



501 W. 4th St.

Dell Rapids, SD 57022

605/428-4500 – Preschool

605/929-5436 – Tarah's Cell

tarah_d_33@hotmail.com

www.DellRapidsDaycare.com

Visit our website for payment options or
to enroll in automatic bill pay!

Welcome to Next Generation Childcare LLC!

It is our goal to provide your child with the highest levels of quality care and educational experiences before school. We will do our best to ensure your child will build his/her cognitive, emotional, social, and physical skills through developmentally appropriate activities and play.

The care for your child is personalized to enhance your child's growth and self esteem. We are dedicated to helping each child reach their fullest potential. At Next Generation we encourage your questions, comments, and input so that we can achieve the very best experiences for your child.

Admission Requirements:

Children must be 4 weeks of age.

Children must provide current immunization records. All records must be kept current.

Parents/Guardians must sign written contract and enrollment forms.

Hours:

Monday – Friday 6:00 am – 6:00 pm

Closed – New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day (possibly closed the day after), Christmas Day (possibly closed the day before or the day after), possible other days with posted written notice.

Fees:

Infants/Toddlers: 6 weeks to 36 months

Full Time: 30 hrs and up - \$145.00 per week

Part Time: under 30 hrs - \$110.00 per week

Preschoolers 3 years to school age

Full Time: 30 hrs and up - \$125.00 per week

Part Time: under 30 hrs - \$100.00 per week

School Age: Aug-May \$60.00 per week. When school is called off due to weather we will charge an additional \$20/day. This will only apply to school children enrolled in the daycare. During summer months toddler/preschool rates apply.

\$15.00 Transportation charge

- Once children are enrolled in a flat rate they cannot change unless parent/guardian changes job or loss of job occurs
- Children who exceed their maximum amount of allowed part time hours will be charged (\$3.00/Preschool and \$3.50/Infant) an hour for every hour over.

Payment is due every Friday by 6:00 PM for that week attended. A \$30.00 late fee will be added to your bill the following week for any payment received after close of business on Friday. If payment is not received by the following Monday your children will not be allowed to return until payment is received in full. If an overpayment is made to your account, we will credit your account the following week. If you do not pick your children up by 6:00 PM as that is our closing time, you will be charged \$5.00 for the first 2

minutes after 6:00 PM, and \$1 for each additional minute past 6:00 PM. This will be added to your bill EVERY time you are past 6:00 PM.

Parent Portal: All of our billing is now done online, through our Parent Portal. It is an easier way to receive statements, pay your bill online, make changes, etc. It is a FREE service to our families and it is very convenient. Every week you will receive an email from Next Generation, stating that your bill is now available to view online. Through our Parent Portal, we also will send emails of importance to our families. You can get to the Parent Portal via our website. www.DellRapidsDaycare.com and click on Parent Portal. Bookmark it on your computer, for even easier convenience. An email address is required as this is the only way you will receive statements each week. Payment is still due by 6:00 PM on Fridays. You do NOT have to pay online, you can still pay with cash or check by placing it in the black box in either building.

Vacation:

Each child will be allowed 5 days or 1 business week of vacation. No payment will be required when the child is absent. The calendar year is January 1 to December 31.

Maternity and school teacher summer leave – 50% of your total weekly bill will be charged each week. This will ensure your children's slot. Remember during this time your children will have hours at the daycare to use.

Termination:

Parents/Guardians must give Next Generation two weeks written notice prior to termination. If no notice is received you will still be charged for these two weeks. This is strictly enforced.

It will be up to the owners discretion to terminate or refuse children to anyone at any given time. No notice or reason is required by the daycare.

Sick Child Policy:

We will do our best to keep illness from spreading. We ask that you do yours. Please keep your child home if your child has the following illness:

- Temperature is 100.5 or higher – If the fever lasts more than one day you need doctors note to return
- Vomiting – Can return when child is able to keep food down for 24 hours
- Diarrhea – Can return when child has not had diarrhea for 24 hours
- Pink Eye/Sties – Can return when child has been medicated for 24 hours and has doctors note
- Unknown rash – Can return when rash is cleared up – Doctors note is needed if rash is still apparent.
- Contagious Disease – Needs doctors approval to return to daycare – This includes if your child has mono, strep, mumps, chicken pox, influenza A & B, RSV, croup, pneumonia, etc. – It is important to notify the daycare immediately following the diagnosis of a communicable disease.
- Communicable diseases must be reported to the Department of Health.

Illness such as the common cold will be allowed in the daycare. However, if your child's cold lingers for more than a normal cold you may be asked to have your child seen by a physician.

I know this is not always easy to follow. However, please keep in mind that your child could spread their illness to other children and to staff. If the guidelines are not followed and you bring your child after medicating him/her this could be grounds for termination. If your child becomes ill or needs medication while at daycare these are the guidelines we will follow:

- Parents will be immediately notified of child's illness and may be asked if medication such as Tylenol or Motrin can be administered.
- Child will be moved to a more quiet and comfortable surrounding
- Child must be picked up within 1 hour of notification. By your help in quickly picking up your child this will help control the spread of illness to other children and staff.
- Any medication that a child may need will be stored in a safe and secure place
- Medication will only be administered as directed by parent/guardian or doctor
- Prescribed medication will only be given to child according to doctor's instructions on label.
- Written permission to administer medication will be kept on file.
- Medication will be signed in by the parent on the day/days it is to be administered. The sign in sheet is hanging in the kitchen in both buildings. Medication will be stored in cupboard or the fridge in the med container.
- If your child has a contagious disease it is our duty to report it to the Department of Health at 605/773-3357

The state has set some guidelines as to when a child can return to daycare after an illness.

- Fever – return next day as long as temperature is normal without the aid of fever reducing medication
- Chicken pox – all sores have dried and crusted, no new blisters appear
- Pink eye – redness or discharge is gone and the child has been on medication at least 24 hours
- RSV – doctors note
- Croup – doctors note
- Strep throat – the child has been on medication at least 24 hours
- Sinus infection – Fever is normal and on medication for at least 24 hours
- Measles – rash has faded and no fever for 24 hours
- Mumps – swelling is gone
- Thrush – Until sores are healed
- Ringworm – after medicine is applied and sores are covered
- Pin worm – the day after treatment begins and nails have been cut
- Body lice/Head lice – after treatment and no bugs remain in hair
- Impetigo – after medicine is applied and sores are covered
- Shingles – after sores are crusted
- Scarlet fever – rash is gone and resting pulse is under 80 beats per minute
- Hand, Food and Mouth – Lesions have crusted and doctor's permission

- Ecolab – until diarrhea resolves and 2 stool cultures are negative
- Influenza A & B – when fever, coughing and runny nose is gone and they have been on medication for at least 48 hours.

Nutrition:

All meals and snacks served will be based on the food pyramid recommended by the state. Meals and snacks will be served at the following time:

Breakfast – 8:00

Lunch – 12:00 Preschool, 11:00 – Infants/Toddlers

Snack – 2:30 Preschool, 2:00 Infants/Toddlers

If lunch is brought from home we will store as directed by parents. If no direction is given we will store as we see fit to keep lunch fresh.

We need to be informed of any children with special dietary needs so that we can prepare foods to meet their needs.

Infants will be kept on a regular feeding schedule as discussed with parents/guardians. Parents will supply all formula, baby food, diapers and wipes. We will let you know when more is needed.

The infant feeding policy will follow state guidelines. Infants will be held and not bottle propped.

Discipline Policies:

Any discipline will be handled with positive guidance, limit setting and redirection of energy. Any peer pressure as a discipline measure and any humiliation or frightening form of punishment is prohibited. We will take the following steps to help a child who is having a difficult time:

- Redirection – We will try and direct the child’s extra energy somewhere else.
- “When...Then” Statements – We will try helping the child with examples of what to do “when...happens, then...” is what we’ll try to do.
- “If...Then” Statements.
- Take a Break – Sometimes all children just need a break.
- All children will be able to utilize a corner away from other children so they can catch their breath.

If your child continues to have problems, we will work with you to help find the best possible solution for both parents and Next Generation Childcare, LLC.

Child Abuse/Neglect Procedures:

Next Generation Childcare, LLC will report child abuse and/or neglect to the Department of Child Services or law enforcement officials.

If an employee of Next Generation Childcare, LLC should be reported for child abuse or neglect the staff member will be placed on probation during an official investigation and an evaluation by management. If there is a recurrence by the same staff member he/she will be terminated immediately.

Suspected in-house child abuse and neglect incidents can not reoccur while awaiting investigations. Next Generation Childcare will evaluate continued employability of any staff member involved in a child abuse and neglect allegation or incident.

Transportation:

Parents will be required to sign a written transportation form each year for trips to and from school. You will also be required to sign a form for transportation to and from field trips for each field trip.

There will be a fee of \$15.00 each week to transport children to and from school. Payment will be required when bill is due.

If we do not receive written form with signatures of parents/guardians and/or payment for school year, we will not transport your child to school. Other arrangements must be made.

All children will be placed in proper child restraints as required by South Dakota law. We will only carry the number of children allowed by vehicle passenger capacity at one time. We will only use licensed and registered vehicles to transport children.

Emergency Evacuation Plans:

All children and staff will practice at least 4 fire drills and 1 tornado drill throughout the calendar year to ensure they are knowledgeable in case of an emergency.

All plans of evacuation will be posted throughout the center.

Staff:

All staff members of Next Generation Childcare, LLC will meet the following guidelines:

- Childcare workers will be at least 18 years of age.
- Secondary childcare workers will be at least 14 years of age and will be under direct supervision of the director if under 18 years old.
- Volunteers used to fill staff positions will meet the requirements for the position
- Staff members will be responsible for implementing the program.
- Will have no report of abuse or neglect

Next Generation Childcare, LLC will maintain a file on each employee and volunteer. Every staff member will be required to pass a child abuse screening. The person planning and implementing the program will have the appropriate degree and/or experience. In-service training will be held and made available. Training will include some of the following topics:

- Annual course of basic first aid and CPR, health and safety, and child growth and development, etc.

- The employees will be run under the supervision of the owner/operator or under the supervisor in place in that particular building.

No staff member will have a conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children.

Photo/Facebook: We have a Facebook page that we encourage parents, families, friends to “LIKE”. On their, we do post upcoming events, daily activities, fun things that the children are doing throughout the day, etc. It is fun for parents and other family members to see what their children are doing throughout the day, as it is hard being a parent and not being able to see those fun things. If you wish to have your child, NOT included on our Facebook page, please let us know.

Changes:

If we need to make any changes to the Parent Handbook, parents will be notified in advance if any changes will be made.

We will report any changes of circumstances which may effect the ability to comply with licensing rules, i.e. new program location, building renovations/remodeling, ownership changes or new director.

Please contact us with any questions/concerns that may arise.