

Welcome & Introduction

Welcome to Tiny Tigers!

We are so excited to have you join our Tiny Tigers family! Our program is a one-of-a-kind child care facility that not only provides high-quality care and education for young children, but also serves as a training ground for future Early Childhood professionals.

At Tiny Tigers, children will enjoy hands-on learning experiences every day. From engaging activities that spark creativity and curiosity to playful moments that build friendships and confidence, our goal is to help each child grow and thrive while still having fun.

What makes Tiny Tigers truly special is our partnership with future educators. Under the guidance of experienced instructors and providers, these students gain real-world practice while your child benefits from extra attention, fresh ideas, and a caring community dedicated to early learning.

We believe in creating an environment where children feel safe, valued, and inspired to explore. Thank you for trusting us with the opportunity to be part of your child's journey—we can't wait to see all the amazing things they will discover here at Tiny Tigers!

Program Information

Philosophy & Goals

At Tiny Tigers, we believe children learn best through play, discovery, and meaningful experiences. We provide a safe and nurturing environment where every child is encouraged to explore, create, and grow at their own pace.

Our goal is to support the whole child—helping them build confidence, develop strong relationships, and foster a lifelong love of learning. At Tiny Tigers, every day is a new opportunity to learn, laugh, and shine.

Admission

Enrollment at Tiny Tigers may take place at any time, as long as space is available. Parents are welcome to contact the facility to request an enrollment application.

If our program has reached full capacity, families may add their child's name to the waiting list. We will notify you as soon as an opening becomes available.

At the time of enrollment, the following are required:

- First month's tuition
- \$40 materials fee
- Completed enrollment records, which include:
 - Health assessment form
 - Immunization record
 - Emergency medical release form
 - Parent and child information forms

Each new family will receive a copy of the Parent Policy Handbook and will sign an enrollment contract. This contract outlines your child's attendance schedule and payment arrangements (monthly or weekly), which are due at the beginning of each payment period.

Before admission, families must attend a short orientation with their child and return all completed forms to Tiny Tigers.

Please do not bring your child for care until all required paperwork has been completed and submitted.

Providing care without these documents would be a violation of state licensing regulations.

Please remember to notify us throughout the year if any information changes, such as phone numbers, addresses, emergency contacts, or your child's health information.

Attendance Policy

We understand that children may occasionally be absent due to illness, family plans, or other circumstances.

If your child will be late or absent, please call the center by 9:00 a.m. to let us know. This helps us plan the day and ensure accurate attendance records.

Please note that tuition fees are not adjusted or refunded for days your child is absent. Regular tuition ensures that staff wages, materials, and program costs can continue to be maintained throughout the year.

Daily Activities

Our program serves children from birth through school age and offers a semi-structured environment that balances guided learning, individual exploration, and plenty of playtime. Each day includes a mix of indoor and outdoor activities designed to nurture creativity, curiosity, and confidence.

We plan experiences that help children grow across all areas of development. Activities are designed to teach, inspire, and delight, while encouraging every child to participate at their own comfort level.

Here are some examples of the types of activities your child might enjoy at Tiny Tigers:

1. **Small Muscle Development**
Coloring, puzzles, playdough, blocks, and other age-appropriate manipulatives that strengthen fine-motor skills.
2. **Large Muscle Development**
Crawling, marching, running, jumping, and dancing to promote coordination and physical health.
3. **Creative Play**
Dramatic play areas such as puppets, dress-up clothes, play kitchens, dollhouses, workshops, and beauty shops encourage imagination, language, and social interaction.
4. **Arts and Crafts**
Projects that emphasize creativity, following directions, and taking pride in completing tasks.
5. **Music and Movement**
Singing, finger plays, musical instruments, and dance activities that foster rhythm, expression, and joy.
6. **Science Exploration**
Hands-on learning through cooking, planting seeds, observing nature, and exploring simple experiments that build observation and problem-solving skills.
7. **Math Skills**
Counting, sorting, measuring, and using numbers naturally throughout the day—during calendar time, cooking, or play.
8. **Language and Literacy**
Storytime, discussions, and Smart Board activities that promote vocabulary, listening, and communication. “Sharing Time” gives children the chance to speak and listen respectfully to others.
9. **Personal Responsibilities**
Children learn independence by helping with daily routines such as cleaning up after meals, putting toys away, and caring for personal belongings. Each morning, children also have the opportunity to be “special helpers,” assisting with classroom jobs.

Behavior Guidance

At Tiny Tigers, we believe in positive guidance and teaching appropriate behavior through understanding, consistency, and respect. Our goal is to help children learn self-control, make positive choices, and develop problem-solving skills.

We focus on discipline as teaching, not punishment. Every situation is viewed as an opportunity to help children grow socially and emotionally in ways that match their age and developmental level.

At Tiny Tigers, we believe that children learn best in an environment where they feel safe, respected, and supported. Our goal is to guide behavior in a positive and developmentally appropriate way that helps each child learn self-control, problem-solving, and empathy.

Our approach to guidance focuses on redirection, positive reinforcement, and relationship-based teaching rather than punishment. Strategies are tailored to meet the developmental needs of each age group.

Infants and Toddlers (Birth-Age 2 ½)

When young children display challenging behavior, staff will:

1. Remove Temptations: Keep off-limit items out of reach. Infants and toddlers are naturally curious and learn by exploring.
2. Use Distraction/Redirection: Gently guide the child away from undesired behavior by introducing a new, more engaging activity.
3. Ignore Minor Misbehavior: When safe, ignore behaviors that do not cause harm to the child or others.
4. Use "No" Sparingly: Reserve the word "no" for dangerous situations. Overuse may cause the child to tune it out.
5. Provide Duplicates of Popular Toys: At this stage, children do not yet understand the concept of sharing.
6. Never Use Time-Out: Instead of isolating the child, we may remove the toy or object causing frustration. Infants and toddlers benefit more from redirection and reassurance.

Preschool Children (Ages 2 ½ -5)

In addition to the strategies above, staff will:

7. Offer Choices: Allow children to make appropriate decisions and learn from natural consequences when safe to do so. Choices will always be reasonable and

manageable.

8. Encourage Problem-Solving: Support children in finding their own solutions by offering suggestions and guidance as needed.

9. Discuss and Reinforce Rules: Review classroom rules regularly and involve children in creating them. Repetition helps reinforce expectations.

10. Use Time-Out Sparingly: Time-out may be used briefly to help a child calm down and reflect, but it is never used as punishment. The child will remain within sight of staff and will be invited to rejoin the group once calm. Afterward, staff will discuss the behavior and reassure the child with kindness and understanding.

School-Age Children

In addition to the above methods, staff will:

1. Include Children in Planning: Give school-age children opportunities to help plan daily activities and routines.
2. Encourage Ownership: Involve them in setting their own classroom guidelines and expectations.
3. Collaborate on Consequences: Allow children to help determine fair and logical consequences when rules are broken, promoting responsibility and accountability.

Discipline Philosophy

At all ages, guidance is based on teaching appropriate behavior and helping children learn from their choices. We never use punishment that is humiliating, frightening, or physically harmful.

The following forms of punishment are strictly prohibited under Kansas Child Care Licensing Regulation K.A.R. 28-4-132(c):

- A. Corporal punishment, including hitting, slapping, shaking, pulling hair, excessive exercise, exposure to extreme temperatures, or any act causing pain or threatening health or safety.
- B. Mental or emotional cruelty, including verbal abuse, threats, derogatory remarks, or actions meant to shame or frighten a child.
- C. Binding or tying a child to restrict movement.
- D. Confining a child in a high chair, crib, play yard, locked room, or other enclosure.
- E. Withholding or forcing food, toilet use, or rest.
- F. Placing substances (such as soap or anything that stings, burns, or tastes bitter) in or on a child's mouth or body.

Birthdays and Celebrations

We love celebrating special moments with our Tiny Tigers! Parents are welcome to bring special treats for their child's birthday or other celebrations throughout the year.

To keep all children safe and included, please:

- Provide small, single-serving items (such as cupcakes, cookies, or fruit cups).
- Check with your child's teacher before bringing treats so we can ensure they are appropriate for the classroom.
- The teacher will be aware of any food allergies or dietary restrictions in the group and can help you choose safe options.

As part of our mission to ensure all children feel welcome and supported, we acknowledge that not all families celebrate the same events or holidays. If you wish for your child to not partake in certain events or calendar-based activities (such as birthdays) please let us know in advance so we can still provide a fun, nurturing activity for your child apart from the celebration.

We appreciate your help in making celebrations fun, safe, and memorable for everyone!

Child Abuse and Neglect Reporting

The safety and well-being of every child in our care is our highest priority.

All Tiny Tigers employees are mandated reporters under Kansas law. This means that if any staff member has reason to believe that a child has been harmed, or may be at risk of harm due to physical, emotional, or sexual abuse or neglect, they are legally required to report their concern to the Kansas Department for Children and Families (DCF). In accordance with Kansas State Law, staff members are trained to err on the side of caution when potential indicators of suspected abuse are evident. Mandated reporters are not required to alert family members of reports made to DCF, as it is the responsibility of the investigating authority to gather facts and notify affected parties.

Reports are made to ensure the protection and safety of all children. Staff members are not required to prove that abuse or neglect has occurred—only to report any reasonable suspicion so that appropriate professionals can investigate and provide support when needed.

Communication

At Tiny Tigers, we believe that open and ongoing communication between parents and staff is essential to providing the best possible care for every child.

We encourage families to share updates, questions, or concerns at any time. This includes discussions about your child's progress, behavior, or any changes at home that may affect their day. Working together helps us create a consistent, nurturing environment that supports each child's growth and success.

Each month, families will receive a newsletter with updates about classroom activities, upcoming events, and important announcements.

If you ever have questions, need clarification, or simply want to check in, please don't hesitate to reach out. We are always happy to talk!

Contact Information:

- Facility Phone: _____
- Sarah's Phone: 316-308-1736
- Tara's Phone: 785-332-6428

Curriculum

The curriculum of our program puts emphasis on language, readiness skills, small muscle skills (fine motor), large motor skills (movement), problem-solving skills, and social interaction (play) with others. The staff will empower children to be active learners in their environment. Activities may focus on a specific topic or theme, geared around the many interests of the group. The daily schedule will provide periods of self-selected activities, teacher selected activities, games, art projects, gross motor opportunities, rest time, and snack.

Drop-Off and Pick-Up Procedures

For your child's safety and to ensure smooth transitions each day, please follow the procedures below:

- Sign In and Out:
Each day, parents or guardians must sign their child in and out of Tiny Tigers. A clipboard will be located near the entrance for your convenience.
- Parent Information Board:
A bulletin board near the door will display important reminders, upcoming events, and announcements. Please make it a habit to check this board daily. While every effort will be made to include these items in newsletters, there may be notices that were unable to be posted in the monthly newsletter that will be posted on the bulletin board.

Tiny Tigers is not responsible for missed information if a parent fails to review posted notices.

- **Authorized Pick-Up:**
Only parents or individuals listed on your child’s authorized pick-up form will be allowed to take your child from the facility.
- **Alternate Pick-Up Arrangements:**
If someone other than a listed individual will be picking up your child, you must:
 1. Notify us in advance, and
 2. Provide a written note with the person’s full name.

The authorized person will be asked to show photo identification before your child is released.

These policies are in place to ensure the safety and security of every child in our care.

Description of Services

At Tiny Tigers, we believe children grow and thrive when surrounded by love, security, and engaging opportunities to explore. Our goal is to provide a safe, stimulating environment where every child feels valued, supported, and encouraged to reach their full potential.

Children learn best through play, hands-on experiences, and meaningful interactions with peers and caring adults. With this in mind, Tiny Tigers provides a variety of developmentally appropriate activities designed to nurture growth across all areas – social, emotional, physical, and cognitive.

Our curriculum is individualized to meet each child’s unique needs and interests while promoting the development of the whole child. Teachers plan experiences that encourage exploration, creativity, problem-solving, and self-expression through direct sensory experiences and active learning.

We strive to maintain a balance between:

- Child-initiated play, where children explore their own ideas;
- Child-directed learning, where their choices guide the day; and
- Teacher-supported activities, where staff introduce new concepts and skills through encouragement and modeling.

At Tiny Tigers, every activity and interaction is designed to build confidence, curiosity, and joy in learning – helping children develop the strong foundation they need for lifelong success.

Holiday Schedule

Tiny Tigers observes the following holidays and scheduled breaks in addition to any closures observed by **Fort Hays Tech Northwest (FHNW)**:

The following holidays are paid closures (tuition is still due if the closure falls on your child's regularly scheduled/contracted day):

- Memorial Day
- Good Friday
- Easter Monday
- Fridays during June and July
- Independence Day (observed according to the Fort Hays Tech Northwest academic calendar)
- Labor Day

The following extended breaks are unpaid closures (tuition will not be charged if the closure falls on your child's regularly scheduled/contracted day):

- Spring Break (follows the Fort Hays Tech Northwest academic calendar)
- Week of Thanksgiving
- Winter Break (follows the Fort Hays Tech Northwest academic calendar)

We sincerely appreciate your understanding and support as we provide our staff with time to rest, recharge, and spend meaningful time with their families.

Hours and Days of Operation

Tiny Tigers follows the Fort Hays Tech Northwest calendar. When the college programs/business offices are open, Tiny Tigers is open—excluding weekends and posted holidays.

School Year (August–May)

- Monday–Friday: 7:30 a.m. – 5:15 p.m.

Summer Session (June–July)

- Monday–Thursday: 7:30 a.m. – 5:15 p.m.
- Fridays: Closed (see Holiday Schedule)

If the college announces reduced hours or unexpected closures, Tiny Tigers may adjust accordingly. If campus closes due to weather related events Tiny Tigers will also close. If Tiny Tigers unexpectedly closes due to weather, parents will be expected to pick their children up within one hour of the closure notification going out. We'll notify families via the parent board and your preferred contact method.

Illness Policy

The health and safety of all children and staff at Tiny Tigers are very important to us. To help prevent the spread of illness, we ask that children who are sick remain at home.

If your child is sent home sick, they must stay home for a minimum of 24 hours to rest and recover before returning.

When to Keep Your Child Home

According to Health Department guidelines, please keep your child home if they show any of the following symptoms:

- Fever of 100°F or higher
- Deep, uncontrolled cough
- Colored discharge from eyes or ears
- Runny nose with thick or colored discharge
- Unusual rash
- Vomiting
- Diarrhea
- Any communicable disease, such as chickenpox, mumps, measles, influenza, or COVID-19

Children may return 24 hours after medical treatment has begun (if prescribed by a doctor) and must be fever-free for at least 24 hours without medication such as Tylenol or ibuprofen.

Keeping your child home helps protect your child's health as well as the health of other children and staff.

Head Lice

If a child shows any signs of head lice—including nits (eggs) or live lice—they must remain home until appropriate treatment has been completed and the child is completely free of all lice and nits. In accordance with our No-Nit Policy, children may not return to the facility until all nits have been removed and a staff member has verified that the child is lice- and nit-free.

Illness While in Care

If your child becomes ill while at Tiny Tigers, we will contact you right away. Children who are sick must be picked up immediately. If a parent cannot be reached within one hour, we will begin contacting the emergency contacts listed in your child's file.

Injury Policy

At Tiny Tigers, your child's safety is our top priority. However, we understand that children are active and minor injuries can sometimes happen during play.

Minor Injuries

If your child sustains a minor injury staff will provide basic first aid using approved procedures. Examples of a minor injury include but are not limited to: a small scrape, scratch, or bump. Parents will be notified about any minor injuries that require first aid during child pickup.

Significant Injuries

For more significant injuries an Incident Report Form will be completed. These are injuries that require more than a band-aid such as head injuries, cuts that bleed excessively, large scrapes, or injuries that may require further monitoring.

- A copy of the report will be kept on file.
- If medical attention is required, the report will be submitted to KDHE within one business day of the accident.

Parents will be notified immediately.

Critical or Emergency Injuries

If an injury appears serious or potentially life-threatening, the following steps will be taken immediately:

1. The child will be transported to the Goodland Regional Medical Center Emergency Room.
2. Parents will be notified immediately.
3. A staff member will accompany the child and remain with them until a parent or guardian arrives.
4. The child's Authorization for Emergency Medical Care and Health Assessment Form will be taken to the hospital.

5. An Incident Report Form will be completed at the first opportunity after ensuring the child's well-being

All costs associated with emergency transport or medical treatment are the responsibility of the parent or guardian.

Late Tuition Payments

Tuition payments are due in full on the 1st of each month. For additional tuition details, see Monthly Payment Schedule.

- Payments received after the 5th of the month will incur a \$10 per-business-day late fee until the account is paid in full.
- If payment is not received by the 15th, child care services will be temporarily suspended until the balance is brought current.
- Late fees will continue to accrue during the suspension period.

If payment remains outstanding for two weeks beyond the 15th, your child's spot at Tiny Tigers will be forfeited and offered to another family on the waiting list.

In the event an account is turned over to a collection agency due to non-payment, any associated collection fees and expenses will be added to the family's outstanding balance.

We appreciate your understanding and cooperation in helping us maintain smooth operations and quality care for all families.

Materials Fee

A non-refundable \$40 annual materials fee is due upon enrollment and each year thereafter on August 1st.

This fee helps cover the cost of classroom supplies, art materials, learning resources, and other items used to enhance your child's experience at Tiny Tigers.

If a child enrolls after August 1st, the materials fee will be adjusted based on the start date.

Meals and Snacks

Tiny Tigers participates in the Child Care Food Program and provides nutritionally balanced meals and snacks at no additional cost to families. Each child will receive two meals and one snack daily. Children are encouraged—but never forced—to eat. Please note that menu substitutions are not available.

If your child has any food allergies or dietary restrictions, please notify the staff so that we can take the necessary precautions.

If you choose to feed your child before arriving, please ensure they have finished eating prior to entering the facility.

Families are welcome to bring cookies or other special treats for occasions such as birthdays. To help us prepare, please contact a staff member in advance to confirm the number of children attending and to schedule a time to bring in your treats. We ask that you provide at least one serving per child to ensure that everyone can participate in the celebration.

Please do NOT allow your child to bring gum into the facility.

Meal Schedule

The following meals will be provided daily:

- Breakfast: 8:30 a.m.
- Lunch: 11:30 a.m.–12:00 p.m.
- Afternoon Snack: 2:45–3:00 p.m.

Please be mindful of these meal times. If your child arrives after a meal has already started, we ask that they eat before coming to the center.

If your child will be absent or will not be present during a meal they typically attend, please inform the staff in advance so we can adjust our meal count accordingly.

Medication

If your child requires medication while in our care, an “Authority to Dispense Medication” form must be completed and signed before any medication can be administered. We are not permitted to give medication without this authorization.

The form must include:

- The name of the medication
- The exact dosage
- The time(s) the medication is to be given

All medication must remain in its original container with the prescription label intact and legible. The label must include your child’s name, the prescribing doctor’s name, and the dispensing instructions.

For safety reasons, please do not leave medication in your child’s bag or cubby. All medications will be stored in a locked cabinet as required by licensing regulations.

Monthly Payment Schedule

Tuition payments are due in full on the 1st of each month. Families who prefer to pay on a weekly or biweekly schedule may do so by arranging a payment plan in advance with the primary care provider. Please note that all payments must be made prior to services being rendered.

Tuition Rates:

- \$26.00 per day
- \$130.00 per week

Fort Hays Tech Northwest faculty, staff, and current students are eligible for a discounted rate. If this applies to your family, please contact the Tiny Tigers Child Care Provider to discuss eligibility and arrange the discount.

Nap Time and Safe Sleep Policy

We have daily supervised rest period each day for children six years or younger. A resting cot or mat will be provided. Each child is asked to bring a blanket and a child-sized pillow. These items will be left on their cot during the week and will be sent home weekly for laundering. This is a state requirement. Please return these items on Monday.

Your child's health and safety are our highest priority. Our nap and safe sleep practices meet or exceed the requirements set by the Kansas Department of Health and Environment (K.A.R. 28-4-116a).

Infants (under 12 months) (Safe Sleep Policy)

- Infants always nap in their own safety-approved crib or playpen with a firm, tight-fitting mattress and fitted sheet.
- Each crib or playpen is used by only one child at a time and is never shared.
- Infants are always placed on their backs to sleep. Once an infant can roll independently, they may remain in the position they find most comfortable.
- Cribs and playpens are kept free of all soft items, including pillows, blankets, bumpers, stuffed animals, bibs, or toys.
- Swaddling is not permitted.
- If a child falls asleep on a surface other than a crib or playpen, they are immediately moved to their designated safe sleep surface.
- Each room shall be lighted to allow freedom of movement and to ensure staff members are able to observe the breathing of each child.
- Each child who is napping shall be visually checked on at least once every 15 minutes.

Toddlers & Older Children

- Children 12 months and older rest on individual cots or nap pads (pads are used only over carpet).
- Each child has their own bedding, which is labeled, stored separately, and laundered regularly.
- A quiet, calm environment is provided to encourage rest, with staff close by at all times.
- Each room will be illuminated sufficiently to allow safe movement and to ensure staff can clearly observe each child's breathing and overall well-being during rest times.
- Staff will conduct visual checks on each napping child at least every 15 minutes to ensure safety and well-being.
- Cots shall be stacked and stored in a clean and sanitary manner along the south wall when not in use.
- Each cot will be clearly labeled with the child's name. Blankets and pillows will remain neatly on the cot, centered to ensure that no bedding hangs over the edges.
- Each child will be provided with a clean bottom sheet and blanket during naptime for comfort and hygiene.

Non-Nappers

- We recognize that not all children sleep during nap time. Children who do not fall asleep are expected to rest quietly on their cots or pads for no longer than 30 minutes to allow others to rest.
- After this quiet rest period, non-nappers may engage in calm, quiet activities such as looking at books, puzzles, or individual table activities until nap time is finished.
- Staff will support children in developing healthy rest habits while respecting individual needs and energy levels.

Supervision & Safety

- Competent supervision is provided throughout nap time.
- Cribs, playpens, cots, and pads are arranged at least 24 inches apart (except when placed against a wall) to maintain safe spacing.
- All nap surfaces and bedding are kept clean, sanitary, and in good repair. Bedding is washed after five uses, immediately when soiled, and always between children.

- Emergency procedures, illness response, and injury protocols are in place and practiced regularly.

By following these safe sleep practices, we provide a secure and nurturing environment where every child can rest comfortably, while respecting the needs of non-nappers and giving families peace of mind

Overtime

All children must be picked up by 5:15 p.m. If a child has not been picked up or we have not received a call by 5:30 p.m., staff will begin contacting the emergency contacts listed on your enrollment form.

A late pick-up fee of \$1.00 per minute will be charged for every minute after 5:15 p.m. until the child is picked up. These policies will be strictly enforced to ensure the safety of all children and the well-being of our staff.

We understand that emergencies can happen. If you are unexpectedly delayed, please contact the facility as soon as possible so that appropriate arrangements can be made.

Outdoor Play

We go outside every day, except during extreme weather conditions. Please make sure your child comes dressed for the weather so they can safely enjoy outdoor play year-round.

Extra Clothing

- Children age 3 and under must have two complete changes of clothing (including socks and underwear) at the center.
- All extra clothing should be stored in a labeled bag and replaced as needed.
- For sanitary reasons, staff do not rinse clothing soiled by toilet accidents. These items will be placed in a sealed plastic bag and returned to you at the end of the day.

Winter Play

When the temperature drops, please send your child with:

- A warm coat
- Snow pants
- Boots
- Mittens or gloves

- A hat

If snow boots are worn, please include an extra pair of shoes for indoor use.

Summer Play

During warmer months, children enjoy “Water Wednesdays”, which may include sprinkler or water table play. Please provide:

- A swimsuit
- A towel
- Cool, comfortable clothing for outdoor play afterward

Labeling Items

Please clearly label all items with your child’s name – including clothing, shoes, coats, swimsuits, and towels – to help prevent mix-ups.

Personal Belongings

Toys from home are not permitted at the center, except on designated “Sharing Days” or for naptime comfort items (such as a small blanket or stuffed animal). All personal items must remain in your child’s book bag or cubby until it is time for sharing or rest and should be returned there afterward.

Please note that Tiny Tigers is not responsible for any personal items that are lost, stolen, or damaged while at the center. To help prevent mix-ups, all belongings should be clearly labeled with your child’s name.

For the safety and well-being of all children, toy weapons, including toy guns or any items that promote violence, are not allowed at any time.

Proposed Daily Schedule

7:30-8:15	Free Choice Play
8:15-8:20	Clean-up
8:20-8:30	Bathroom, Diapers and Wash Hands
8:30-8:45	Breakfast
8:55-9:00	Wash Hands, Brush Teeth and Diapers and Bathroom (if needed)
9:00-9:20	Circle Time
9:20-9:50	Free Choice Play or Small Group Activity
9:50-10:00	Clean up and Prepare for Recess (Diapers and Bathroom)
10:00-10:30	Recess
10:45-10:50	Wash Hands and Diapers and Bathroom (if needed)
10:50-11:25	Free Choice (Prepare for Lunch)
11:25-11:30	Wash Hands and Diapers and Bathroom (if needed)

11:30-12:00	Lunch
12:00-12:05	Wash Hands, Brush Teeth and Diapers and Bathroom (if needed)
12:05-12:30	Light Dimmed and Prepare for Nap
12:30-2:30	Naptime
2:30-2:45	Wake up, Wash Hands and Diapers and Bathroom
2:45-3:00	Snack
3:00-3:05	Wash Hands and Diapers and Bathroom (if needed)
3:05-4:00	Free Choice Play or Small Group Activity
4:00-5:00	Recess
5:00-5:15	Close Facility

- Please note: Our daily schedule is designed to provide structure and consistency, but it may vary from day to day. Children’s moods, needs, and interests can change, and we believe in being flexible to meet them where they are. Each day is a new opportunity, and we will adjust the flow of activities to ensure children feel supported, engaged, and happy.

Safety/Emergency Plans

Emergency Contacts

Type	Contact Name	Phone Number	Notes
Fire Department	Brian James	785-890-4545	Fire Chief
Police Department	Jason Erhart	785-890-4570	Police Chief
Sherman County Emergency Services	Ambulance	785-890-4806	
Poison Control		1-800-222-1222	
Goodland Medical Center		785-890-3625	
Licensing Surveyor	Rhea Daise	785-890-4888	
Childcare Specialist Instructor	Tara Neitzel- Simmonds	785-332-6428	

Executive Vice
President of
Operations

Sherri Knitig

785-890-1502

Evacuation Procedures

When to Evacuate: Fire, gas leak, structural damage, or any situation where remaining indoors is unsafe.

Primary Exit: Front Door leading to street

Secondary Exit: Side Door Leading to playground. If this is not an option the door leading into the hallway of the digital tech building will be the last resort.

Evacuation Route : In the event of an evacuation, the facility will proceed North on Eustis Avenue to the crosswalk in front of the Engineering Building. From there, the group will continue west toward the Max Alderman Library and Resource Center, following the sidewalk as it curves around the building. The route will continue west into the Memorial Student Union, where all children and staff will gather safely. While waiting for pickup, children will be supervised and engaged in quiet, organized activities or games until they are released to their parents or guardians.

Meeting Place: If an evacuation is needed, we will meet in the Memorial Student Union located in the middle of the campus.

Steps:

1. Gather children and complete headcount.
2. Take emergency binder, attendance sheet, and first aid kit.
3. Lead children to meeting place.
4. Call 911 if needed.
5. Notify parents and licensing.

Shelter-in-Place Procedures

Used for: Tornado, severe storms, or hazardous material spills.

Designated Safe Area: Two Options

Option One: If there is enough time and it is safe enough to evacuate, we will evacuate to the basement of the Memorial Union.

Option Two: If there is not enough time for Option 1. We will shelter-in-place, in the Digital Tech Building. We will move children to the Business Technology classroom located across the hallway from the facility. We will have the children sit along North and West Walls.

Steps:

1. Bring children and emergency supplies into safe area.
2. Close windows and doors.
3. Take attendance.
4. Comfort and distract children.
5. Stay until authorities give clearance.

Lockdown Procedures

Used for dangerous persons or unsafe situations nearby.

Steps:

- 1.) Bring all children inside.
2. Lock doors and close blinds.
3. Move children away from windows and into either the bathroom or storage room.
4. Keep children calm and quiet.
5. Do not open doors until cleared.

Intruder / Armed Threat Procedures (if Lockdown Fails)

Used For: When a dangerous individual enters the facility and immediate threat is present.

Steps:

1. If safe, evacuate ("RUN") children out of the nearest exit quickly to create distance from threat.
2. If evacuation is not possible, hide ("HIDE") behind locked or barricaded doors, remain silent, turn off lights, and silence phones.
3. As a last resort only, if staff and children are directly approached and there is no other option, staff may defend ("FIGHT") using available objects to protect children and themselves.
4. Call 911 as soon as it is safe to do so.
5. Maintain supervision of children and keep them quiet and calm until authorities give clearance.
6. Once law enforcement clears the area, reunify with parents following the standard reunification plan.

Staff Preparedness:

- Staff will maintain situational awareness at all times and know nearest exit routes.
- Drills will include scenario practice for evacuation during an active threat.

Medical Emergencies

1. Call 911 for life-threatening injuries.
 2. Administer first aid/CPR.
 3. Contact parents.
 4. Complete Incident Report Form.
5. Document minor injuries.

Missing Child Procedures

1. Secure other children.
 2. Search premises.
 3. Call 911 if not found within 5 minutes.
 4. Notify parents and licensing.
 5. Complete incident report.

Utility Failures (Power, Water, Heat, etc.)

Contact the utility company immediately and notify parents if conditions become unsafe. Staff will continuously monitor the indoor temperature to ensure the facility remains between 65°F and 85°F in all play areas, maintaining a safe and comfortable environment for children.

Alternate Relocation Site: Memorial Union

Allergic Reaction Procedures

Used For: Any allergic reaction, including mild symptoms (rash, small hives, local swelling) and severe or life-threatening symptoms (trouble breathing, wheezing, swelling of face/mouth, vomiting after allergen exposure, or known exposure to a life-threatening allergen).

Mild Allergic Reaction Steps:

1. Move child away from allergen exposure source.
2. Monitor for new or worsening symptoms.
3. Administer medication as directed by the child's Individual Care Plan (this may include topical creams or oral antihistamines if parent permission is on file).
4. Notify parents/guardians of the reaction and treatment.
5. Document symptoms and actions taken.

6. Continue to monitor the child for at least 30 minutes for any escalation toward severe symptoms.

Severe / Emergency Allergic Reaction (Anaphylaxis) Steps:

1. Administer prescribed emergency medication immediately (EpiPen/Epinephrine Auto-Injector).
2. Call 911 immediately after administering emergency medication.
3. Keep child calm, monitor breathing, and position child sitting upright or on their side to support the airway.
4. Contact parents/guardians as soon as EMS has been notified.
5. When EMS arrives, provide emergency medication information and the child's Individual Care Plan.
6. Complete and file Incident Report Form and document all actions taken.

Prevention and Preparedness:

- Allergens for each child are documented in the Emergency Binder.
- Medications required for emergency use are stored in approved, quickly accessible locations.
- Staff will verify ingredients and avoid allergens during meals, snacks, projects, and sensory activities.
- All staff will maintain current training in recognizing allergic reactions and proper epinephrine use.

Communication Plan

In the event of an evacuation, parents and guardians will be notified as soon as all children and staff have reached the designated safe location Memorial Student Union. Notifications will be sent via phone call, text message, and/or email according to the contact information provided on each child's emergency form. Updates will continue until all children have been safely picked up.

Parents will be notified of any evacuation or closure.

Reunification Plan

After all children and staff have safely reached the evacuation site at the Memorial Student Union, a designated staff member will begin the reunification process. Children will remain under direct supervision at all times. Parents or guardians will be required to check in with staff and present identification, for anyone other than parents, before a child is released. Each child's release will be documented on the attendance and emergency contact log to ensure accountability.

If a parent or guardian cannot be reached, the individuals listed on the child's emergency contact form will be notified in the order provided. Children will only be released to those authorized

Meeting the Needs of Individual Children

All children, including those with special needs or chronic medical conditions, will be supported during an evacuation and throughout any emergency. Staff will ensure that each child's individual health and safety plan is followed to the fullest extent possible.

Individual Care Plans: Each child with a diagnosed condition (such as asthma, diabetes, seizure disorder, or mobility challenges) has an individualized care plan on file. These plans include details on medications, medical devices, allergies, and emergency procedures.

Assigned Staff Support: A staff member will be designated to assist each child requiring additional support during an evacuation. This includes ensuring the child's medical bag, medication, or equipment (such as inhalers, EpiPens, or mobility aids) accompanies them at all times.

Evacuation Assistance: For children with limited mobility, including immobile infants and toddlers, staff will use strollers, or carriers to safely transport them to the evacuation site.

Communication and Monitoring: Staff will continuously monitor all children for signs of distress, overheating, or medical needs. The designated health or lead staff member will oversee the administration of emergency medication if required, following proper documentation and parent notification procedures.

Inclusion and Emotional Support: Every child will be included in a calm, reassuring manner. Staff will use familiar comfort items, positive communication, and appropriate calming techniques to help all children feel safe

Continuity of Operations Procedures

In the event of an emergency that disrupts normal operations, the program will implement the following procedures to ensure the continuity of essential services and the protection of critical records:

1. Program Continuity

- The program will make every effort to resume child care services as soon as it is safe and feasible to do so.
- If the facility is not usable, operations may temporarily relocate to a designated alternate site (e.g., another approved FHNW classroom or community partner facility).
- The Program Director will coordinate communication with families, staff, licensing, and local authorities regarding closures, relocations, and reopening plans.

2. Record Protection and Backup

- All child health, emergency contact, and enrollment records are maintained both electronically and in hard copy within the facility's file cabinet.
- Hard copies of critical records (emergency contact lists, medical authorizations, and attendance logs) are stored in the Emergency Binder, which accompanies staff during any evacuation or relocation

Emergency Supplies Checklist

- First Aid Manual
- Single- Use Gloves
- Adhesive Bandages of Assorted Sizes
- Bottled water
- Adhesive Tape
- Roll of Sterile Gauze
- Sterile gauze squares at least for inches by four inches
- Sharp Scissors
- Cleaning agent or liquid soap
- Tweezers
- Copies of child emergency forms

Training & Drills

Fire Drills – Monthly

Tornado Drills – Monthly

Lockdown Drills – Quarterly

We will document all drills.

Supplies

Each child age three and under is required to have at least two complete changes of clothing kept at the facility. Accidents and spills can happen, and having extra clothing ensures your child remains comfortable throughout the day.

Children will also need to bring the following personal items:

- A toothbrush (labeled with your child's name)
- A blanket and small pillow for naptime

Please make sure all items are clearly labeled with your child's name and are kept clean and replaced as needed.

Supervision Plan

A. Facility Description and Activity Areas

Children will participate in daily activities, meals, naps, and play in the following supervised areas:

- **Main Playroom/Classroom:**
Used for most daily activities—structured play, learning, meals, and naps. The open floor plan allows for constant visual and auditory supervision.
- **Bathroom:**
Children are escorted or monitored based on age and ability. Diapering and toileting follow all state health and safety guidelines. Children are never left unattended.
- **Kitchen:**
Used for meal preparation and service. Children only enter under direct supervision. The kitchen's half-wall design allows visibility from the play area.
- **Office & Storage Areas:**
Administrative and storage spaces are off-limits to children. Doors remain secured at all times.
- **Outdoor Play Area:**
A fenced playground used daily (weather permitting). All children are directly supervised outdoors. The provider remains within sight and hearing distance at all times.
- **Building Access & Safety:**
The childcare area is secured by locked entry (keypad or key fob). Only authorized personnel with KDHE clearance may enter.

B. Supervision Practices

- A qualified provider is responsible for all children at all times and maintains constant awareness of their location and activity.
- Supervision is active and engaged, including verbal interaction and continuous visual or auditory monitoring.

By Age Group:

- Infants & Toddlers (Under 2.5 Years):
Provider remains within sight and reach. Brief tasks are completed only when the child is secured in a safe space (crib, highchair, etc.).
- Children 2.5 Years and Older:
May engage in independent play if safe and developmentally appropriate. Provider stays within sight and hearing distance due to open floor plan.
- Nap/Sleep Times:
Children remain within sight or hearing distance. Infants follow KDHE safe sleep regulations.
- Non-Nappers:
Offered quiet, supervised activities within sight and hearing distance. More information can be found under the Safe sleep policy in this handbook.

Outdoor Supervision:

- Children will be supervised at all times while outdoors. No child will ever be permitted to go outside without direct adult supervision.

Surveillance Cameras

Tiny Tigers utilizes video cameras throughout the facility to help ensure the safety and well-being of all children, staff, and visitors. The primary purpose of these cameras is to monitor daily activities and support transparency within our program.

Please note:

- Cameras are not actively monitored at all times and are reviewed only when concerns arise.
- The presence of cameras does not replace the required supervision of children by staff.
- KDHE (Kansas Department of Health and Environment) may be granted access to video recordings or viewing privileges for the purpose of investigating compliance or licensing concerns.
- Cameras are placed to monitor all common areas, including entrances and exits.
- No cameras are positioned inside bathrooms to protect the privacy of children and staff; however, cameras may be directed toward entryways to record who enters and exits those rooms.

Termination

A two-week written notice is required by either party to terminate this contract. If a family chooses to discontinue care and does not attend during the two-week notice period, payment for those two weeks is still required. This policy allows us to maintain appropriate staffing and offer openings to new families in a timely manner. If a family has paid beyond the required two-week notice period, any overpaid amount will be refunded after the two weeks have been paid out.

Trial Period

The first two weeks of enrollment will serve as a trial period for both the child and the program. During this time, we will work closely together to ensure that Tiny Tigers is a good fit for your family and that your child is adjusting well to the environment.

If concerns arise during this period that cannot be amicably resolved, either party may terminate services immediately without further financial or contractual obligation.

Tuition Payments

At Tiny Tigers, our standard tuition structure is based on a monthly payment plan. Monthly tuition must be mailed or presented in person by the 1st of each month.

- Payments received after the 5th will incur a \$10 per-business-day late fee until the account is paid in full.
- If payment is not received by the 15th, child care services will be temporarily suspended until the balance is brought current. Late fees will continue to accrue during the suspension period.

Weekly or Biweekly Alternative (Full-Time Families Only)

Families paying the full-time (5 days/week) rate may choose to pay weekly or biweekly instead of monthly. These payments are due on the Friday before the care period begins.

- If payment is not received by Friday, a \$10 per-business-day late fee will be applied.
- Please contact the Primary Care Provider for any individual billing needs or special circumstances.

Payments made in advance—whether monthly, weekly, or biweekly—reserve your child’s space at Tiny Tigers and are required for two primary reasons:

1. To protect the facility from families who may discontinue care without notice.
2. To allow the center to purchase necessary supplies for the upcoming care period (e.g., food, materials, and facility expenses).

Payment Methods & Returned Check Policy

Payment may be made by cash, check, Brightwheel, or payroll deduction (for FHNW employees only). A \$30 fee will be charged for all returned checks, and families are responsible for any additional fees incurred. After a returned check, all future payments must be made in cash only.

For any questions or concerns regarding childcare rates or billing arrangements, please contact the Primary Care Provider.

Vaccines

All children enrolled at Tiny Tigers are required to maintain up-to-date immunizations as recommended by state health regulations. Children may not attend the center if their vaccinations have lapsed or if current records are not on file.

Please ensure your child’s immunizations remain current and notify the center whenever new vaccinations are administered so that records can be updated. This policy helps us maintain a healthy environment for all children in our care.

Thank You!

At Tiny Tigers, we believe that quality childcare is built on trust, communication, and collaboration between families and staff. Our goal is to create a safe, nurturing, and engaging environment where every child can grow, learn, and thrive.

By enrolling your child at Tiny Tigers, you become a valued partner in this mission. We ask that all families read, understand, and follow the policies outlined in this handbook to ensure consistency, safety, and respect for everyone in our community.

We look forward to working together to make your child’s experience at Tiny Tigers both positive and memorable. Thank you for choosing us to be part of your child’s early learning journey!

Parent Acknowledgment

This form must be signed and returned to the facility before attendance is permitted.

Behavior Guidance

I have reviewed and understand the Behavior Guidance Policy for my child while in care.

Signature: _____ Date: _____

Handbook Acknowledgment

I have reviewed and understand Tiny Tigers' parent handbook.

Signature: _____ Date: _____

Naptime and Safe Sleep Policy

I have reviewed and understand the Naptime and Safe Sleep Policy for my child while in care.

Signature: _____ Date: _____

Supervision Plan

I have reviewed and understand the supervision plan for my child while in care.

Signature: _____ Date: _____

Surveillance Cameras

I have reviewed and understand the use of surveillance cameras in the child care facility.

Signature: _____ Date: _____