the counter medication such as Tylenol, Ibuprofen, Motrin, etc.**
- Written permission must be filled out immediately upon arrival into the center.

Please be sure all instructions are made clear to staff members.

- Little Mohawk **cannot** give medication stated, "**as needed**".
- Specific duration of medication should be clearly stated.
- Little Mohawk **cannot** give the **first dose** of medication.
- Medications that are needed twice daily should be given at home.
- Parents are responsible for proper authorization and supplying of the medication.
- When available, the director will be responsible for dispensing medications. If the director is not available, it will be the responsibility of another staff member.
- The medication will be stored in the refrigerator (if needed) or in the medicine box.
- A document recording all dispensing of medicine will be kept on file.

SAFE SLEEP POLICY

All staff, substitutes and volunteers at Little Mohawk follow safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Products Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death (SIDS). SIDS is the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.

- Infants will always be put to sleep on their backs
- Infants will be placed on a firm mattress, with a tight fitted sheet, in a crib that meets CPSC federal requirements.
- No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, quilts, sheepskins or loose bedding will be in the crib or draped over the crib.
- Devices such as wedges or infant positioners will not be used. The AAP has found no evidence that these devices are safe and their use may increase the risk of suffocation.
- Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult.

- If extra warmth is needed, a sleep sack will be used as an alternative to blankets. Parents should supply a sleep sack to be left at Little Mohawk.
- Only one infant will be placed in a crib to sleep.
- No crib toys, mobiles, musical/night light crib attachments will be used in the crib.
- Infants may use a pacifier during sleep. It may not be attached to the infant's clothing by a string, cord, or other attaching mechanism that might be a strangulation risk.
- If the infant falls asleep anywhere other than a crib (i.e., bouncy chair, car seat at arrival) the infant will be moved to the crib immediately.
- Little Mohawk is smoke free and smoking is not allowed in Iowa childcare businesses.
- Sleeping infants will be actively observed by sight and sound.
- When infants are able to roll back and forth from front to back, the infant will be placed on their back for sleep and allowed to assume a preferred sleep position. If an infant is unable to roll from stomach to back but has rolled from back to stomach during sleep, the infant will be turned over to his/her back during naptime until he/she has mastered rolling both directions.
- Awake infants will have supervised "tummy time" several times daily. This will help strengthen their muscles and develop normally.

SAFETY POLICY/REGULATIONS

GENERAL

Little Mohawk facility will maintain all federal and state licensure requirements.

RADON TESTING PROTOCOL

Radon testing shall be completed as per Iowa Public Health requirements.

EMERGENCY ACTION PLANS

Little Mohawk staff are trained annually on emergency action plans.

The decision to implement an Emergency Action Plan will follow the Administrative Chain of Command based on accessibility beginning with the Superintendent, Principal, Little Mohawk Director, Little Mohawk On-Site Supervisor. Notification of emergency services will take place immediately. Staff will be notified via the school communication system. Little Mohawk Director and On-Site Supervisor will explain to children in a calming manner the steps that will be taken to implement the relative plan of action needed based on the event participating in the emergency. Parents will be notified via event protocol (the approved list of emergency contacts will be kept in the childcare room as well as in the administrative office to allow contacts to be issued by the method most expeditious.

Emergency service personnel will notify the Superintendent when it is safe to return to the facility.

EMERGENCY RECORDS/SUPPLY KITS

The emergency contact information will be located on the Director's desk for quick and easy access and in case of an emergency. A copy of the emergency contact information will also be kept in the office of:

1. Superintendent; 2. Principal and 3. Nurse and on Administrative Staff computer PowerSchool/Brightwheel system.

In addition to the Nurse's office an emergency supply kit(s) will be in the Director's office. It is the responsibility of the School Nurse to keep the emergency records kit checked, updated and supplies. It will be the responsibility of the On-Site Supervisor to ensure the emergency kit and emergency contact information is taken with them when evacuating the facility.

EVACUATION

If Little Mohawk needs to evacuate our facility because there is a fire, gas leak, structural damage, etc., we will use the following procedures:

*505 N Trussell school building protocol: Children will be escorted to the area behind the preschool playground. Children will exit the Preschool door if able. If this door is not a safe exit option, they will go to the main hall and exit out the elementary door. When exiting the building a staff member or older child (at the direction of staff member) will take the 'Go Emergency bag' when exiting. This bag will be stored next to the exit for quick access. It will contain emergency supplies, first aid kit, blanket(s), snacks, water, baby wipes, emergency contact information and a small container of formula/bottle.

*110 E King St childcare building protocol: Children will be escorted across the street in front of the community center. Children will exit the building through the main front entrance. If this door is not a safe exit, they will exit the building through the back door. When exiting the building a staff member or older child (at the direction of staff member) will take the 'Go Emergency bag' when exiting. This bag will be stored next to the exit for quick access. It will contain emergency supplies, first aid kit, blanket(s), snacks, water, baby wipes, emergency contact information and a small container of formula/bottle.

Once all children are safely out and accounted for, contact will be made with the Director. Staff and children will be able to re-enter once it is determined the structure is safe by emergency crew. If children are outside for an extended period, depending on weather, and determined by Administration a call will be placed to the Lighthouse Church to help transport children to the church. Once at the church, staff will contact parents to pick up children if necessary. If children take specific medication those parents will be notified as soon as possible.

Little Mohawk will run drills to ensure children know what will happen in the event of an emergency. If available, older children may be asked to assist with smaller children. The last person to leave will be a staff member who will ensure all children have been evacuated and a head count will again be taken when they arrive at the designated safe area.

Exits and emergency evacuation plan/route including a site diagram of evacuation route/exits will be posted for each room.

SHELTER-IN-PLACE OR LOCKDOWN

If we need to stay in the safest place inside our facility when there is a weather-related event such as a severe storm/tornado or notified by emergency officials when there is a chemical spill/hazardous gases, etc., we will use the procedures outlined in the Moravia Community School Emergency Preparedness Handbook.

If we need to stay in the safest place inside our facility when there is security issue, such as, a disgruntled person, active shooter, community violence, unstable custody disputes, hostage situation, other physical or verbal threats, etc., we will use the procedures outlined in the Moravia Community School Emergency Preparedness Handbook.

In any of these situations, depending on the availability of cell or landline communication, Parents will be advised as much as communication allows utilizing communication sources available via Little Mohawk staff, School Administrative/Clerical staff, Law Enforcement or Emergency (ADLM) communication protocol.

The Moravia Community School Emergency Preparedness Handbook will have an established procedure protocol for parental information access location/procedure. Any of these events, while the school/Little Mohawk will follow established emergency protocol, it will be critical for parents to recognize that we must all follow the direction of Law Enforcement or Emergency Services.

PARENT REUNIFICATION

If Little Mohawk must evacuate our facility or when parents/guardians are unable to pick up their children, we will use the following procedures to reunite children with parents/guardians or an authorized emergency contact as soon as it is safe:

If any events require children to evacuate the facility and relocate away from school property children will be transported to Lighthouse Church of the Nazarene (641-724-3649). If an evacuation procedure is implemented parents will be notified and asked to pick up their child as soon as possible. We encourage parents to include emergency contact numbers of alternate safe persons authorized to pick up your child. If a parent is unable to be accessed, staff will use alternate emergency contact numbers listed in the child's file.

Little Mohawk can only release children to those emergency contacts on file as authorized individuals. It is the parents' responsibility to provide names, relationships, and phone numbers of persons authorized to care for your child. If, in the event Little Mohawk are unable to reach parents or authorized emergency contacts in the aftermath of a disaster, Little Mohawk will contact the police who will follow their lawful emergency child care procedure.

TORNADO

Tornado Watch- conditions are such that a tornado can develop. The following actions will be taken during a tornado watch:

- A staff member will periodically check the west and southwest sky.
- All children will be kept indoors.

Tornado Warning- signifies a tornado has been sighted in the area. The following actions will be taken during a tornado warning:

- Children will be evacuated to the center bathrooms. They will sit with their hands covering their heads.

- A staff member will do a head count to ensure that all children are accounted for. A tornado first aid kit will be located in the preschool room for a staff member to grab. This includes a flashlight, radio, diapers, Band-Aids etc.
- If needed, emergency personnel or parents will be notified by phone (if working) or a staff member will walk to the bus barn.
- In the case of destruction of the center, staff will ask that children be picked up immediately.
- Tornado drills will be practiced and documented.

FIRE

- The director or on-site supervisor will ensure that all children are evacuated outdoors and taken to the designated area.
- The director or on-site supervisor will check all areas of the center to ensure that every child and staff member has been evacuated.
- A staff member will take the sign in sheet to the designated area and immediately check roll to account for every child.
- After all children and staff are accounted for children will be kept quiet and calm and will not be allowed to leave the designated area.
- Children and staff will return to the building upon receiving permission from fire authorities.
- In the case of destruction of the center the children will be walked to the next designated area. All emergency numbers will be taken with and a staff member will notify parents.
- Fire drills will be practiced and documented as per state regulations.

WINTER WEATHER

- A blizzard is the advance of severe snowstorms.
- In the case that a blizzard is predicted the staff will contact parents to come and pick up their child before the storm hits.
- If the blizzard occurs too suddenly or the parents cannot pick up their child promptly, the staff will remain inside with the children. There will be no attempts to transport the child until emergency personnel advise the staff to do so.
- Director will send out communication on Brightwheel as to whether or not we will close for winter weather. This may not coincide with the school district.

EARTHQUAKES, FLOOD OR STRUCTURAL DAMAGE

- If an earthquake should occur, the staff will guide the children under the tables for cover. The director will help any immobile children and do a headcount.
- In the case that a flood is predicted, the staff will contact parents to come and pick up their child before the storm hits. If the flood occurs too suddenly or the parents cannot pick up their child promptly, the staff will remain inside with the children. There will be no attempts to transport the child until emergency personnel advise the staff to do so.
- After the event of any structural damage to the center, the children will be calmed and comforted by the staff. The staff will also check for any injuries. If children are evacuated, they will be walked to the area behind the Preschool playground (school building) or across the street in front of the community center (childcare building) until the situation is assessed. All emergency numbers will be taken with and staff members will notify parents.

INTRUDER WITHIN THE CENTER

- If an intruder should walk into the center with a weapon, the first staff member that sees the intruder will attempt to notify all other staff.
- A lockdown will be issued, and a phone call will be made to all parents informing them that we will let them know when it is safe for pick up.
- A staff member will notify the police immediately.

ACTIVE SHOOTER

- If an active shooter should walk into the center, the first staff member that sees the shooter will attempt to notify all other staff.
- If an active shooter should enter the school part of the building, the center will go into lockdown. Children will be secured away from the door and out of sight.
- A staff member will notify the police immediately.

BOMB THREATS

- If a bomb threat is received a staff member will assess imminent danger. All threats will be taken seriously and the police will be called.
- When indicated a search or evacuation will be conducted.
- If children are evacuated, they will walk behind the playground equipment (school building) or across the street in front of the community center (childcare building). All emergency numbers will be taken with and staff members will notify parents.

INTOXICATED PARENT OR VISITOR

An intoxicated person is incoherent, has slurred speech, has poor balance control etc. If a staff member believes that a parent is intoxicated the following will occur.

- An intoxicated parent will be asked not to take their child from the center. A staff member will work with the parent to try to arrange for someone else to pick up the child.
- If the intoxicated parent insists on driving away with their child, the police will be notified and given the name and license plate number of the parent, along with a description of the vehicle.
- If an intoxicated visitor should enter the center, the person will be asked to leave and the police will be notified to ensure the safety of the children.

LOST OR ABDUCTED CHILDREN

- If a child cannot be located, staff members will search the center and the surrounding outdoor areas thoroughly.
- If the child still cannot be found, the police and the parents of the child will be notified by telephone. The police will be given a description of the child, clothing, and last observation.
- Little Mohawk staff never leaves a child without supervision so the risk of a lost or abducted child is minimal.

POWER FAILURES

- In the event of a power failure all children and staff will cease activities and remain seated until the emergency lights come on.

- Staff will talk quietly to the children to keep them calm.
- If darkness prevails:
 - A staff member will take roll and ensure all children are safe and secure.
 - Weather permitting; children can be led to the playground. If the weather is hazardous, children will be taken to another area illuminated by natural light or emergency power.
 - If the well-being, safety, or comfort of the children is being affected, parents will be contacted and asked to pick up their children.
 - HHS states that the temperature of a childcare building should be kept between 65-75 degrees °F and need working water for cleaning, handwashing and flushing toilets. If electricity or water need to be shut off for an extended amount of time, Little Mohawk will have to close. Communication will be sent out to parents on Brightwheel.

GAS LEAK

- In the event of a gas leak the Superintendent or designee will assess imminent danger.
- Steps will be taken to identify the source and Alliant Energy will be notified.
- If the leak is minor, the Superintendent will advise and area well ventilated.
- If the leak is major or the source is not found, children will be evacuated from the building. All emergency numbers will be taken with and staff members will notify parents and evacuation procedures will be followed.

CHEMICAL SPILL

- In the event of a chemical spill the Superintendent or designee will assess imminent danger.
 - If the spill is minor, the chemical will be cleaned up properly and area well ventilated.
 - If the spill is major, children will walk to the bus barn (school building) or children will walk to the community center (childcare building). All emergency numbers will be taken with and staff members will notify parents.
- In the case of a major chemical spill outside of the premises, the proper authorities will take over and all of their directions will be followed. Parents will be notified as soon as possible.

CHILDCARE EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Date of plan: 8/1/2024

Date plan reviewed/updated (annually): 8/1/2025

1. Basic Information: Provide information about your child care facility

Facility Name:	Little Mohawk Childcare; Moravia Before and After School Care
Facility Address:	110 E King St.; 505 N Trussell Ave Moravia, IA 52571
Facility Phone:	641-931-7613; 641-724-3241
Facility Main Contact:	Director Heidi Groff; Supt. Sam Swenson
Emergency Records/Supplies Kit Location(s):	Records are on PowerSchool/Brightwheel and can be accessed on or off site. Emergency numbers should also be in the "Emergency Go" bag.
DHS Provider Number:	52871; 40778
Max. Child Capacity:	30; 41

2. Emergency Contacts: Identify the contact information for emergencies and post in easily accessible locations

	Contact Name	Phone	Email/Website
Police	Gary Anderson	911 641-437-7100	sheriff@appanoosecountysheriff.org Fax: 641-437-7107
Sheriff	Gary Anderson	911 641-437-7100	sheriff@appanoosecountysheriff.org
Fire	Ryan Moore	911 641-724-3222	cityofmoravia@windstream.net
Ambulance/Emergency Medical Technicians (EMTs)	Jessie Moore (Moravia EMT Sup)	911 641-437-7100	sheriff@appanoosecountysheriff.org
Hospital	St. Joseph Mercy Hosp	641-437-4111	https://www.mercyone.org/centerville/
Poison Control		800-222-1222	http://www.iowapoison.org/
County Emergency Manager	Dianna Daly-Husted	641-724-3223	ddaly-husted@adlmcounties.com
Electric Company	Alliant Energy	800-255-4268	www.alliantenergy.com
	Shut off location in facility: New wing, Janitor's closet, next to single bathrooms		
Gas Company	Alliant Energy.	800-255-4268.	www.alliantenergy.com
	Shut off location facility: Main line by the baseball field		
Water Company	Rathbun Rural Water	641-647-2416	https://www.rrwa.net/
	Shut off location in facility: In old boiler room by large bathrooms in Elementary		
Insurance Agent	Power Insurance: Julie Power Cossolotto	641-724-9000	Jerry.power@email.com
Radio/TV Station			
Community Partner	Lighthouse Church of the Nazarene	641-724-3649	
Out-of-State Contact			

	Contact Name	Phone	Email/Website
DHS Child Care Compliance Staff Person	Jill Sibert	641-684-3951	jill.seibert@hhs.iowa.gov http://dhs.iowa.gov/
Reporting Serious Child Injuries/Death (within 24 hrs.)			ccsid@dhs.state.ia.us Child Care Injury/Incident Report
DHS Child Abuse Hotline		1-800-362-2178	
DHS Child Care Complaint Hotline		1-844-786-1296	
Child Care Resource & Referral Agency	Karen Lauer	(641) 820-1922	klauer@orchardplace.org www.iowaccrr.org
Child Care Nurse Consultant	Tami Swaby	307-399-3145	http://idph.iowa.gov/hcci

2. **Emergency Assessment:** After completing the risk assessment, select emergencies or disasters your facility is likely at risk for. (*check all that apply*) Use Section 8 to describe each of the emergency procedures identified (checked) below if not already addressed in Sections 4-7.

X	Bomb threat (Handbook pg. 24)	X	Hazardous material exposure (ex. train derailment, grain elevator explosion, chemical sprays/leaks, etc) (Handbook pg. 24)	X	Structural damage to Facility (Handbook pg. 23)
	Criminal activity	X	Ice/snow storms (Handbook pg. 23)	X	Thunderstorm/lightning (Handbook pg. 23)
X	Dangerous person or potentially violent situations (Handbook pg. 24)	x	Injury/medical emergency – provider/staff	X	Tornado watch/warning (Handbook pg. 22)
x	Earthquake (Handbook pg. 23)	x	Injury/medical emergency – child (Handbook pg. 17)	X	Utility outages – power failure or water line disturbance (Handbook pg. 23)
X	Fire/smoke (Handbook pg. 23)	x	Missing, lost or abducted child (Handbook pg. 24)	X	Responding to an intoxicated individual (Handbook pg. 24)
x	Flooding (Handbook pg. 23)		Mudslide/landslide		List additional event likely to happen in your area
X	Gas leak (Handbook pg. 25)		Nuclear power plant or research facility accident*		List additional event likely to happen in your area