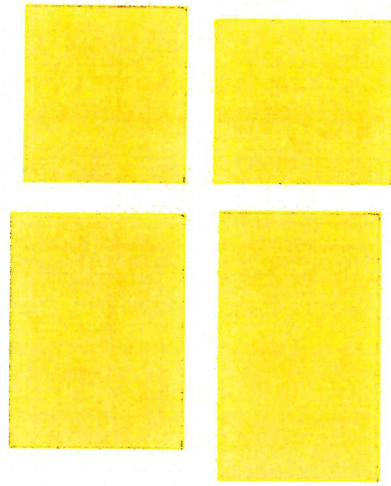




Kinder Haus

Ladybugs Handbook

Updated June 2026

KINDERHAUS GENERAL INFORMATION

Hours of Operation: Monday thru Friday 6:15 AM - 5:30 PM. KinderHaus is licensed through the Pennsylvania Department of Human Services.

Please see the KinderHaus Handbook for ALL POLICIES.

STATEMENT OF PURPOSE

KinderHaus is committed to the task of training a child to contribute to his/her home, church, school, and community, as well as to enhance all areas of a child's development. Those areas include mental, physical, emotional, social and spiritual values. We will provide quality care with the goal of helping a child meet his/her potential.

WHAT TO BRING

As a parent bringing your child to infant care, we would like to offer a list of items to be sure to bring. Please make sure your child has:

1. Two extra sets of clothing - including socks. Placed in a bin. Remember to mark the items in your child's bin!
2. A baby blanket or sleep sack and sheet for crib. Labeled with your child's name.
3. All ENROLLMENT FORMS on file: Contract, Emergency Card, physical Forms with up-to-date immunizations, Permission slip for use of wipes and diaper rash cream, Food Sheet.
4. Any food including bottles and milk should be placed in his/her bin in the refrigerator. If a container or bottle does not fit in the bin, you may use the door, but remember once again to be sure items are clearly marked.
5. A sleeve of diapers with his/her name on it may be brought in and stored in the cabinet under the changing tables. Diapers for immediate use and ointments may be placed above the changing table where your child's name is marked. Wipes are provided for your child as long as we have a signed permission slip from the parent in the child's file. If your child has sensitive skin and cannot use these wipes, the parent must provide the wipes for the child.

Please **DO NOT** bring stuffed animals/toys for the cribs. Pacifier clips/straps are not allowed.

Additional Ladybug & KinderHaus Information

(SEE THE KINDERHAUS HANDBOOK FOR ALL POLICIES)

1. If at any time KinderHaus will need to close, due to inclement weather, please check TV Station WGAL, our Facebook page, and a Remind message will be sent out to all parents through the app.
2. Check your child's bin every day for empty bottles, memos, soiled clothes, etc.
3. Because of state regulations, we are not able to serve any food that has not already been introduced at home. Snacks such as crackers, Cheerios, puffs may be given if we have a signed parent permission slip.
4. A daily chart is kept every day on your child to provide the parent with changing, eating, and napping information. Please allow for human mistakes. Infant Care staff do their best to provide you with specific information; however, that is not always possible. Thank you for your understanding.

INFANT CARE POLICY OF CLEANLINESS

We would like to make your child's day in the Ladybug Room a pleasant and comfortable one. We follow state regulations for the health and safety of your child. It is absolutely necessary for us to constantly sanitize and keep the classroom as germ-free as possible. Staff are required to wash their hands with antibacterial soap before feeding your child, after changing your child, and even after wiping your child's nose. The changing table is sanitized after every change.

Your child eats in a sanitized high chair that is again sanitized after your child eats. Your child's hands and face are washed with water before every meal. When your child is finished eating their hands and face are cleaned with soap and water.

Toys that have been played with or mouthed are sanitized on a daily basis. Jumpers and play areas are cleaned and sprayed with bleach water.

Your child sleeps in a crib that no other child sleeps in. For sanitary reasons we ask you to simply take your child's bedding home on Fridays or your child's last day for the week to be washed over the weekend.

To help us keep the infant care facility germ free we do have some health and sickness policies.

INFANT CARE POLICY OF SICKNESS

FEVER

Your child will be sent home if he/she has a fever of 100.4 degrees or more. If your child is sent home with a fever, he/she may not return to daycare until your child is fever free for 24 hours without the use of fever reducer medicine.

For example, if your child is sent home at 11:00 AM Monday for a fever of 100.4 degrees, your child may not return to daycare on Tuesday. In fact, if a fever reducer medicine is administered to bring the fever down, your child's 24-hour absence from daycare does not begin until fever reducer medicine administration is stopped. Fever reducer medicine will relieve pain, lower fever, and help to comfort your child; however, it will not cure a contagious infection. Fevers in babies may be very serious. Our policies and state regulations are constructed to protect your child's health.

DIARRHEA

Your child will be sent home if he/she has two instances of diarrhea. If your child has had diarrhea during the night, please keep him/her at home as this is passed easily among children and their families.

VOMITING

Your child will be sent home if he/she has two or more instances of vomiting with or without a fever. If your child has been vomiting during the night, please keep him/her at home as this is passed easily among children and families.

NOTES TO RETURN

If your child is seen by a doctor please be sure to bring back a note from the Doctor's office allowing your child to return to daycare. This note must be specific, giving your child's name, the day your child was seen by the doctor, and the date your child may return to day care. If your child was sent home with symptoms of a communicable disease (pink eye, conjunctivitis, impetigo, etc.) a Doctor's note is required for your child to return.

HEALTH ASSESSMENTS

Children's physicals are due as follows in accordance to regulation 3270.131:

Infant physicals are due as per the following schedule:

- 2 months old, 4 months old, 6 months old, 9 months old & 12 months old
- Young Toddlers: 15 months old, 18 months old & 24 months old
- Older Toddlers and Preschool Age: 3 years old, 4 years old, and 5 years old
- Kindergarten/School Age Students: required when entering Kindergarten

If your physical is not updated, according to D.H.S. regulations, KinderHaus reserves the right to disenroll at any time.

MARK YOUR BELONGINGS

Please make sure that the following items are labeled with your child's name or initials.

-Bottles

-Formula/Breast milk

-Pacifiers

-Blankets/sheets

-Extra set of clothing

-Diaper Rash Ointment

-Diaper bags must also be marked if we ever need to look for extra clothing, formula, diapers, etc. NO ointments, hand sanitizers or medications should be left in diaper bags.

LEFTOVERS

NO bottles should not be left in the refrigerator overnight.

When a bottle is offered to your child, the leftover formula or milk is thrown away after an hour. A bottle that has been drunk out of is an invitation for bacteria to grow, therefore these bottles are not returned to the refrigerator.

BOTTLE/FOOD WARMING

We may not heat bottles in the microwave. If your child likes warm bottles, they will be placed in the crock pot.

We may heat your child's food (vegetables, macaroni, and leftovers) only with written instructions from the parent.

BOTTLE FEEDING

Infants 6 months or younger are always held when fed a bottle. Children older than 6 months may hold their own bottle. Bottles are never given to a child in his/her crib.

PICKING UP YOUR CHILD

When you come to pick up your child, be sure to check your child's box for lunch containers, empty bottles, and important memos. Check the refrigerator and empty your child's bin.

A daily sheet is provided for each child. Feel free to get your child's sheet from the clipboard near the crock pot.

If it is a Friday or the last day of the week that your child will be attending please take your child's bedding home to be washed.

REQUEST FOR RELEASE

If someone other than the known parent is picking up your child they will be required to show identification to the staff. If the person picking up your is not listed on your child's emergency card, a note must be written and given to the staff. If you need to call to request a person not listed on the emergency form, please call the office at (717) 355-7801. When a parent calls to give information for a child to be released, the number the parent is calling from must be given to the staff person taking the call. This number may be called back to confirm the information for the release of the child.

STAFF / CHILD RATIO

Due to state regulation about proper staffing in the Infant room, KinderHaus must be informed at least 2 days in advance if you will be dropping off your child early or picking your child up late. If we are improperly notified and are not staffed for an extra child (early arrival/late departure) the change in schedule may not be possible to accommodate. KinderHaus does its best in an emergency circumstance, however the safety and care of your child is most important in this matter.

CATERPILLAR CLASSROOM

When your child has turned a year old and is eating the adult menu, he/she will visit the Caterpillars Classroom, when the teachers feel it is appropriate. Please make sure your child has proper shoes.

CLOSING STATEMENT

Most important to all of the caregivers here at KinderHaus is the health, happiness, and comfort of your child while in our care. Please let us know your thoughts and ideas. Remember, we want you all to be a part of our growing, caring family.

Thank you and God Bless!

