

STEPPING STONES



Handbook

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PROGRAM PHILOSOPHY

At Stepping Stones Childcare, LLC, we believe each child is a unique individual. We strive to provide for their social, emotional, developmental, and physical needs. We provide developmentally appropriate programs focusing on learning while helping them enjoy many other successful experiences. We encourage not just learning but play!

We believe in providing a physical environment that is safe, clean, healthy, and child friendly. The play area is arranged to offer challenging play and learning choices at a range of developmental levels. Learning areas allow children the opportunity to explore, experience, and, most notably, succeed!

Our staff attends as many classes as possible to ensure they are always current on the most effective childhood learning and development methods.

We believe in positive methods of discipline. We establish consistent and appropriate limits to help children function in their world. Our center is set up to develop a sense of independence and responsibility in children. We commit to strengthening each child's own cultural identity while instilling respect for others.

Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers- a partnership for the child's benefit. We encourage daily communication between the parents and the Director. Our door is always open!

LICENSING INFORMATION

Stepping Stones Childcare, LLC is a 2-star facility. We abide by DHS Licensing Regulations. There is a compliance folder in our entryway with our inspection information. It can also be viewed at any time on the DHS website.

ENROLLMENT

Stepping Stones Childcare, LLC accepts children ages six weeks to 12 years of age. Children will be admitted to Stepping Stones Childcare, LLC upon completion of the following requirements:

- Enrollment and authorized forms completed and signed
- Immunizations record completed and signed
- Food program completed and signed
- Stepping Stones Childcare, LLC hours of operation will be
 - Monday- 6:30 am-11:30 pm
 - Tuesday- 6:30 am-11:30 pm
 - Wednesday- 6:30 am-11:30 pm
 - Thursday- 6:30 am-11:30 pm
 - Friday- 6:30 am-11:30 pm
 - Saturday- 6:30 am-11:30 pm
 - Sunday- 6:30 am-11:30 pm
 - Closed-Thanksgiving Day
 - Closed-Christmas Day

TUITION

Contracts-Fees-Daily fees are based on parent's work schedules, giving ample time for parents to drive to and from work. Children must be picked up according to your schedule for that day. Operating hours are 6:30 am to 11:30 pm Sunday thru Saturday. Because adequate staffing is based on the number of children scheduled to be present, a late fee will be charged if the child is not picked up at the scheduled time.

After a five-minute grace period, a charge of \$1.00 per minute per child will be assessed and is due when a child is picked up.

Because of the extended hours we are open, we have in place a late closing procedure for children being picked up at 11:30 pm. After the five-minute grace period (11:35 pm), the parent will be called. If there is no answer, the parent will be attempted again ten minutes later (11:45 pm). If there is no response, the teacher in charge will call the police department for assistance.

- Payment Schedule

Payment will be due weekly on the last day of the week that your child attends. If other arrangements need to be made, they must be approved by the Director and put in your contract.

- Late Payment Policy

If payment is not received by the first day of the week following the due day, the child will not be allowed to return to the center until the debt has been paid. Each day the debt is not paid, a late fee of \$5 will be added to the debt.

- Subsidized Care Policy

Subsidized co-pays will be due on the 1st and will begin incurring late charges on the 5th of each month.

- Scholarship Program Contract

If you are participating in the Home of Hope scholarship program for childcare, the parent/guardian portion of the debt will be taken out of the first paycheck of the month. The remaining debt will be covered by Home of Hope. The Payroll Wage Withholding Authorization form must be completed for payroll purposes.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

The state of Oklahoma has made it mandatory, by law, that anyone who suspects that a child has been abused is required by law to report it to the appropriate authorities. As such, Stepping Stones Childcare, LLC employees will report all suspected abuse immediately.

PARENT/CHILD ORIENTATION POLICY

New parents and children will be given the Handbook and orientation tours of the facility. They will sign the verification page showing they have received the Handbook. During the facility tour, they will be shown their child's classroom and introduced to the teacher that will have their child. The parent will be shown the HiMama app and taught how to use it for communication. The parents will have the opportunity to ask any questions they have at this point and are encouraged to ask anytime they have questions.

PARENT CODE OF CONDUCT

- Smoking Stepping Stones Childcare, LLC is a smoke-free facility. This includes staff and parents
- Entry Door Safety - For the safety of the children and the staff of Stepping Stones Childcare, LLC, we will have a protocol in place to have our doorway to the children locked until entry is granted.
- Parent Concerns - We have an open-door policy for parent concerns. If there are any concerns that need to be addressed, we encourage parents to contact the Director immediately.
- Parents' Rights to Immediate Access-As a parent of a child attending Stepping Stones Childcare, LLC you will have full rights to visit the childcare center at any time.

COMMUNICATION

Communication between parents and the Director is vital to the learning success of each child. Please feel free to talk with the Director concerning your child or any other concerns that you might have. We need to be informed of any changes that may be taking place in your child's life, good or bad. This helps us understand the changes that may be taking place in their behavior. The Director is always happy to take the time to speak with parents about their child's needs. We strive to make parents feel free to visit our center any time of the day.

We have a few ways to keep parents informed and always encourage parents to call or ask questions.

- Daily activities, diaper changes, supplies needed, and various other things are addressed daily in our HiMama app. Please sign up on your smart phone so that you can stay up on what your child is doing.
- We also have a Facebook page that we post on at times. This may include pictures and activities that happen occasionally. Find us on Facebook at <https://www.facebook.com/steppingstoneschildcare.homeofhope>

We will plan various events throughout the year to have parents interact with the child while they are in our care. In addition, you will receive a daily report for infants and a weekly report about your child's week for ages 1yr-4yrs.

We will also schedule parent/teacher conferences 2 times throughout the year and as needed for special situations. This will be an opportunity for parents and teachers to discuss goals that have been met and new goals to be set. This is also a great time to bring concerns to the teacher, however the parent does not have to wait for this conference to voice concerns.

DISMISSAL

Dismissal of a child is something we strive to not do. However, circumstances sometimes arise for us to do so. If your child misses 5 consecutive days and the center has not been notified your child will be dropped from enrollment.

We will work very hard to put in place strategies to prevent behaviors. Although sometimes these strategies do not work. In the case of behavioral issues, the teacher will notify the parent by a behavior form the first instance. If the behaviors continue, then a meeting will be set up with the parent and teacher to try to find new ways to fix the behavior. If this does not help the behavior, then the Director will meet with the parent to discuss new strategies. This will be our last option. If we have not found new ideas and the behavior continues, then the child will be dropped from enrollment at the center.

WITHDRAWAL

To withdraw from Stepping Stones Childcare, LLC the Director will need 2 weeks written notice stating last date of enrollment. If a 2 weeks' notice is not given, then the parent will receive a final bill including days not notified.

COURT ORDERS AFFECTING ENROLLED CHILDREN

Stepping Stones Childcare, LLC will need a copy of any court orders affecting children enrolled in our program. It is the intent of Stepping Stones Childcare, LLC to comply with all orders and may involve local authorities if necessary.

ARRIVAL PROCEDURES

Please sign-in your child each day. This information is required for our records and in case of emergency. Also, important notices will be posted on the bulletin board in the entry way. An adult must accompany children entering and leaving the center. NO EXCEPTIONS!!

Children may be dropped off at 6:30 am. Prior to this time, staff are preparing for the activities of the day and are not available to supervise children. All children are to enter the east door of the center. Safety door inside will then be unlocked for child to proceed to proper class after sign-in process is complete.

PICK-UP PROCEDURE

Only those persons listed on the DHS enrollment form or who have been authorized by the parent{s} enrolling the child will be allowed to pick up a child. Parents can call and give verbal permission for someone else to pick up their child. When a parent calls to provide permission, they will be asked to verify the child's date of birth and middle name. Any verbal authorization to release a child to someone not named on the DHS form will be documented in the child's records.

A child cannot be released to any person who was given verbal authorization until their identity has been verified by providing a driver's license.

ABSENCES

Please notify the Director if your child is going to be absent due to illness as soon as possible. At least one week notice is required if your child will be gone for vacation days. If we have not been notified by a parent and child misses 5 consecutive days, your child will be dropped from enrollment. Children are allowed five days per year of vacation free of charge. Absences in excess of five days will be billed as days present.

CONTINUITY OF CARE PROTOCOL

Our plan to provide continuity of care for the children revolves around our 6 main classrooms and the main teachers in each of the classroom.

The early teacher, teacher 1, is here for the early arrivals at 6:30 am and takes all ages to room 2a. The next teacher, teacher 2, arrives to share the care at 7:00 am. As children gather our next teacher, teacher 3, arrives at 7:15 am and will help with greeting and any other needs. At 8:00 teacher 4 and 5 arrives. At this time infant teacher will take the infants to the infant room and 1year old teacher will take the 1's/infant to room #1. At 8:15 am the 3-year-old teacher will take the group assigned to the 4-5 classroom and begin their daily routine. Two-year-old teachers will also take her children to their rooms.

Our goal is to have 2 teachers assigned to each room so that if one has to miss for some reason the children still have a regular teacher in their classroom. Also, so that each child is familiar with our various teachers we will do activities each week with classrooms combined with their teachers present. Our after-school teacher is responsible for the after-school class and will usually have an assistant present to help him. He also helps in the various classrooms throughout the day before school kids arrive.

For planned teacher absences we will integrate teachers and classes in advance and prepare the children for the day/days.

CHILDREN'S PERSONAL BELONGINGS

No toys, candy, or food are to be brought into the childcare facility!!

We do not want a child to experience disappointment over losing one of their toys at the center. Please make it your policy to have your child leave their belongings in the car, making it necessary for us to take the items from a child only causes anxiety for the child each morning.

Each child has a cubby for their personal belongings. Parents are asked to bring an extra set of clothing suitable for the season in case of accidents. Infants may require two sets.

Parents are responsible for providing diapers and formula for children requiring them. Stepping Stones Childcare, LLC will provide wipes. Stepping Stones Childcare, LLC will supply bottles, if necessary, parent is welcome to bringing their choice of bottle if they would like. Parents need to be sure their child has ample diapers to last at least one week. The items will be stored in the child's cubby.

TRANSPORTATION

Stepping Stones Childcare, LLC provides transportation to and from schools located in Vinita, Oklahoma. The parent must complete the DHS approved authorization for transportation. Stepping Stones Childcare, LLC will maintain vehicle coverage for all vehicles used to transport children and the drivers will receive additional training specific to vehicle operation and transportation of passengers.

Students leave the center for school at 7:30 am. Any child not present at that time must find alternative transportation to school. Only one trip per day will be made to take children to school.

Students are to meet in a designated location after school and will be picked up, starting with the youngest child first, immediately after school. Since the location could change at the request of the school, this location will be communicated to parents at the beginning of each school year.

In the event that a child is not present at the designated pick-up location as expected, parents will be immediately notified.

SCHOOL CALENDAR

A copy of the school calendar will be provided when it becomes available.

INCLEMENT WEATHER INFORMATION

We know that living in Oklahoma, there will be days that the weather ruins our plans. In the case of inclement weather Stepping Stones Childcare, LLC will follow the school policy for weather. When schools close for weather that will put the center to an emergency operating level. This means that you are required to call the facility to get approval for your child to come that day. We will try to get as much core staff to the facility as possible, but numbers may be more limited.

BEHAVIOR AND GUIDANCE

Our promise in choosing guidance techniques is to help children build skills for self-management and social responsibility. The foundation for positive guidance is found in building trusting relationships with each child. We strive to invest a genuine part of ourselves in the interactions with the children and model a positive interpersonal style.

Time and effort is put into preventing behavior problems by setting up a supportive learning center and plan a schedule that meets the developmental needs of the children.

- Maintain limits and expectations for behaviors that are developmentally appropriate
- Provide many choices of play
- Establish and follow a consistent daily routine
- Model respectful ways of interacting with others and using materials
- Plan for transitions, keeping them short and playful

These strategies give the children a sense of control and security. It allows children to be more focused and purposeful in their play and consequently, fewer disputes and conflicts arise.

Our policy is to use a variety of guidance techniques, which include listening, redirecting, reminders, and re-enforcement. Time away from group is used sparingly and only when necessary because it takes time away from their learning activities.

FIELD TRIPS

Parents will be notified of field trips through posted signs. Authorization forms must be signed by parents and returned for every field trip. A note will be posted on the information center bulletin board and sent home with specific details. If the field trip is scheduled to depart at a specific time, children must be present when we are scheduled to leave. Late arrival could require the child to stay at the center with another teacher while the group is gone.

PARENT PARTICIPATION/VOLUNTEERING

Parents and Volunteers are always welcomed to Stepping Stones Childcare, LLC. Keeping the children safe in our care is of the utmost importance so when parents or volunteers come to our center they will be guided by a teacher at all times. There will be no exceptions to this rule.

HEALTH AND SAFETY

– Children with Severe Allergies

Severe allergies are a way of life for some children. Stepping Stones Childcare, LLC would like to help keep children safe in this way. If your child has severe allergies be sure to fill it out on the enrollment form along with provide doctors notes, special instructions, and medications at time of enrollment.

– Communicable Diseases

We want to protect all children and staff's health as much as possible. Children who display any of the following symptoms should not be brought to daycare. Symptoms are subject to change. Parents will be notified of any change in symptoms that would require them to refrain from bringing their child to the center.

- Elevated temperature of 100 or higher
- Vomiting
- Green snot
- Diarrhea

Children cannot return until they have been free of symptoms for 24hours without the use of medication. If child becomes ill at the facility, the parent will be called and

expected to pick up child immediately. It is good policy to have a plan for alternative care in case of illness.

Please notify us immediately if your child has or has been exposed to a contagious illness or infestation (such as head lice) so that we are able to inform all parents about such exposure. Such notification will be made with the privacy of the exposed or infected child in mind.

- Dispensing of Medication

If a child requires medication, parents must sign it in on the medication log in child's file. Medication must be in original container, clearly marked with the child's name and dosage. If parent fails to sign the log, Stepping Stones Childcare, LLC is unable to give medication to your child. Medication will be stored and administered as directed on the medication label. It is the responsibility of the parent to take medications home each day when necessary.

- Sunscreen

Part of the child's learning involves outdoor play. This will include outdoor water play when appropriate. In order to ensure the safety of the child, it is recommended that sunscreen and/or insect repellent be used. Sunscreen and insect repellent must be provided by the parent and will be kept in an appropriate cabinet in the center. When necessary, sunscreen and insect repellent will be applied by Stepping Stones Childcare, LLC staff as directed.

- Fire/Emergency Drills

Fire and Tornado Drills will be conducted monthly. We will have the recent dates these occurred posted on our information board. We will also be conducted intruder drills and alternate location drills quarterly. These dates will be posted as well.

- Alternate Safe Location

Stepping Stones Childcare, LLC will have 2 alternate locations to check in to when the emergency requiring it arises. The primary location will be the Vinita Fire Department. If we are unable to go, there the secondary location will be the old Home of Hope building at 960 W. Hope Ave.

– Medical Emergencies

In the case of a medical emergency 911 will be called. The parent will then be notified immediately of emergency. An incident report will also be filled out as soon as possible for the facilities records and the parents' records.

– SIDS Prevention

Every teacher that will be working in the infant room will be required to complete a safe sleep course. This course will educate the teacher on proper safe sleeping techniques for infants.

– Incident/Accident Report

Stepping Stones Childcare, LLC will strive to keep the center safe at all times. However, we also know that children are unpredictable. In the event that an accident occurs, the teacher will evaluate the situation. The teacher will then make the decision on whether to contact the Director, parent, or emergency services. In any of the cases the original teacher involved will fill out an Incident/Accident Report. A copy of this report will be sent with the parent and also a copy kept on file at the center.

– Lice Policy

Stepping Stones Childcare, LLC will be a nit free center. If children are found with lice or nits the parents will be called immediately to pick their child up. If there are siblings in the center all children will need to be picked up. After the child/children have been treated and are lice and nit free the child/children may return to the center. If lice or nits are found on one of the children in the center, then all parents of children exposed will be notified. The confidentiality of the infected will always be a priority.

– Dressing for Daycare

Inexpensive clothing makes daycare more fun

Please send your child in clothing that will enable them to play freely. We will go outside and do a lot of creative activities, which include but not limited to:

- Paint
- Markers
- Glue
- Variety of messy materials

Sometimes these materials get on clothing even though we take precautions. We cannot be expected to keep your child perfectly clean.

BITING POLICY

Biting is unfortunately not an unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. As a day care, we understand that biting is part of the day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issues cannot be resolved, this policy serves to protect the children that are bitten.

If a biting incident occurs, the parent of the child biting and the bitten child will be notified. Names of children are not shared with the other parents.

When biting does occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use the techniques to alarm, hurt or fright children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents will be notified by the end of the day.
3. The "Accident Report" form is filled out. A copy for the parents and the original for the facility.

For the child doing the biting:

1. The teacher will let the child know that biting hurts.
2. The child will be separated from the other children for a calm down time.
3. The parent will be notified by the end of the day.
4. The "Accident Report" form is filled out. A copy for the parents and the original for the facility.

When biting continues:

1. The child will be shadowed to help prevent any biting incidents.
2. Protocols for both the biter and the bitten from above will be followed.

3. The child will be given positive attention and approval for any positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period in which the skin of another child or staff member is broken bruised or the bite leaves a mark, a conference will be held with the parent to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in one week where the skin is broken, bruised or leaves a mark, the child will be suspended for 2 days.
3. If a child once again inflicts 3 bites in one week where the skin is broken, bruised or leaves a mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes three weeks without biting, we will go back to step one if the child bites again.

MEALS AND SNACKS

Weekly menus are posted in each classroom and will be on our information bulletin board. Breakfast, lunch, afternoon snack, dinner and evening snack will be provided for every child. Meals and or snacks will also be provided in the event that the child is away from the center on a field trip.

Breakfast will be provided at 7:00am for children who are transported to school by the center and at 8:15am for children who are not school age. Lunch is served between 11:00am and 11:30am. Afternoon snacks are provided at 3:15pm to all children, including those returning after school.

If your child has a special dietary need, you will need to fill out the proper forms and we will work with you on alternative meals for your child.

NOTES:

_____ TO _____

WEEKLY MENU FOR

MEAL NAME	REQUIREMENTS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BREAKFAST NIGHT SNACK	<u>MILK</u>	MILK	MILK	MILK	MILK	MILK	MILK	MILK
	<u>JUICE/FRUIT</u>	PEACHES	APPLE	GRAPE JUICE	APPLE SAUCE	BANANAS	APPLES	ORANGES
	<u>BREAD/CEREAL</u>	CEREAL	OATMEAL	PANCAKES	RICE	BISCUITS	CEREAL	CEREAL
LUNCH	<u>MILK</u>	MILK	MILK	MILK	MILK	MILK	MILK	MILK
	<u>MEAT/ALTERNATIVE</u>	HAMBURGER BEANS	TUNA	CHICKEN NUGGETS	BREADED FISH	MEAT BALLS	SLOPPY JOES	MEAT LOAF
	<u>BREAD/ALTERNATIVE</u>	CRACKERS	NOODLES	ROLL	ROLL	SPAGHETTI	BUNS	BREAD
	<u>FRUIT/VEGETABLE</u>	TOMATOES	CARROTS	PEAS	MASHED POTATOES	CUCUMBERS	MIXED FRUIT	POTATOES
PM SNACK	<u>FRUIT/VEGETABLE</u>	PEAS	MIXED FRUIT	APPLE SLICES	CARROTS	PINEAPPLE	BROCCOLI	PEACHES
	<u>MILK OR JUICE</u>	MILK	MILK	APPLE JUICE	MILK	GRAPE JUICE	PINEAPPLE JUICE	MILK
	<u>SNACK</u>	PEANUT BUTTER CRACKERS	BANANAS	GRANOLA BAR	ANIMAL COOKIES	MELTED CHEESE CHIPS	BAGEL	CHEESE AND CRACKERS
DINNER	<u>MILK</u>	MILK	MILK	MILK	MILK	MILK	MILK	MILK
	<u>MEAT/ALTERNATIVE</u>	HAM AND CHEESE	CORN DOGS	MEAT BALLS	TUNA	SLOPPY JOES	HAMBURGER MEAT	HAMBURGER BEANS
	<u>BREAD/ALTERNATIVE</u>	BREAD	CORN DOGS	SPAGHETTI	NOODLES	BUNS	NOODLES	CRACKERS
	<u>FRUIT/VEGETABLE</u>	CARROTS	GREEN BEANS	CUCUMBERS	APPLE SAUCE	MIXED FRUIT	CARROTS	TOMATOES
	<u>FRUIT/VEGETABLE</u>	PEACHES	GRAPES	PINEAPPLE	GREEN BEANS	BROCCOLI	PEARS	PEAS

STEPPING STONES Child CARE LLC



TIME	INFANT
6:30-7:30	Greet Infants/Daily Health Check/Check Child Needs
7:30-8:30	Diaper Checks/Handwashing/Breakfast Prep
8:30-9:30	Breakfast/Bottle Feeding
9:30-10:15	Morning Nap/Rocking/Holding/Reading/Music
10:15-11:00	Gross Motor/Outside Play
11:00-11:30	Diaper Changing/Handwashing/Lunch Prep
11:30-12:00	Lunch/Bottle Feeding
12:00-2:30	Naps/Rocking/Holding/Reading/Music
2:30-3:00	Diaper Changing/Handwashing/Snack Prep
3:00-3:30	Snack/Snack Clean Up
3:30-4:00	Gross Motor/Outside Play
4:00-4:45	Floor Activities/Language Experience/Songs/Puppets
4:45-5:30	Nap/Quiet Time
5:30-6:00	Music/Books/Fine Motor/Sensory
6:00-6:30	Diaper Changing/Handwashing/Dinner Prep
6:30-7:00	Dinner/Dinner Clean Up
7:00-7:30	Gross Motor/Outside Play
7:30-8:00	Floor Activities/Language Experience/Songs/Puppets/Books
8:00-8:15	Diaper Changing/Handwashing/Snack Prep
8:15-8:45	Snack/Snack Clean Up
8:45-11:30	Nap/Rocking/Holding/Reading/Music
Diaper check every hour or more frequently as needed Meals according to individual meal plans All infants accompanied outside for two 30 minute sessions daily, weather permitting	

STEPPING STONES Child CARE LLC



TIME	1 YEAR OLD ROOM
6:30-8:00	Handwashing/Daily Health Checks/Free Play
8:00-8:30	Clean Up/Handwashing/Breakfast Prep
8:30-9:00	Breakfast/Clean Up
9:00-9:15	Morning Routine(ABC,123,DaysofWeek,Story)
9:15-9:45	Free Center Play
9:45-10:15	Craft Time/Sensory Time
10:15-10:30	Clean Up/Bathroom Break
10:30-11:15	Gross Motor/Outdoor Play
11:15-11:30	Handwashing/Lunch Prep
11:30-12:00	Lunch
12:00-12:30	Lunch Clean Up/Bathroom Breaks/Set Up Cots
12:30-2:30	Rest Time
2:30-3:00	Clean Up Cots/Handwashing/Snack Prep
3:00-3:30	Snack/Snack Clean Up
3:30-4:30	Gross Motor/Outdoor Play
4:30-5:30	Free Center Play
5:30-5:45	Morning Routine(ABC,123,DaysofWeek,Story)
5:45-6:15	Craft Time/Sensory Time
6:15-6:30	Clean Up/Handwashing/Dinner Prep
6:30-7:00	Dinner/Dinner Clean Up
7:00-8:00	Gross Motor/Outdoor Play
8:00-8:15	Handwashing/Bathroom Break/Snack Prep
8:15-8:45	Snack/Snack Clean Up
8:45-9:00	Set Up Cots
9:00-11:30	Rest Time

STEPPING STONES Child CARE LLC



TIME	2 YEAR OLD ROOM
6:30-8:00	Handwashing/Daily Health Checks/Free Play
8:00-8:30	Clean Up/Handwashing/Breakfast Prep
8:30-9:00	Breakfast/Clean Up
9:00-9:15	Morning Routine(ABC,123,DaysofWeek,Story)
9:15-9:45	Free Center Play
9:45-10:15	Craft Time/Sensory Time
10:15-10:30	Clean Up/Bathroom Break
10:30-11:15	Gross Motor/Outdoor Play
11:15-11:30	Handwashing/Lunch Prep
11:30-12:00	Lunch
12:00-12:30	Lunch Clean Up/Bathroom Breaks/Set Up Cots
12:30-2:30	Rest Time
2:30-3:00	Clean Up Cots/Handwashing/Snack Prep
3:00-3:30	Snack/Snack Clean Up
3:30-4:30	Gross Motor/Outdoor Play
4:30-5:30	Free Center Play
5:30-5:45	Morning Routine(ABC,123,DaysofWeek,Story)
5:45-6:15	Craft Time/Sensory Time
6:15-6:30	Clean Up/Handwashing/Dinner Prep
6:30-7:00	Dinner/Dinner Clean Up
7:00-8:00	Gross Motor/Outdoor Play
8:00-8:15	Handwashing/Bathroom Break/Snack Prep
8:15-8:45	Snack/Snack Clean Up
8:45-9:00	Set Up Cots
9:00-11:30	Rest Time

STEPPING STONES Child CARE



TIME	3 YEAR OLD ROOM
6:30-8:00	Handwashing/Daily Health Checks/Free Play
8:00-8:30	Clean Up/Handwashing/Breakfast Prep
8:30-9:00	Breakfast/Clean Up
9:00-9:15	Morning Routine(ABC,123,DaysofWeek,Story)
9:15-9:45	Free Center Play
9:45-10:15	Craft Time/Sensory Time
10:15-10:30	Clean Up/Bathroom Break
10:30-11:15	Gross Motor/Outdoor Play
11:15-11:30	Handwashing/Lunch Prep
11:30-12:00	Lunch
12:00-12:30	Lunch Clean Up/Bathroom Breaks/Set Up Cots
12:30-2:30	Rest Time
2:30-3:00	Clean Up Cots/Handwashing/Snack Prep
3:00-3:30	Snack/Snack Clean Up
3:30-4:30	Gross Motor/Outdoor Play
4:30-5:30	Free Center Play
5:30-5:45	Morning Routine(ABC,123,DaysofWeek,Story)
5:45-6:15	Craft Time/Sensory Time
6:15-6:30	Clean Up/Handwashing/Dinner Prep
6:30-7:00	Dinner/Dinner Clean Up
7:00-8:00	Gross Motor/Outdoor Play
8:00-8:15	Handwashing/Bathroom Break/Snack Prep
8:15-8:45	Snack/Snack Clean Up
8:45-9:00	Set Up Cots
9:00-11:30	Rest Time

STEPPING STONES



Child CARE

LLC

TIME	4-5 YEAR OLDS
6:30-7:15	Handwashing/Daily Health Check/Free Play
7:15-7:30	Handwashing/Breakfast/Breakfast Clean Up
7:30-7:45	Load Up For School
7:45-8:15	Center Play
8:15-8:30	Handwashing/Breakfast Prep
8:30-9:00	Breakfast/Breakfast Clean Up
9:00-9:15	Morning Time(Daily Reading)
9:15-10:15	Center Play/Sensory/Craft/Blocks/Dramatic Play
10:15-11:15	Gross Motor/Outside Play
11:15-11:30	Handwashing/Lunch Prep
11:30-12:30	Lunch/Lunch Clean Up/Set Up Cots
12:30-1:30	Quiet Time/Rest Time
1:30-2:45	Gross Motor/Outside Play
2:45-3:00	Handwashing/Snack Prep
3:00-3:30	Snack/Snack Clean Up
3:30-4:00	Gross Motor/Outside Play
4:00-5:00	Homework/Tutor Time
5:00-6:15	Center Play/Sensory/Craft/Blocks/Dramatic Play
6:15-6:30	Handwashing/Dinner Prep
6:30-7:00	Dinner/Dinner Clean Up
7:00-8:00	Gross Motor/Outdoor Play
8:00-8:15	Handwashing/Dinner Prep
8:15-8:45	Snack/Snack Clean Up
8:45-9:15	Free Play/Books
9:15-9:30	Cot Set Up
9:30-11:30	Rest Time

STEPPING STONES Child CARE



LLC

TIME	SCHOOL AGE
6:30-7:15	Handwashing/Daily Health Check/Free Play
7:15-7:30	Handwashing/Breakfast/Breakfast Clean Up
7:30-7:45	Load Up For School
7:45-8:15	Center Play
8:15-8:30	Handwashing/Breakfast Prep
8:30-9:00	Breakfast/Breakfast Clean Up
9:00-9:15	Morning Time(Daily Reading)
9:15-10:15	Center Play/Sensory/Craft/Blocks/Dramatic Play
10:15-11:15	Gross Motor/Outside Play
11:15-11:30	Handwashing/Lunch Prep
11:30-12:30	Lunch/Lunch Clean Up/Set Up Cots
12:30-1:30	Quiet Time/Rest Time
1:30-2:45	Gross Motor/Outside Play
2:45-3:00	Handwashing/Snack Prep
3:00-3:30	Snack/Snack Clean Up
3:30-4:00	Gross Motor/Outside Play
4:00-5:00	Homework/Tutor Time
5:00-6:15	Center Play/Sensory/Craft/Blocks/Dramatic Play
6:15-6:30	Handwashing/Dinner Prep
6:30-7:00	Dinner/Dinner Clean Up
7:00-8:00	Gross Motor/Outdoor Play
8:00-8:15	Handwashing/Dinner Prep
8:15-8:45	Snack/Snack Clean Up
8:45-9:15	Free Play/Books
9:15-9:30	Cot Set Up
9:30-11:30	Rest Time

STEPPING STONES



Child CARE

CHILD'S NAME:	Log the time and abbreviated description in the boxes: W=Wet D=Dry BM=Soiled DA=Diarrhea
DATE:	
TIME:	
	DESCRIPTION:

TIME:	BOTTLE: HOW MANY OUNCES

Today for breakfast I ate _____

Today for lunch I ate _____

Today for snack I ate _____

Today for dinner I ate _____



ALLERGY FORM

Child Name _____ Date of Birth _____

Food _____ Reaction _____

Food _____ Reaction _____

Food _____ Reaction _____

Medication _____ Reaction _____

Medication _____ Reaction _____

Insects _____ Reaction _____

Insects _____ Reaction _____

Directions and medications used for reactions _____

(Please be sure you have filled out a medication form at front desk)

Does your child suffer from any other allergies (Chemicals, First Aid Creams, Lotions, Plants, Animals)

YES

NO

If reaction is severe please list instructions and medications checked in at front desk _____



TRANSPORTATION PERMISSION

I give my permission to Stepping Stones Childcare, LLC to transport my child

_____ to and from school. The number I can be

reached at is _____ . If I cannot be reached in the event of an

emergency, the following person is authorized to act on my behalf:

Name _____ Phone _____

Relationship to participant _____

Other Comments _____

Signature of parent/legal guardian _____

Date _____



PHOTO RELEASE FORM

I, _____ the parent of a child/children at Stepping Stones Childcare, LLC agree to the following:

I understand that my child(ren) whose name(s) are listed below may be photographed at the Childcare Center during normal center hour, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the internet.

The children are: _____

With my signature below I grant permission for my child(ren) to be photographed or their images recorded for print or electronic use in promoting the Childcare Center's services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Parent/Legal Guardian _____

Date _____ Relationship to child _____



NOTICE TO PARENTS

Please review the following records on a regular basis:

At the Family Child Care Home

- Posted:** The program is required to post:
- This Notice to Parents (Form 07LC084E, Notice to Parents)
 - Child Welfare Investigative Summary, with confirmed findings, for 120 days from the completion of the investigation
- Compliance file:** The program is required to make accessible the following:
- Documents issued within the last 120 days:
 - Child care licensing monitoring reports, including most recent report, and licensing correspondence
 - Form 07LC037E, Notice to Comply
 - Licensing complaints
 - Child Welfare Investigative Summary, with findings of unconfirmed to include findings of services not needed or services recommended
 - Child Welfare Investigative Summary, with confirmed findings, for one year from the completion of the investigation

Online

Child care locator and case summary: Access at www.okdhs.org/services/cc/Pages/ChildCareMain.aspx

Child care licensing requirements: Access at www.okdhs.org/services/cc/Pages/ChildCareMain.aspx, or contact your county DHS office.

At the DHS County Office

Public licensing file: Call the DHS county office below to schedule an appointment.

Case summary: Call the DHS county office below for a faxed or mailed copy.

Child care licensing requirements: Call the DHS county office below for a mailed copy.

If you believe licensing requirements are not being met or you have questions, please contact a child care licensing specialist from DHS Child Care Services at:



Child Care
Services

DHS _____ county office

_____ [address]

_____ [address]

_____ [phone]

www.okdhs.org/services/cc/Pages/ChildCareMain.aspx



Program Information

Program name _____ K8
License number _____

Street address _____ City _____ State _____ ZIP code _____

Mailing address _____

Phone _____ Owner _____

Child Information

Please list the name(s) and birth date(s) for any child(ren) you are enrolling in this program:

Name	Date of birth

Agreement and Signature

- I understand and am aware:
 - this program is required to maintain a copy of the compliance file on-site and the information contained in the file is available for inspection.
 - of the Compliance File location and its contents.
 - this form is to be completed:
 - upon child enrollment; and
 - every 12 months thereafter.
 - a copy of the program specific **Notice to Parents** is to be provided to parent(s) or legal guardian(s) upon enrollment.

For program specific information contained in the Notice to Parents, select one:

- DHS Publication No. 14-01, Notice to Parents for Child Care Program
- Form 07LC084E, Notice to Parents for Family Child Care Home

Parent or legal guardian name _____ Parent or legal guardian signature _____ Date _____



Program name _____ K8
License number _____

Personnel or Applicant

First name _____ Middle name _____ Last name _____ Social Security number _____

Date of birth _____ All previous names, including aliases and maiden _____

Street address _____ City _____ State _____ ZIP code _____

Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Email _____

Phone number with area code _____ Alternate phone number with area code _____

Education

Do you have a high school diploma, General Education Development (GED) credential, or Licensing approved equivalent? Yes No

When **NO**, are you in the process of obtaining a high school diploma, GED, or Licensing approved equivalent? Yes No

What is the highest grade you have completed: _____

List child care credentials or educational certificates **Expiration date(s)**

College

College/university/school _____ Location(s) _____

Degree or credential _____ Major/minor _____ Attendance (MM/YY - MM/YY) _____

First name _____ Last name _____ ^{K8} License number _____

Graduation date _____ Number of completed semester hours if you did not graduate _____

College/university/school _____ Location(s) _____

Degree or credential _____ Major/minor _____ Attendance (MM/YY - MM/YY) _____

Graduation date _____ Number of completed semester hours if you did not graduate _____

Previous Child Care Employment

Employer name	Address (city, state, zip code)	Phone	Full or part-time	Dates of employment	
				From	To
				From	To
				From	To
				From	To

Personal References

All applicants for all personnel positions: list at least three non-relative references, with at least two of them from your most recent employers, when applicable.

Name _____ Phone number _____ Relationship _____
 Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Name _____ Phone number _____ Relationship _____
 Mailing address or PO Box _____ City _____ State _____ ZIP code _____

First name Last name K8
License number

Name Phone number Relationship

Mailing address or PO Box City State ZIP code

Background Investigation

Are you required to register under the Sex Offenders Registration Act or Maryland
Ripley Violent Crime Offenders Registration Act? Yes No

Do you have pending charges, have you entered a plea of guilty or nolo contendere
(no contest); or been convicted of any criminal activity involving gross
irresponsibility or disregard for the safety of others; violence against an individual;
sexual misconduct; child abuse or neglect; animal cruelty; or possession, sale, or
distribution of illegal drugs? Yes No

Signature of Personnel or Applicant

I understand by completing this form a background investigation will occur prior
to hire. Yes No

I understand my registration on the Child Care Registry (Restricted Registry)
may occur when:
• a background investigation reveals a specified criminal history; or Yes No
• an action against a child in care results in a confirmed or substantiated
finding of abuse or neglect. Yes No

I certify the information provided on this form is true and complete.

Signature of personnel or applicant Date

Parent's signature when applicant is a minor Date



I _____ verify that I have received and agree to the copy of the Stepping Stones Childcare, LLC handbook.

Signature _____ Date _____

Signature _____ Date _____