



**Udder Angels
Childcare**

**School Age
Clubhouse**

Vacation Policy

Everyone is allowed two-weeks of vacation time where fees are not assessed. You must give at least a two-week written notice prior to your vacation or you will be charged for this time.

Provider Vacation Policy

In the event that the Lead Teacher is on vacation, another staff member will substitute in the classroom during the duration of the teacher's vacation.

Sick Child Policy

Children who are ill will not be allowed to attend the program. If your child becomes ill while at the center, you will be contacted to pick up your child. If you cannot be reached, a person from your emergency contact list will be called. Your child will be placed in a separate area with adult supervision, away from other children until you or an emergency contact arrives. Your child may not return to the center until he/she is fever and symptom free for 24 hours. We check head lice every Monday morning. If your child has nits or a louse, we will follow the above procedure. Parents are required to have a back up plan of care for an ill child who cannot attend childcare. Please see our enclosed Wellness Policy.

Provider Illness Policy

In the event that the Lead Teacher is ill, we have cross-trained teachers able to substitute in the event of an absence.

Substitute Teacher Notification Policy

Notification will be given to all parents in the event of any staff changes.

Contagious Illness Policy

In the event that persons in the facility have been exposed to a contagious illness, a notification will be posted at the entrance to the facility.

Emergency Closing

In the event that Madison County is under an emergency due to weather or other circumstances, we will be closed.

Parent/Teacher Conference Policy

An annual parent/teacher conference will be conducted the 3rd Thursday of June.

School Age Clubhouse Homework Policy

For children in K-3 grade, there is a twenty minute homework time after PM snack. For children in 4-6 grade, there is a thirty minute homework time after PM snack. If your child completes homework during this time, it will be checked and signed by the school age teacher. If homework is not completed, you will be informed when you pick up your child so you can plan for homework time at home in the evening. Please encourage your child to bring his/her homework to the center so he/she can get help with it if needed.

Classroom Activities Policy

Activities will be planned weekly for the children. Your child will not be “made” to participate in the activity, but please encourage him/her to participate. It takes away from the monotony of school and homework.

Outside Policy

Children will have outside play time each day, weather permitting. The outside temperature (wind chill included) must be at least 25F. Please dress your child appropriately for the weather. Follow center-wide clothing and shoe policy (see main handbook).

Television Policy

Television viewing is permitted when age appropriate (ages 3-12) and for educational purposes only. Another activity will be provided to children who wish not to view television.

Emergency Drill Policy

Fire and Tornado drills are conducted monthly. Earthquake and Flood drills are conducted every 6 months. Evacuation information is posted on parent information wall.

Disaster Evacuation Plan

In case an evacuation due to an emergency, all persons will evacuate the premises and meet at the designated area in the alley behind the building. Neighbors have given us permission to remain in their homes while parents are notified and children are picked up.

Rules and Character Policy

The children are expected to follow the childcare center rules while on the premises. Treasure Bucks will be awarded to “purchase” items from the Treasure Box on Fridays if rules are followed. All Character Counts rules apply in the Clubhouse. Your child will be expected to Respect others. Be Responsible, Care for others and others properties, Be Trustworthy, be Fair, and Be good Citizens for our community.

Internet Policy

The world wide web is a great resource for homework and games. At times, we will be accessing the internet to learn about topics of the week. Children will be able to access approved websites with your permission. If there is not a permission form signed by a parent, your child will not be able to access the internet.