

# Small Wonders

Early Learning Center

2634 Kayne Ave.  
Minden, Nevada  
89423

Phone: 775-267-0907  
Cell: 775-450-5645

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## Hours and Fees

**Hours:** Monday – Friday 6:30 am to 5:30 pm

**Fees:** There is an annual supply fee of \$40.00 per child due at time of enrollment. Full-time childcare \$130.00 per week

**\*Payment is due at the beginning of each month. Payments may be made bi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of each month. There will be a \$20.00 charge for personal checks returned due to insufficient funds.**

**Extra-care:** This service will be offered to children ages 6-12 years of age, attending Pinon Hills Elementary School, needing before and after school care.

**Fees:** \$8.00 per day = \$40.00 per week

**Each year, from date of enrollment, you will receive ten PTO days to use without being charged. There will be no PTO days issued to part-time enrollees and you are responsible for full payment on days you do not use or days Small Wonder's is closed. When you want to use these days please obtain a vacation day request form to fill out from Wendy or David.**

**Days closed: We will be closed for the following holidays each year. These are paid vacation days for the center.**

*New Year's Eve and Day*

*Nevada Day*

*Memorial Day*

*Thanksgiving Day*

*Fourth of July*

*Day after Thanksgiving*

*Labor Day*

*Christmas Eve and Day*

*We will be closed the last week in June for family time*

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### Services

**Full-time Daycare and Extra Care:** Small Wonders is a full-time daycare providing care for children 0-5 years of age. We offer extra-care for children 6 to 11 years of age for those needing before and after school care. We will provide their morning snack, lunch, and afternoon snack. Curriculum, learning activities, centers and art to enhance their individual developmental growth physically, socially, and cognitively will be a part of our daily routine. All activities will be developmentally appropriate for each child. Our goal is to create a comfortable, safe, and fun environment in which your child can thrive. **Our center is willing to accommodate each child based on their needs.** *Please do not hesitate in letting us know if your child needs extra attention in any areas pertaining to his daily life and general health.*

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### Admission and Enrollment

We accept children 0-5 years of age, for full-time daycare, and children 6 to 11 years of age for extra care (before and after school care).

We have an open door policy and encourage you to observe our facility before enrollment. Parents are welcome to observe their enrolled child at anytime. Parents are welcome to voice their opinions and concerns for their child and participate in parties, field trips, and classroom activities.

If you wish to enroll your child, please fill out an enrollment form with the \$40.00 supply fee. In addition to the enrollment form, we will need:

*An updated immunization record*

*A Health Statement signed by your medical provider*

*Permission to release information*

*Field Trip permission form*

*Permission to photograph children for facility use only*

*Form for Consulting with Physicians or Registered Nurses*

*Signed statement of your right to request and view any complaints about the facility your child is enrolled in or will be enrolled in*

*Signed statement for receiving Policies and Procedures*

*Signed statement for receiving a copy of the Disaster Plan*

*A one month notice of termination is required when you will no longer need my daycare services.*

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#### Policies and Procedures

The Policies and Procedures have been developed to meet or exceed the regulations of the State of Nevada. The safety of your children is our number one priority. Parents will receive a dated copy of any changes or updates to our Policies and Procedures.

\*\*Parents are asked to read these policies, sign and submit the last page if all items are agreed upon.

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#### Health

The State of Nevada, Department of Health and Human Services has determined that if a child has or develops certain symptoms or illnesses, he/she **cannot** be present in this type of facility. If your child develops symptoms while present he/she will not be included in activities with the rest of the children. Parents will be notified of child's condition and requested to pick up their child within one hour. We ask that you keep your child home the entire next day, or until he/she is symptom free for 24 hours to prevent the other children from exposure.

**Please keep your child home if he/she is experiencing the following symptoms and/or illnesses:**

- **Fever** – (100.4 or greater) Children must be fever free and off of any type of pain reliever/fever reducer before returning.
- **Pink Eye (Conjunctivitis)** – If your child has symptoms that indicate the possibility of pink eye (redness and/or discharge); we request your child be picked up or not come to “school”. Children need to be using a prescribed medication for pink eye for 24 hours before returning to Small Wonders.
- **Other Symptoms** – Infectious conditions such as, but not limited to chicken pox, impetigo, earaches, and/or ear drainage, unusual listlessness, or unexplained rashes or sores. Decisions to call you to come for your child will be made at Small Wonders' discretion.

- **Diarrhea** – If a child has 3 diarrhea bowel movements, not food or medicine related, he/she will need to be picked up. The child is allowed to return the next day if symptoms have subsided.
- **Vomiting** – If a child vomits one or more times, the child will need to be picked up. They may return the next day if symptoms have subsided.

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#### Medications

All medications to be given at Small Wonders will be signed in daily. In order for any child to receive “over-the-counter” or prescribed medication, a **Medication Request** form will need to be signed by the parent with information on the name of the medication, dosage and time to be given. We cannot administer any “over-the-counter” medication without a written statement from the child’s physician. A staff member will initial the Medication Form indicating the time the medication was given and the dosage.

Medication must be in its original container and clearly labeled with the child’s name and appropriated dosage instructions. We will not administer expired medication. Medications will be stored in a locked box for the day and will need to be taken home with the parent every night as no type of medication is allowed to be stored overnight.

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#### Personal Belongings

We ask that you refrain from bringing toys to the center that belong to your child. *Friday's will be **share day** in which they may bring a favorite toy to share with their friends.*

We ask that you please bring a change of clothing for you child in the event of an accident or spilling on themselves. If your child is in diapers, please bring plenty of diapers and wipes. We will have a bin for your child's extra clothes.

Please provide a blanket for your child to use at naptime. We will provide cots and sheets. Your child will have a cot that will be used only by them. *The cots and sheets will be cleaned and sanitized weekly.*

Please be sure to label all of your child's belongings that are brought into the center.

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#### Toilet Training

When the parents feel it is time to start toilet training, the facility will go over the toilet training guidelines with the parents to ensure that both parties are working together. The toilet training guidelines will be signed by both the parents and the Director. Please provide extra underwear and clothing to accommodate training accidents that occur when the child is learning how to toilet train.

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#### Infants

We ask that parents provide the baby food their infant will need for the day and formula/breast milk. Breast milk must be brought in labeled bags/bottles each day and labeled with your child's name and date prepared. Please provide clean bottles daily. Used bottles will be sent home daily. If using formula, please do not send pre-made bottles from home. Please provide Small Wonders with cans or powder for us to prepare at the nursery.

Feeding times are based on individual needs and will be documented on your child's daily infant report which will include all aspects of their day such as times they ate, drank a bottle (and amount in ounces), diaper changes and nap times.

**Baby Food/Snacks:** Labeled baby food can be brought in daily or weekly. Any unused portions will be discarded or sent home with the parents at the end of the day.

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#### Snacks and Meals

Small Wonders will provide a morning snack, lunch and afternoon snack. We will be participating in the Food For Kids program that will oversee our menus to ensure the children are receiving healthy well-balanced meals. We will assume your child has had breakfast at the time of arrival. Please feel free to bring something for them to eat if they have not eaten breakfast.

**Morning Snack:** Will be served daily at 9 am

**Lunch:** Will be served daily at 11:45 am

**Afternoon Snack:** Will be served daily at 3:15 pm

*Please let us know of any food allergies that your child may have.*

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#### Rest Time

Rest time will be part of our daily schedule. It will be from approximately 12:30 to 2:30. Older children who may not nap will be asked to lie quietly on their cot until the younger ones are asleep. They may then choose to do a quiet activity or go outside to play with a supervising staff member.

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#### Discipline Procedure

If a child is acting unkindly to his/her friends and or teachers, the child will be encouraged to share his/her frustrations and will be asked how he/she can work it out so everyone is happy. If the child continues to behave in a negative manner, he/she will be removed from the situation and redirected to participate in another activity of his/her choice. If the child continues to participate in a negative manner, the child will be asked to do a choose-out, in which the child chooses where to sit, and afterwards discuss feelings and come up with ways to resolve the issue for future events. If a child is hurtful and aggressive on a regular basis, the issue will be discussed with the parents and a plan of action will be created to help resolve the child's issues. **We reserve the right to terminate services if the daycare arrangement does not work out to the satisfaction of everyone concerned.**

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#### Transportation

In the event we need to transport your child, ex. Field trip or school purposes, we will need for you to provide an appropriate child restraining car seat for your child's age and weight.

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#### Staff Requirements

**CPR/First Aid Certification:** Per licensing, each employed person needs to be certified in CPR/First Aid. Certification will be renewed every two years as required by the state and there will be someone certified at all times during operating hours.

**Additional Training:** All employees will have 15 hours of training per year. They will also take a course on Child Abuse and Neglect, and Symptoms and Illness.

***According to the Nevada Revised Statute 432B.220, any person who provides care for children are mandated by law to report any suspected child abuse or neglect immediately to an agency which provides protective services or a law enforcement agency when***

*there is reason to believe that a child has been abused or neglected.*

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**Smoking Policy**

Smoking of tobacco will not be permitted within the facility and will not be permitted outdoors by any areas where the children will be learning and playing.

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**Disaster Plan  
And  
Shelter in Place Procedure**

This facility has a written disaster plan and a Shelter in Place Procedure in the event of an unlikely disaster. Each parent will be given a copy for review and asked to sign they have received, read and understand the Disaster Plan. This facility, per licensing, will conduct fire drills on a monthly basis and will conduct a disaster drill every three months. We will notify the parents on the days that these drills will be conducted.

# Small Wonders

Early Learning Center

I have received, reviewed and agree with the Policies and Procedures for Small Wonders Early Learning Center. I understand that I will receive a written statement on any changes or updates made to the Policies and Procedures.

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Parent's Signature

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Date