

Baby Works Policy Statement



5/19

2500 CY Ave. Casper WY 82604 307-234-4386

Your child is your most precious possession, it is our desire to provide for their every need while they stay with us at Baby Works. We will do our utmost to provide a loving, safe, environment for your child while in our care. We will provide your child with a consistent Primary Caregiver who will bond and provide excellent care for bundle of joy. Our highly trained staff will stimulate your baby's cognitive, emotional and physical development.

Baby Works is open Monday thru Friday. We are closed the following days *New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.* Some listed holidays may be extended at Owner's discretion.

Hours of Operation

Drop-in, Part, Mid and Full-time care is available:

Monday-Thursday 7:30 am-6:30pm, Friday 7:30 am-6:00 pm

Saturday: Closed

Sunday: Closed

Tuition Schedule for children 6 weeks-18 months

Drop in care	\$11.00 per hour
Half Day	\$36.40 (4 hours)
Full Day	\$64.00 (8 hours)
Part time weekly	\$182.00 (20hours)
Mid time	\$214.00 (30 hours)
Full Time	\$240.75 (up to 40 hours)

Registration Fee

A registration fee of \$75.00 is required for children enrolled for Part, Mid, Full time child care, for clients receiving assistance from Department of Family Services. Baby Works accepts children ages birth through 18 months.

Payment for child care

Payment for private pay childcare shall be made **at the time of the service, or** for those using Part, Mid or Full time care, **payments need to be made each Monday or on the first day of attendance that week.** You may choose to pay bi-weekly or monthly if paid in advance. **Payments for clients who receive DFS assistance are required to pay the co-pay for the week one week in advance. If payment for private or DFS assistance is not paid in advance or the day of childcare services start for the week, a 10% charge will be added on for the week. Services will be terminated if not paid within 5 days.**

Minimum Tuition Charge

If your child is enrolled in our childcare program, a **minimum charge of the part-time will be charged even if child is not in attendance.**

A **\$40.00 service charge** will be billed to the account on the 16th of each month for past due balances. **Parent or responsible party will also agree to pay all costs for late fees, collections and reasonable attorney's fees, in case the account goes to collections. No refunds will be given. Credit must be used in facility.**

Two week notice to discontinue services

Baby Works requires a **written** two week notice to the Director if you intend to discontinue our Part, Mid or Full Time Childcare service. Two weeks of tuition, per child will be billed to your account if you fail to give notice. The tuition must be paid in full at the time of the two week notice.

Late Pick Up Fee

A fee of **\$10.00 per minute** will be charged per child if, child is picked up later than Baby Works regular business hours.

Meal Time/Feedings

Please bring breast milk in labeled and dated, sealed plastic bags. Formula of choice, and any other food your baby needs throughout the day. We encourage breastfeeding and would love to have you come any time during the day to spend time and feed your child.

Consistency and clearly defined limits and expectations will be used to develop discipline

All children shall be redirected with kindness and understanding.

At Baby Works children will be spoken to lovingly and given redirection.

Immunization forms must be turned in by the end of the first week in attendance.

Emergency Preparedness

Emergency preparedness plans are in place and are practiced on a monthly basis. The plans include practicing for the evacuation in case of fire, a lockdown situation, snowstorm, hurricane, flood, or tornado. If emergency situations dictate, children will be evacuated to the lawn at Advanced Auto Parts. In cases of bad weather or if we cannot return to the center, we will relocate to Central Pines Residential living center, behind Kids Works.

The attendance lists will be taken outside during evacuations; it will contain all parents/emergency contacts.

Parents will be called or texted to report the evacuation as soon as possible. A message will be posted on **Facebook** and on our website at **www.kidsworksllc**. If we cannot return to the facility we will remain at the evacuation site until parents/emergency contacts can pick up their children.

Fire: The facility has a written fire escape plan for each classroom (facility diagram) displaying way to exit during a fire. We will then proceed to the evacuation site.

Lockdown: Doors and windows will be locked, and curtains and blinds drawn if possible. Any children outside will be brought inside immediately. Children will be taken to an interior room away from windows. 911 will be called. Instructions from law enforcement will be followed.

Bomb Threats: Evacuate the facility and call 911 from the evacuation site. Instructions from law enforcement will be followed.

Natural Disasters: When necessary following a natural disaster, children will be taken to the evacuation site. From there, a call to parents/emergency contact, to pick up children.

Earthquakes: Get on the floor and under a sturdy table or desk; hold on until the shaking stops. If a table or desk is not available, crouch in a corner away from windows, cover head and neck. Stay inside until the shaking stops. Following the quake children will be evacuated.

Blizzard: We will remain in-doors and wait until children can be picked up. We have several days of supplies in the facility, flashlights, and warm blankets in case electricity goes out.

Floods: Gather clean water and food. If water enters facility, change location to upstairs or go to the evacuation site.

Tornados: We will go into the bathroom, if the facility suffers damage children will be evacuated.

Sick Child Policy- Health and Safety

A healthy happy environment is very important for children. Out of concern for the health of your child and the other children we ask that you follow these policies:

Please do not bring your child to Baby Works when they are sick. If a child has had a fever of 101 or more, has vomited or had diarrhea, a 24 hour waiting period must be observed before the child can return to Baby Works. Please let us know by phone that they will not be in attendance before 9:00 am. We can not admit children with the following symptoms or contagious disease:

Fever /temperature	Vomiting
Diarrhea	Runny nose (green in color)
Rashes	Open Sores
Coughing	Measles
Mumps	Impetigo
Conjunctivitis (pink eye)	Chicken Pox
Untreated head lice	other conditions determined by Director

If your child shows any signs of the above you will be called to pick up your child. A sick child will be kept in a separate area until the parent arrives.

Accurate information

It is the parent's responsibility to inform us of any changes in their child's health, including; illnesses, allergies, fears or special situations.

It is also the parent's responsibility to let us know of any changes in parent's contact information. Including home address, work location, and home, work or cell phone number changes.

Child Attendance

Please let us know what your child's schedule will be for the week. This will help us better plan for staffing and the best experience for your child. If you need our services on a not regularly scheduled day please call for availability. If your child will not be in attendance on their regularly scheduled day please call before 9:00am.

Family vacation time is honored and encouraged. Please let us know if your child will not be in attendance all week. Two weeks per year are allowed for vacation per family at no charge to the family if we are notified in writing of the non attendance for that time. *Your year begins on the day you start.*

Administration of Medication

As required, many of our staff is trained on the administration of medication. Medications can only be given at Baby Works when:

-Medications are prescribed by a licensed health professional, or those available over the counter, for which a medication consent form has been given to Baby Works by the parent. Any deviation from recommended dosage on the label must be accompanied by a physician's written instructions.

-Medications must bear their original prescription label or manufacturer's label and are in safety-lock containers, transported and stored safely with regard to temperature, light and other physical storage requirements.

-A medication consent form must be completed by the child's parent and include specific instructions for dosage and the date and time to be administered.

Personal Items

A change of clothes must be left in the child's diaper bag or in their personal cubbie. If clothes are not made available by the parents, we will do our best to use what Baby Works has available. In some cases, the parent may be called to bring their child clothes.

Any personal items brought to Baby Works are not the responsibility of Baby Works. We will do our best to make sure the child goes home with them but, we cannot guarantee items will not be lost.

No weapons are present at our facility.

No wading pools are used at our facility.

Communication

It is our mutual responsibility to have open lines of communication on a regular basis. We will be promoting communication by using written notes on daily sheets as well as informal conversations.

Please communicate any concerns to our Director of Administration; Lynde Gutebier, or any Baby Works staff member. At that time openly and politely communicate your concern, it will be addressed and further discussed if necessary. If you need to report concerns or obtain any further information about our facility; contact Child Care Licensor at 473-3900 or at dfsweb.wyo.gov