

Dimples & Diapers



PARENT HANDBOOK

Revised August 2024

Our Mission

To provide a natural loving and nurturing environment that encourages and inspires support for the child and whole family. To lovingly instill lifelong learning, positive love and respect for oneself and others, and to grow as a beautiful community.

Why Dimples & Diapers LLC is Unique

- We specialize in infant care..
- With a low intake number of 6 infants, we get to maximize one on one time with each infant.
- Our staff to infant ratio lets us provide the best quality of care for our infants.

Contact Information and Hours

Korri Volen

Owner/Director

(406)-260-4810

BrightWheel Messaging

dimplesanddiapersLLC@gmail.com

Teal Weisert

Manager (not on site)

(406)-260-4810 or (406)-407-2240 for questions

dimplesanddiapersLLC@gmail.com

Hours of operation: Monday-Friday 7:30am-4:00pm

Enrollment Procedures and Tuition

Parents should read over the parent handbook and application materials, if you agree with all daycare policies and wish to enroll your child(ren), call the daycare to set up a tour at (406)-260-4810. Enrollment is not guaranteed; Dimples & Diapers LLC reserves the right to refuse to enroll any child.

When staff and parents assess that Dimples & Diapers LLC can meet the needs of their child and family, then the

parents will provide items from the following registration checklist:

All Children

1. Child Application
2. Tuition paid in full on the 3rd and 15th of every month
4. Emergency Contact and Parent Release
5. Immunization Record
7. Transportation Waiver/Emergency

Infants Only (under 24 months)

1. Child Health Report (signed by doctor)
2. Infant Feeding Schedule

Additional Forms for Vaccination Exceptions:

1. Conditional Enrollment Form (for children getting up to date on vaccinations)
2. Hib Religious Exemption Form

Dimples & Diapers LLC Closures: 2024-2025

2024

October 14th- Indigenous Day
November 11th-Veterans Day
November 28th- Thanksgiving
November 29th- Day after Thanksgiving
December 24th- Christmas Eve
December 25th- Christmas Day
December 31st- New Year's Eve

2025

January 1st- New Year's Day
January 20th- Martin Luther King Day
February 17th- Presidents Day
May 26th- Memorial Day
June 19th- Juneteenth
July 4th- Independence Day
September 1st- Labor Day
October 13th- Indigenous Day
November 11th-Veterans Day
November 27th- Thanksgiving
November 28th- Day after Thanksgiving
December 24th- Christmas Eve
December 25th- Christmas Day
December 31st- New Year's Eve

Dimples & Diapers LLC Tuition Rates and Policies: Tuition will be billed and due the 1st of every month with a five-day grace period after the 5th of every month if payment is late there will be a \$50.00 late fee added onto tuition payment. If tuition is not paid in full by the next month's billing cycle Dimples & Diapers LLC reserves the right to terminate the child's spot at our facility.

Best Beginnings Scholarship: As a state licensed childcare center, we do accept the Best Beginnings scholarship. The Nurturing Center will not cover your deposit or registration fees. They also may not cover the entire amount charged by Dimples & Diapers LLC or days that your child may be absent. Contact the Nurturing Center to see

what they cover for your child. Please note that you are responsible for paying your monthly copay and any amount that Best Beginnings does not cover.

Late Pick-up Charge: There will be a charge of \$25.00 per child that a child(ren) is picked up after 4:00 pm. This fee will be charged on the next invoice. Please do not pay the teacher directly.

Monthly Tuition:

Full Day (6 hours or more)

	Daily	Weekley	Biweekly	Monthly
2 Days	\$80	\$160	\$320	\$640
3Days	\$80	\$240	\$480	\$960
4 Days	\$80	\$320	\$640	\$1280
5 Days	\$75	\$375	\$750	\$1500

Termination of Enrollment: Parents may terminate enrollment as needed but are required to give Dimples & Diapers LLC one month written notice prior to the 1st of the month. Written notice must be handed onto the office staff, if notice is not handed in prior to the 1st of the month, parents/guardians will be charged a full month's tuition.

Non-Discrimination Policy: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Licensing, Policies and Procedures

Licensing: Dimples & Diapers LLC is licensed by the State of Montana as a childcare center. If there are any questions or concerns about Dimples & Diapers LLC's license with the State of Montana, you may ask the Director, Korri Volen, or the Manager, Teal Weisert. If you have questions directly for the state, you may contact Fern Sutherland, Child Care Licensor with the Quality Assurance Division for the State of Montana, at (406) 751-5932. You may find a copy of the licensing requirements posted at our facility.

BrightWheel: BrightWheel is a program that is used to keep track of your child's naps, meals, diapers, and send messages to your child's teacher throughout the day. Once enrolled, you will receive an email to sign up for BrightWheel. There is no additional cost to use this feature. It can be accessed via the internet on your computer, mobile device, or App for Android and Apple devices.

Drop-Off and Pick-Up: Transitions are usually challenging for children. In our work with the children, we plan ways to ease transitions from one activity to the next. The most impacting transition of the day is when the child is being dropped off or picked up. The more routine and rhythmical we can make these transitions, the easier it is for the child. At drop-off we allow and encourage that parents take their time to comfort their child if they feel that it is needed, there is not a time limit we understand that these little ones are not use to this big transition and want it to be a positive experience for both child and parent.

Daily Attendance Records: To track attendance, we will use BrightWheel, parents will have their own personal code to enter when they drop off and pick up children.

Schedule Change Request Forms: These forms can be given by request, if you are needing a change in your child's or children(s) schedule please contact Korri Volen (Director) for the form. Change isn't always guaranteed due to availability and openings during the week. If a family has submitted vacation dates and they want to child to return earlier than planned, they must contact Korri Volen (Director) or Teal Weisert (Manager) on BrightWheel or dimplesanddiapersLLC@gmail.com to discuss this. Our staffing is planned based on attendance and we may approve staff vacations based on this information. It's possible if the child(ren) return early without notice, we may not have the appropriate number of staff.

Dismissal Policy: All efforts will be made to retain the child at Dimples & Diapers LLC. If there is ever a concern with the child's care, parents are to notify Korri Volen (Director), there will then be a parent/teacher meeting to resolve any concerns. If either the parent or/or staff believe that Dimples & Diapers LLC is not beneficial to the child(ren), enrollment may be terminated. Our facility reserves the right to cancel the enrollment of a child for one or more of the following:

1. If physical or verbal abuse of children or staff by a parent occurs
2. If non-payment of fees or repeated late payment of fees occurs.
3. If a parent knowingly fails to observe the facilities policies.

Fire and Emergency Drills and Procedures: To ensure readiness in case of emergency, regular fire drills will be conducted. It will be the responsibility of the teachers to escort all children to a designated area outside in a calm and orderly manner and then conduct a head count. In case of emergencies, we do keep bottled water and emergency kits on hand. Parents will be notified in case of emergencies.

Information Changes: Please let us know immediately about job changes, work schedule changes, new phone numbers, address changes and any changes in the designated contact person(s).

Transportation: Dimples & Diapers LLC will not be transporting children; however, we will have parents fill out an Emergency Transportation form for EMS transport in case of an emergency.

Items Parents Provide: Parents will provide the following personally labeled items (we recommend labeling with a permanent marker or sewn-in/iron-on labels):

- Size appropriate diapers and wipes for child
- Extra pair of clothing appropriate for the season
- Diaper creams if you prefer a specific brand than what we offer.
- Toys from home are allowed. We only ask that, if possible, they not be cloth so that they are easy to sanitize to minimize the spread of germs and bacteria.
- Blankets from home are welcomed, we do keep extra on hand just in case blanket gets soiled/dirty.
- Parents are responsible for all formulas (dated, labeled, and with child's name), breast milk (dated, labeled, and with child's name on it), and any foods/snacks that your child(ren) may eat throughout the day.

Child Guidance Policy

Our discipline policy is intended to be proactive rather than reactive. Teachers will move to situations that could be potentially problematic and try to diffuse them before they are out of hand. Teachers will use redirection, positive encouragement, and act as models of the behaviors that we ask of our children. We do not do time outs. We do have quiet time, which is facilitated by an adult, to help a child process and come back to a calm state.

Prohibited Punishments: The following activities will not be tolerated by any teacher or staff member even at the request of parents: cursing, hitting, shaking, pinching, screaming, biting, spanking or threatening.

Abuse Policy: Under Montana law, if any worker has reasonable cause to suspect that a child is being abused or neglected, it remains that individual's obligation to see that the situation is reported to the Child Abuse Hotline **1-866-820-KIDS (1-866-820-5437)**. This Hotline is available 24 hours a day, 7 days a week. The reports must contain:

- (a) the names and addresses of the child and the child's parents or other persons responsible for the child's care;
- (b) to the extent known, the child's age and the nature and extent of the child's injuries, including any evidence of previous injuries.
- (c) any other information that the maker of the report believes might be helpful in establishing the cause of the injuries or showing the willful neglect and the identity of person or persons responsible for the injury or neglect; and
- (d) the facts that led the person reporting to believe that the child has suffered injury or injuries or willful neglect, within the meaning of this chapter.

If any employee is suspected of abusing a child, this will also be reported immediately, and the employee will be placed on mandatory unpaid leave until the situation has been investigated and resolved by Child Protective Services (CPS). If CPS finds the allegations are found to be true employment will be terminated immediately.

Safe Infant Sleep-in Child-Care Policy: Providing infants with a safe place to grow and learn is very important. For this reason, Dimples & Diapers LLC has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff at Dimples & Diapers LLC follow the AAP safe sleep policy.

Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

Sleep Environment:

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
 - Crib slats will be less than 2 3/8" apart
 - Infants will not be left in bed with drop side down
 - Playpen weave will be less than 1/4"
- Consumer Product Safety Commission safety-approved cradles and bassinets may also be used for sleeping if the infant meets the weight and height requirements.
- Infants will not be placed to sleep on any standard bed, waterbeds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in

separate cribs.

- The crib will have a firm tight-fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Only state approved sleeper sacks will be used while child is napping, no other blankets, or sleepers will be permitted.
- Smoking will not be allowed in or near Dimples & Diapers LLC.

Supervision:

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently at Dimples & Diapers LLC.
- When an infant is awake, they will have supervised “tummy time.” This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

Training:

- All staff, substitute staff, and volunteers at Dimples & Diapers LLC will be trained in safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual’s file.
- All staff at Dimples & Diapers LLC will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before, they are allowed to care for infants.

When the Policy Applies:

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep in Dimples & Diapers LLC.

Communication Plan for Staff and Parents:

Parents will review this policy when they enroll their child at Dimples & Diapers LLC and a copy will be provided in the parent handbook. Parents are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in childcare as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

Any individual who has questions may ask:

Director Korri Volen

The information contained in this publication should not be used as a substitute for the medical care and advice of your pediatrician. There may be variations in treatment that your pediatrician may recommend based on individual facts and circumstances.

Staffing, Curriculum and Development

Dimples & Diapers LLC Staff: All Dimples & Diapers LLC Staff have current First Aid and CPR certifications for infants and adults, and state required trainings regarding Shaken Baby Syndrome and Safe Sleep in Child Care. We hire staff that believe in empowering children, that are nurturing, well spoken, dedicated, and well educated.

Staff Ratios: Licensing requires staff-to-children ratios of one teacher for every four children under the age of two, for our infants we have 4 infants:1 staff ratio.

Parent Interactions and Breastfeeding: We encourage parents to stop by during the breaks to nurse or snuggle their babies. We are a breast-feeding friendly facility, just let staff know your feeding schedule so that they may accommodate you.

Rest periods: All children in care for more than four hours will have at least one nap or rest period. Children who do not fall sleep after thirty minutes or who awaken will be allowed to play quietly until rest period is over. Each child will have their own blanket and pillow from home for nap/rest time; these will be sent home weekly for laundering.

Handwashing Procedure for Staff and Children: Children's hands will be washed with soap and warm running water before meals and snacks and after toileting or diapering. Faces and hands will be washed after meals. Staff members will wash hands after assisting with diapering or toileting, before meals and snacks, and before handling any food.

Daily Schedule is as follows:

7:30-8:30 Arrival/Free play
8:45-9:15 Breakfast/cleanup/diapers
9:30-10:30 Indoor/Outdoor (weather permitting) Play
10:45-11:00 AM Snack/diapers
11:00-11:15 Story Time
11:15-11:45 Music Time
12:00-12:45 Lunch/Feedings
1:00-3:00 Diapers/Naptime
3:00-3:30 Gentle Wakeup/Diapers
3:30-4:00 Indoor/Outdoor play/Good-bye

Food and Nutrition

Mealtime Routines: Teachers will be split into two groups, infants that need to be bottle fed (0-12 months) and young toddlers (12-24 months) to help in independent feeding and safe eating. If any mothers would like to come in and breast feed at this time, please let our staff know at drop off so that we are able to accommodate you and your baby.

Infant Feeding: We encourage nursing moms to breast feed, and we will accommodate nursing and bottle feeding of breastmilk. Breast milk must be labeled and dated. Infants will be fed according to the schedule provided by the parents. We suggested the following:

- 0-6 months: Breast milk/formula only
- 6 months and up: Introduce bland vegetables such as banana, avocado, yams, squash, carrots; preferably unprocessed foods (i.e. cooked and mashed at home) or healthy jarred baby food (parents must provide food and formulas)

- 6-9 months: pears, apples, and other non-acidic fruits; grains and vegetables to include greens
- 9 months and up: easily digestible pastas, cottage cheese, yogurt
- End of first year: breads, table food

We encourage baby led weaning that allows the child to feed themselves. The child will quickly learn to gauge how much they can handle in their mouth because they are feeling themselves. Thick slices of pears, avocados or bananas are the easiest for them to hold yet still mushy enough for them to gum without many teeth.

Bottle to Cup: Our goal is to help children make as smooth a transition as possible. There are windows of opportunity when it is simpler to wean a child. Our suggested practice is as follows:

- Introduce lidless cup at twelve months. We start by pouring in a little amount of liquid and gradually increasing as the child's ability not to spill grows.
- One year to fifteen months is optimum time to wean a child from a pacifier as the physical need to suck is not so strong anymore. If the child is in need of a comforter, we recommend a soft cloth or soft, simple doll that can be cuddled while falling asleep.

Parent Involvement

Parent Responsibilities:

1. Be respectful of Dimples & Diapers LLC property, staff, and other parents.
2. Communicate with Dimples & Diapers LLC when your child is late or absent.
3. Communicate with your child's teachers about their progress and what is going on at home.
4. Get to know other parents and the staff – we are a community!
5. Support Dimples & Diapers LLC by sharing your experience with friends, family, and neighbors.
6. Pay your bill on time.

Communication with Parents: Parents are welcome at any time during operating hours. Brief conversations will take place with each child's parents at pick-up and drop-off times. There will be an open-door policy at the facility with a request that parents be respectful of the types of activities going on and families that come and go from this facility.

Parent Involvement in Promoting Positive Behavior: Dimples and Diapers LLC highly encourages parents' involvement with staff and children, we want your experience with our facility to be positive for both you and your child. Here at our facility, we have a strict no harassment policy. This policy is put into place to protect our staff, parents, and children. If there is any harassment towards our staff from parents/guardians, parents/guardians to each other, or staff to parents/guardian's immediate actions will be taken and depending on severity dismissal (of staff or parent/child) from facility may be initiated.

Pick-Up Person Under the Influence: No child will be released to a person who is identifiably under the influence of drugs or alcohol. Another pick-up person on the child's list will be called. If that fails, the child will be kept at the facility until someone can be reached. The parent will be charged for any additional childcare fees incurred. If it is time for the center to close, the pick-up person will be given the option of calling a cab to pick them up and take them to a place where a responsible party will take care of the child. If all else fails, the police will be called.

Smoking Policy

Smoking on Dimples and Diapers LLC property is strictly prohibited (this includes the parking lot). If a parent smokes, they are required to do so off the property and must be free of smoke smell when entering the facility. If children are dropped off with the smell of smoke on their clothing, they will need to be changed into fresh

clothing and the smoke clothing taken home immediately. The health and safety of the staff and children in our care is our number one priority. Below you will find a link to the CDC website with information on the dangers of second-hand smoke.

https://www.cdc.gov/tobacco/data_statistics/fact_sheets/secondhand_smoke/health_effects/index.htm#:~:text=Sec%20ondhand%20Smoke%20Harms%20Children%201%20Studies%20show%20that,smoke%20around%20them%20get%20more%20ear%20infections.%20

Health Care and Emergencies

Childhood illness is a natural part of early childhood whether the child stays at home or is in childcare. It is not unusual for young children to have fevers, occasional colds or even illnesses such as chicken pox. Some physicians feel that such illnesses help to build the natural immune system. Many pediatricians also recognize the importance of allowing children to have fevers to help fight infections. For this reason, we encourage parents to stay home with their children when they become ill in order to allow the illness to follow its natural progression. Studies indicate that children are being given far too many antibiotics currently, partly because parents sometimes feel a need to return to work and need quick remedies to get their child back to childcare. Montana state licensing requires that children stay home who have influenza, painful sore throats, fever (**100.4 or higher**), diarrhea, pink eye or have been vomiting. If they develop any of these symptoms while in care, they are to be picked up immediately. **Children who have any of these symptoms may not return to childcare until these symptoms have been gone for 24 hours without the aid of fever-reducing medication.** Please establish a backup person for your child's care if they are ill. Ideally, when a child is ill, the best place for the child is at home. Healing comes from more than prescription medicine. More important is the sense of wellbeing that comes from being with their own loving parent and in their own surroundings. If finding alternate care is impossible, please do not ask Dimples & Diapers LLC to make an exception; it is against State regulations. Thank you for your cooperation.

Communicable Diseases: A child with a reportable communicable disease or a temperature of 100.4 or above will be sent home and asked to remain home during the period the disease or 24 hours after fever has broken is communicable. Parents of other children will be notified via BrightWheel, email, in person when necessary. The appropriate public health officials will also be notified. The child may be admitted when his/her condition is no longer contagious and has a Physicians note. Communicable diseases that must keep a child home include pink eye, coxsackie virus, cold sores with drooling or fever, impetigo, head lice, ringworm, scabies, Hib, measles, mumps, meningococcal disease, fifth disease with fever, whooping cough, RSV, strep throat, TB, chickenpox, diarrhea, hepatitis A, hand foot and mouth, COVID 19.

Immunizations: All infants and children attending Dimples & Diapers LLC will be required to have at least the minimum required immunizations by the state of Montana to operate a childcare center. If your child is NOT immunized and you would like them to attend Dimples & Diapers LLC, they will need to have at least one of each required immunization before starting and a Conditional Attendance Form signed by their doctor with a plan of getting caught up. We audit all immunization files every six months starting in January to ensure all kids are keeping up.

Dispensing Medications: Dimples & Diapers LLC will not be doing any administering of any oral medications at this time, but will be able to administer topical medications such as sunscreen, diaper creams, A&D ointment, and lotions (provided and permitted by parent/guardian).

Minor Injuries: When a child receives a minor injury, the teacher will spend a brief time soothing the child with a moist clean cloth, hugs, snuggles, and a Band-Aid® if needed. The teacher will then encourage the child to return to what he or she was doing. Parents will be notified upon pickup regarding the nature of the injury and incident will be documented on BrightWheel in child's profile.

First Aid: All staff members at Dimples & Diapers LLC are CPR and First Aid certified. If first aid must be administered, parents will be immediately notified.

Emergency Medical Facility and Procedure: In case of a serious accident or injury, 911 will be called and the child will be transported to the nearest hospital by ambulance or by the parent if it is determined that an ambulance is not necessary. Parents will be notified as quickly as possible.