

Grand Targhee Resort Huckleberry Patch Daycare Parent Handbook: Winter 25' – 26'



3300 E Alta Ski Hill Rd.
Alta, WY 83414
307.353.2300 Ext. 1326
Daycare Emergency Cell. 307.249.7104
daycare@grandtarghee.com

Standard Operating Procedures and Policies, Updated October 2025

PHILOSOPHY

Traveling with little adventurers that are not quite ready to join you for the full day on the snow? Our licensed childcare center is the perfect place for your child to spend their day. Our program is available to children aged 1 year to 6 years of age. Our care providers will create a day filled with play-based programming, guided crafts and outdoor adventure that is perfect for your little explorer. As a childcare facility, we understand the importance of maintaining strict compliance with regulations to ensure a safe environment for all children: therefore, we comply with all applicable state licensing regulations and are licensed by the Wyoming Department of Family Services.

ANTI BIAS POLICY STATEMENT

We believe all children have the right to high-quality early educational experiences that welcome and embrace all forms of diversity. In our community we acknowledge and respect everyone's unique identity and do not discriminate against race, gender identity or expression, sexual orientation, religion, ethnicity, disability, pregnancy, genetic information, citizenship, veteran status, and socio-economic background. Our goal is to provide a safe, nurturing, inclusive and equitable environment. We strive for children to gain self-awareness, confidence, and pride

in their social identities as well as expressing comfort, joy, and compassion for human diversity in our classroom, our community, our country and our world. We are committed to open and on-going dialogue among children, families, and our team at Huckleberry Patch Daycare. This policy ensures all children, families, educators, and staff are welcomed, valued, and treated with equity and respect.

WINTER HOURS OF OPERATION

Huckleberry Patch Daycare is open to the public from 8:30am to 4:00pm, Tuesday – Saturday, with limited Sunday and Monday dates during select Holiday and Peak weeks. Please note that our staff is actively working with children during the day. Our office hours for booking future reservations and responding to questions are daily from 8:00am-8:30am and 4:15pm-5:00pm during our regularly scheduled opening days. The facility may close early if there is a lack of sign-ups for the day. Please email in questions/reservation needs for the timeliest response.

Half-Day AM hours are 8:30am to 12:30pm and are only available day of, if space allows. Please refer to our online booking website for the most up-to-date availability. [Winter Daycare - Grand Targhee Resort](#)

Drop-Off and Pick-Up

Drop-Off: For both full day and half day programs is between 8:30am – 9:30am. This window allows for a smooth start to the day and best experience for all children in the program. If you anticipate arriving after 9:30am, please call/email the daycare beforehand to let us know. While we always do our best to accommodate any situation, we are actively working with children during the day and may not have staff available for a late check-in after our scheduled drop-off time.

Pick-Up: Times are at 12:30pm for half-day participants and 4:00pm for full-day participants. Please be prompt, **an additional fee of \$1.00 per minute will apply for late pickups.** While you are always welcome to pick up your child early, if you are looking to sign them out to ski and then back in for daycare after, we offer that ability starting after 2:30pm. If you are planning an early pickup, please let daycare staff know that morning so they can plan accordingly.

TUITION

Our childcare costs have been established to provide the best possible care. Payments must be made at the time of reservation. Payment for services rendered is expected as mutually agreed upon in each contract. Space is limited and advanced bookings are recommended. The 15% Season Pass Holder discount only applies to advanced reservations (reservations made before day of).

PRODUCT	SESSION TIMES	OFF-PEAK	PEAK	HOLIDAY	HOW TO BOOK
FULL DAY CHILD CARE AGES 1 YEAR - 5 YEARS	8:30AM - 4:00PM	\$120	\$135	\$150	BOOK NOW →
AM HALF DAY CHILD CARE AGES 1 YEAR - 5 YEARS	8:30AM - 12:30PM	\$105	\$120	\$130	Day of Bookings In-Person Only

- **Off-Peak Dates:** 11.24.25 - 12.4.25, 12.8.25 - 12.11.25, 1.5.26 - 1.8.26, 1.12.26 - 1.14.26, 1.20.26 - 1.22.26, 1.16.26 - 1.28.26, 3.30.26 - 4.16.26
- **Peak Dates:** 11.21.25 - 11.23, 12.5.25 - 12.7.25, 12.12.25 - 12.23.25, 1.9.26 - 1.11.26, 1.15.26, 1.23.26 - 1.25.26, 1.29.26 - 2.12.26, 2.17.26 - 3.29.26, 4.17.26 - 4.19.26
- **Holiday Dates:** 12.24.25 - 1.4.26, 1.16.26 - 1.19.26, 2.13.26 - 2.16.26

STAFF QUALIFICATIONS

- First aid and infant/child/adult CPR certification must be completed biennially and always kept current
- 32 hours of continuing education biennially
- TB risk assessment or current TB test results if applicable
- A child abuse/neglect Central Registry screen done annually
- Full fingerprint based national criminal history record background check completed every 5 years
- National sex offender check results

CHECK-IN & REGISTRATION

We are excited to welcome your child to the Huckleberry Patch Daycare! Here is what to expect at Check-In.

While it can feel like a special moment to have the whole family join for daycare arrival, please note that our greeting area is small and can quickly feel crowded. To keep mornings calm and comfortable for all children, we kindly ask that drop-off be limited to one or two family members.

To help your arrival experience go smoothly, please email in all required forms and records in advance (please refer to Required Child Records listed in next policy section). This helps create a quicker, less stressful check-in for you and your child.

Check-In Process:

- **Supervision:** Children must be with a parent, guardian, or authorized adult always while at the facility, until check-in process and paperwork items are completed.
- **Paperwork:** Huckleberry Patch Daycare assumes responsibility for your child when they are signed in to our program only after all required forms have been received.
- **Storage/Space:** Your child will have a cubby assigned to them for **their** daily items.
- **Health Check:** A staff member will greet you, confirm paperwork and any updates, and take your child's temperature using a forehead thermometer. If your child's temperature is 100.0 or higher or has any symptoms/discomfort as listed in our **Exclusion From Care For Illness** policy defined below, they will not be admitted into the program for the day.
- **Sign-In:** Please record the time in/out and your signature next to your child's name on the daily sign-in sheet. If you need assistance with sign-in/sign-out, staff can assist and will initial next to signature line.
- **Handwashing:** All children are required to wash their hands upon entry into our program. If your child is unable or unwilling, hand sanitizer (Purell or Germ-X) will be provided as an alternative.

Helping Your Child Adjust:

It's normal for some children to feel nervous at drop-off or have a hard time separating. Please see our notes below to possibly help ease the transition.

- Bring a familiar soft comfort item such as a stuffed animal.
- If this is your child's first time away from you or experiencing a childcare facility, email us in advance to see if a short pre-visit is possible before your reservation. We are also happy to send pictures of the facility so they can see the space ahead of time to help better create a connection when there.
- Talk about the day ahead of time. Describe drop-off, activities, schedule, terms listed in our guidance policy, and how you will be back to pick them up later after a fun filled day!
- If your child is having a hard time adjusting for more than 30 minutes after drop-off, we will contact you to discuss options together.

Visiting During the Day:

- Parents and Legal Guardians have the right to immediate, unrestricted access to your child at any time. However, we've found that prolonged drop-offs and mid-day visits can make transitions harder for children and disrupt group activities.
- Unless you are nursing, joining your child for their Tiny Turns daycare lesson, administering medication, or taking them out to ski after 2:30pm – we highly recommend waiting to return until pick-up or early pick-up time.
- If you'd like an update on how your child is settling in, please ask a staff member during morning check-in. We are happy to send a quick update once your child is acclimated.

We are committed to providing a safe, positive, and fun experience for every child in our program. If there are any additional accommodation or considerations you think would best support your child's time with us, please email us in advance so we discuss the best ways to meet their needs.

REQUIRED CHILD RECORDS

Each child in care shall have the following information on file before the parents/guardians can leave the building:

- Completed Child Registration Form.
- Each season, submitting new/updated/current Immunization records (or authorized exemption sheet); Records must include printed D.O.B from a medical form. If submitting an exemption form you may be required to show a legal document with your child's D.O.B. Our facility is unable to accommodate children under 1 (have not yet had their first birthday).
- Special Health Care Plan if necessary.
- Written authorization from parent(s) or guardian(s) for the following
 - Emergency medical care;
 - Participation in walking field trips or excursions.
 - Child to be transported: Daycare staff will not transport the kids in any kind of vehicle, but resort patrol/emergency services may in emergency procedures.
 - Use of using a small, 36" child safe trampoline for children 3+
 - Use of swimming or wading pool if one is used (We will not use the swimming pool or wading pool at daycare)

Over the Counter Medication. We do not administer medications at daycare. We require that a parent administers all medications.

Please talk to an attendant about special health care needs, (inhalers, epi-pens, etc.). For special health care needs, medication must be in its original container with the child's name, the dosage required, and the name of the doctor. The parent or legal guardian must fill out a medical consent form. **Any allergies that involve symptoms that require medication, or medical care must have all usual medications and treatment plans listed on a Special Health Care Needs form, whether the parent leaves us with the medication or not.*

GUIDANCE POLICY

At Huckleberry Patch Daycare, we use positive guidance to help children learn self-awareness, problem-solving, and respect for others. Our approach is always consistent, clear, and developmentally appropriate, ensuring each child feels supported and understood. When guiding behavior, our staff focuses on setting clear limits, teaching awareness and responsibility through words and actions, and using redirection when needed.

Children are encouraged to:

- Respect others and their surroundings.
- Be fair and responsible for their actions.
- Ask for space when they need it and respect others' requests for space.
- Seek help from a "teacher" (staff member) when they are upset.
- Take any time needed in our Calming Corner to regroup/regulate.

The Calming Corner includes sensory tools, puzzles, books, and breathing exercises to help children manage big emotions and refocus/regulate in a positive way.

If a child's behavior escalates, a staff member will calmly invite them to take a break together - either within the classroom or, if needed for privacy to preserve dignity, in the hallway or Director's office. The goal of this time is to talk about what happened during the situation, identify feelings and actions, and explore what the child could use as a tool or support if the situation happens again.

In rare or extreme situations, a child may be temporarily removed from the group for safety reasons but will never be isolated or left unsupervised. "Time-outs" are considered a last resort, used only after all other strategies have been tried, and are limited to approximately one minute per year of age. At no time is a child ignored as a person—while a behavior may be redirected or not reinforced, the child continues to receive care, respect, and support.

Repeated or severe behavioral challenges may require a behavior support plan. In extreme cases and if all collaborative efforts are unsuccessful, it may lead to suspension or expulsion from the program.

At no time will the following occur:

- Punishment associated with food, rest or toilet learning.
- Corporal punishment, including hitting spanking, beating, shaking, pinching and other measures that produce physical pain;
- Abusive or profane language;
- Any form of humiliation including threats of physical punishment; and
- Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating or ignoring a child.

PROBATIONARY PERIOD, SUSPENSION & EXPULSION POLICY

At Huckleberry Patch Daycare we are committed to promoting each child's social and emotional development with positive behavioral support. Our program uses age-appropriate behavior supports and proactive strategies to create a caring, supportive environment for all children. Despite every effort to provide guidance and structure, there may be rare instances when a child's behavior challenges the safety or well-being of themselves, other children, or staff. In these cases, our responsibility is to maintain a safe and positive environment for everyone. Please understand that while we strive to give each child the individual attention they need, our staff must also ensure appropriate supervision and care for all children enrolled in the program.

If significant behavior or safety concerns arise, the following procedures will be followed:

Immediate Contact:

We will contact parents/guardians immediately if:

- A child's behavior poses a risk to themselves, other children, or staff.
- A child shows signs of symptoms, illness or discomfort as outlined in our **Exclusion From Care For Illness Policy.**

For symptoms, illness or discomfort, the child must be picked up right away.

For behavior related concerns, the Director or Supervisor will contact you to explain the situation and determine the next appropriate steps. Serious or unsafe behaviors that cause emotional harm or physical threat may result in an early dismissal that day.

Probationary Period:

Each Grand Targhee Resort operating season (Summer/Winter), all enrolled children begin with a two-week probationary period starting on their first day of attendance. During this time, the Director reserves the right to terminate enrollment if significant concerns arise that cannot be safely or reasonably managed within the program. Examples of reasons for suspension or expulsion during this period include:

- Behavior that places the child, other children, or staff at risk.
- Persistent illness or unaddressed health issues not reasonably shared by parents/guardians.
- The use of inappropriate or harmful language that negatively impacts others.
- For children age 3+, repeated disruptions during rest time (two or more instances).

We make every effort to communicate concerns with families before making this decision.

Ongoing Concerns After the Probationary Period:

If similar issues occur after the probationary period, the Director will:

- Contact the parent/guardian immediately to discuss the situation.
- Schedule a conference with parents/guardians to develop a behavior support plan.
- Notify and consult with Childcare Licensing and provide referrals to local resources, which may include meeting with local or childcare licensing required behavioral specialists or family support services

If the family chooses not to participate in the recommended conference, support plan, or outside resources, suspension or expulsion from the program may result.

Other Grounds for Non-Enrollment or Expulsion:

A child's enrollment may also be denied or terminated if any of the following occur:

- Inappropriate behavior by a parent, guardian, or authorized pickup person.
- Falsified, incomplete, or non-current records/registration information.
- Not providing appropriate clothing items to keep your child warm and safe for outside play.
- Failure to follow daycare policies.
- Two or more late drop-offs or pick-ups without reasonable notice or explanation.
- Two or more instances of a child arriving unaccompanied by an adult.
- Misuse of the child's cubby or storage space (e.g., storing unrelated personal items for other family members).
- Leaving medication, tobacco, alcohol, illegal substances, or any dangerous/inappropriate items in a child's belongings.

Our goal is always to work collaboratively with families to support every child's success. We value open communication and believe that, together, we can create the best possible experience for your child at Huckleberry Patch Daycare.

EXCLUSION FROM CARE FOR ILLNESS: CHILDREN & STAFF

Any child who cannot participate in a regular childcare program due to discomfort, injury or other symptoms of illness may be refused by the facility staff.

Our facility will not admit a child with a communicable disease, who has any of the illnesses, symptoms of illness, or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List unless they have been declared non-infectious to others by a licensed physician, physician assistant (PA), or nurse practitioner (NP) or they have been declared or approval has been given by the local or State Department of Health. A verified form from the physician's office or State Department of Health will be needed before the child can return to care.

Our facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

- Diarrhea or (must have 48 hours pass without an episode of diarrhea to return to the facility).
- Severe pain or discomfort.
- Vomiting (must have 48 hours pass without an episode of vomiting to return to the facility).
- Difficult or rapid breathing.
- Severe or new cough that is uncontrollable and/or creates wheezing.
- Yellowish eyes or skin; unless due to a non-infectious condition as verified by a licensed physician, PA or NP.
- Sore throat
- Covid-19.
- Swollen joints or visibly enlarged lymph nodes.
- A fever of 100.0 or higher (must be fever free for 24 hours without use of fever reducing medication to return to the facility).
- Head lice or nits; until treatment is completed.
- Scabies: until treatment is completed.
- Skin rash (not including diaper rash).
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria; or
- Purulent conjunctivitis
- Persistent (more than two a day) or severe nosebleeds.
- Two or more combined symptoms of: cough, runny nose, congestion, consistent sneezing, fatigue, body aches, eye redness, thick eye discharge and/or crust, eyelid swelling, eye itchiness or eye pain.

Discomfort/Injury:

- Unable to participate in the programs' normal schedule or activities.
- Excessive fatigue or unusual sleepiness.
- Inconsolable crying or significant changes in behavior.
- Repeated (two or more) complaints of pain or discomfort in a specific area.

Parents/guardians shall be notified immediately if an enrolled child begins exhibiting symptoms, discomfort or illness requiring exclusion from care. If ratio allows, the child will be kept in a comfortable, supervised, separate area from other children until they are picked up. For certain discomfort/illnesses/symptoms listed above, the facility may require a written document from a physician that they are approved to return to childcare, or that the symptom is usual for a known chronic condition. Children may need to be excluded from childcare for longer periods of time if symptoms are caused by an illness that requires a specific exclusion period.

Children with the following symptoms should be excluded from childcare unless they are under the care of a physician and the physician has approved in writing their return to childcare:

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes;
- Elevated oral temperature of 101° F or over;
- Blood in urine;
- Mouth sores associated with drooling; or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List [Reportable Diseases and Conditions - Wyoming Department of Health](#)

Exclusion of sick staff:

- No person with a communicable disease, or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List shall work in a childcare facility, unless they have been declared non-infectious to others by a licensed physician, physician assistant (PA), or

nurse practitioner (NP) or they have been declared or approval has been given by the local or State Department of Health.

- In the case of Hepatitis B, Hepatitis C, or HIV the infected individual has received bloodborne pathogen training and has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician and the facility director.
- In the case of a sexually transmitted disease the infected individual has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician, physician assistant, or nurse practitioner.
- No person shall work in a childcare facility while they are experiencing purulent conjunctivitis, head lice (until after the first treatment) and scabies (until treatment is complete.)
- No person shall work in a childcare facility while they are experiencing Jaundice, skin infection or rash unless the lesion can be completely covered and drainage contained by an impervious dressing, all other persons are prevented from having contact with the lesion, and the affected person can practice adequate hand hygiene.
- No person shall work in a childcare facility if exclusion is directed by state or local public health officials. If workers are instructed by state or local public health officials that they may not work due to illness, the facility will be closed if not enough staff permits them to stay open to follow childcare ratios.
- No person shall work in a childcare facility that has a fever of 100.0 or higher. They will be able to return once they have been fever free without the use of fever reducing medication for at least 24 hours.

ADMINISTRATION OF MEDICATION

Huckleberry Patch Daycare does not administer medications during childcare hours. All medications must be administered directly by a parent or legal guardian. If your child requires medication while in care, please coordinate a time to stop in and administer it personally. For safety reasons, medications may not be left in a child's bag or cubby at any time.

If your child has special health care needs (such as an inhaler, EpiPen, or other emergency and/or food allergy medication), please speak with a staff member prior to your child's attendance.

For approved situations:

- Medication must be in its original, labeled container with the child's name, dosage instructions, and prescribing physician's name.
- Medication will be handed to daycare staff at drop-off and be stored securely in a location that is inaccessible to children. While staff will always do their best to return all items at the end of the day, please make sure to ask for your child's medication return at pick-up. The Huckleberry Patch Daycare is not held responsible for lost or forgotten personal items.
- A Special Health Care Form must be completed and signed by the parent or legal guardian before the medication can be accepted or stored at the daycare.

PARENTAL/GUARDIAN RIGHTS

In accordance with Wyoming Child Care Licensing Regulations, we are obligated to provide you with the following informational statements. Parent/Guardian(s) shall have:

- Unrestricted and immediate access to his/her child(ren) and any area of the facility where childcare is located.
- The right to view inspection reports that can be found at findchildcarewy.org
- The right to view weekly menus (if applicable).
- All known and/or treated injuries that occur to his/her child while in care.
- Any situation that occurred during childcare that caused concerns for the child's health or safety.

SAFE RELEASE AND AUTHORIZED PICK-UP POLICY

Authorized Individuals:

Upon enrollment, parents/guardians will provide a list of authorized people may pick up their child(ren) without additional notification.

- Photo identification will be required for all individuals at pick-up, including those on the authorized list.
- If someone not listed as an authorized or emergency contact will be picking up your child, the parent or guardian must notify the daycare in advance (in person or by email).
- For the safety of the children, we prefer that authorized people are 16+.
- If an unauthorized individual arrives to pick up a child, staff will not release the child until verbal confirmation can be obtained from a parent or guardian.
- If a parent or guardian cannot be reached within 15 minutes of closing, local law enforcement and/or social services may be contacted to assist, and resort security will be notified.

Intoxicated or Substance Impaired Individuals:

The safety of all children is our highest priority.

If a parent or guardian arrives to pick up a child and appears intoxicated or under the influence of substances, staff will offer appropriate assistance or alternative options to focus on the child's safety. Upon the parent/guardian receiving the child, staff will:

- Notify resort security immediately.
- Contact local law enforcement and/or social services to report the situation.
- Notify the childcare licensor.

If an authorized non-parent or non-guardian individual arrives for pick-up and appears intoxicated or substance impaired, staff will:

- Refuse to release the child into their care.
- Contact the parent(s)/guardian(s) to inform them of the situation.
- Notify resort security, even if an alternate authorized person is arranged.
- Contact law enforcement and/or social services and inform the childcare licensor.

Safety Commitment

Our procedures are designed to ensure that every child leaves our care safely and with an authorized adult. We appreciate your cooperation in maintaining a secure and supportive environment for all children and families.

TINY TURNS AND SNOW SPORTS SCHOOL AUTHORIZATION

By enrolling your child in the Tiny Turns program or other daycare-compatible Snow Sports School programs at Grand Targhee Resort, and by signing the associated seasonal resort waiver, you authorize the Snow Sports School instructors to act as authorized individuals for the purpose of signing your child in and out of the daycare facility on your behalf.

Please note that Snow Sports School instructors are not licensed childcare providers under the regulations of the State of Wyoming, nor are they employees, agents, or representatives of Huckleberry Patch Daycare. Their role is strictly limited to logistical coordination related to your child's transfer between the daycare and Snow Sports School programs provided at Grand Targhee Resort, for your convenience.

By signing up for any Snow Sports School programs while your child is enrolled in the daycare program, you acknowledge and accept all responsibilities and risks associated with your child's transfer between Snow Sports School activities and the daycare facility. Once a child is signed out of the daycare by a ski instructor, they are then under the care, supervision, and policies of the Snow Sports School program. If instructors need assistance while signing your child out/in from a lesson, daycare staff will initial next to the signature line.

Daycare staff will always make every reasonable effort to support and accommodate children participating in both programs to ensure a smooth and positive experience throughout the day.

DAYCARE ADD-ON: TINY TURNS LESSONS

For children ages 3 and older, families have the option to add a daycare Tiny Turns 90-minute private ski lesson to their child's day. Three approved lessons are available at a discounted rate: 9:00am, 10:45am., and 2:30pm.

Please note that the 12:45pm Tiny Turns lesson is not available as an add-on with a daycare booking. During that time, daycare staff are focused on preparing lunches and beginning rest time for all children. If you book a 12:45pm lesson during a full day of daycare, please plan to arrive at the daycare by 12:30pm to assist your child in getting ready for their lesson.

When dropping your child off, please ensure they have all ski lesson items (e.g., appropriate clothing, equipment, and accessories). Daycare staff will assist children with preparation for their 9:00am, 10:45am, and 2:30pm Tiny Turns add-on lessons. If your child's lesson is at 9:00am, and it is your first day attending daycare for the season, we ask that you arrive at least 15 minutes prior to their lesson time to complete all necessary paperwork. If this will be your child's first-time skiing, or if they typically take time to adjust to new activities or instructors, we encourage you to contact the Snow Sports School prior to your visit for tips and strategies to help ensure a positive and comfortable experience.

TRANSPORTATION

This facility does not provide transportation for children under any circumstances. In the event of an emergency, transportation will only be conducted by Ski Patrol (using patrol-approved vehicles) or by emergency first responders in authorized emergency vehicles.

ANIMALS

For the health and safety of all children and staff, no animals are permitted on the premises. The only exception is for service animals, as defined by the Americans with Disabilities Act (ADA), which are allowed in the building.

FIELD TRIPS

Huckleberry Patch Daycare may occasionally participate in walking field trips that take place on resort property only. Written authorization from parents or guardians on the registration form is required before any child may participate.

Whenever we leave the building for a field trip, a notice will be posted on the daycare entrance indicating our destination, estimated return time, and contact information. Staff will always carry a radio, daycare emergency phone, first aid kit, a list of all children signed into the program participating in the field trip and any approved medications listed on a child's medical consent or registration forms. Our daycare emergency phone has access to a secure folder that contains all children's scanned registration information.

Please note that cell phone service may be unreliable at the resort. In the event of an emergency while we are away from the building, please text our Daycare Emergency Cell at (307) 249-7104 or contact Patrol/Dispatch at (307) 252-2300 ext. 1333. They can reach our group via radio and relay urgent messages immediately.

WEAPONS

There are no firearms, ammunition, archery equipment, explosives or any type of weapon allowed on the premises. Persons, other than law enforcement, will not be allowed to bring weapons on to the premises or carry weapons into the facility.

SAFETY

Outdoor play and exploration are an essential part of our program at Huckleberry Patch Daycare, located within Grand Targhee Resort. Whether we are enjoying activities on the daycare premises or participating in an on-site walking field trip, children will have regular opportunities to experience the outdoors.

Please note that factors such as local wildlife, changing weather conditions, and the behavior of other resort guests or their pets are elements beyond our direct control. Rest assured, our daycare team follows detailed safety checklists and established emergency procedures to ensure that every possible precaution is taken to create a secure environment for all children.

While accidents and emergencies are rare, our staff are trained and prepared to respond quickly and appropriately should an injury or emergency occur.

EMERGENCY PROCEDURES

At Huckleberry Patch Daycare, the safety of every child is our top priority. In the event that any emergency procedure needs to be implemented, parents or guardians will be notified as soon as possible. Any incident requiring an emergency response (law enforcement, fire, ambulance) or medical attention will be reported immediately to the Daycare Director, thoroughly documented for submission and verbally reported to the licensor by the end of the day.

Evacuation Procedures:

Evacuation diagrams are posted at each exit throughout the facility. Regardless of the day, time, or staffing levels, our team is trained to evacuate the daycare safely and efficiently in the event of an emergency.

If smoke or fire is detected, alarms will sound to alert staff. A designated staff member will immediately radio Patrol/Dispatch on Channel 1 to notify emergency and security personnel.

Emergency Contacts:

- Security: 307-264-9751 or ext. 1418
- Facilities On-Call: 307-249-6974
- Facilities Supervisor, Kenny Frank: ext. 1336
- Director of Base Operations, Larry Johnson: 307-264-9772
- Ski Patrol: 307-203-7627 or ext. 1333
- Fire and EMS: 911

Following notification, daycare staff will radio Patrol/Dispatch again to request assistance with child evacuation. Reasonable time permitting, staff will gather the registration forms, sign-in sheets, and any special care plans or medications before exiting the building through the safest available route (all doors and windows may serve as exits if needed). The daycare emergency cell will have access to a secure folder with all children's registration information.

- Toddlers will be accommodated and be transported in a wagon to expedite evacuation.
- Emergency go bags for children with special health needs will accompany them.
- Once safely outside, the group will relocate to one of the following designated areas:
 - The Sprung Building
 - The Rendezvous Lodge
 - The West End of Lot 1

After all children and staff are accounted for and in a secure location, parents/guardians (or listed emergency contacts) will be notified of their child's status and location via the daycare emergency cell phone text message system.

LOST OR MISSING CHILD

In the unlikely event that a child becomes lost or separated from the daycare group, all available staff will immediately initiate a coordinated search in partnership with Ski Patrol and Resort Security.

If the child is not located within 10 minutes, or if there are any immediate health or safety concerns, the child's family will be notified right away, and local law enforcement will be contacted to assist.

Even if the child is found within that initial 10-minute window, parents or guardians will still be notified immediately of the incident and the steps taken to ensure their child's safety.

INJURY REQUIRING MEDICAL ASSISTANCE

While our daycare staff takes every precaution to ensure each child's safety, we recognize that minor injuries can occasionally occur during active play.

If an injury requires more than basic first aid (such as a bandage or ice pack), staff will immediately radio Patrol/Dispatch for medical assistance and follow their recommendations for next steps. Should Patrol determine that further medical attention is necessary, we will promptly contact the child's parent or guardian to inform them of the situation and plan of care.

For minor injuries (such as small scrapes or bumps), staff will document the incident on a "Boo-Boo Report." A copy will be placed in your child's cubby to notify you at pickup.

LOCKDOWN/SHELTER IN PLACE

In the event that an unauthorized individual is present in the facility and refuses to leave, the following procedures will be implemented to ensure the safety of all children:

- Daycare staff will immediately contact Dispatch on radio Channel 1, reporting the situation and requesting support.
- Dispatch will notify Facilities/Security for backup.
- Daycare staff will secure all children and lock all doors, preventing entry or exit until the situation has been resolved by Security and the Daycare Director or Assistant Director.
- Parents/guardians will be notified of the situation through either the Emergency Daycare Cell text messaging, Patrol, Snow Sports School staff, Activity Center or other involved resort staff.

If Dispatch or Security announces a resort-wide lockdown or shelter-in-place, the same procedures will be followed.

CONTINUITY OF OPERATIONS

If Huckleberry Patch Daycare is unable to provide care at the facility, the daycare may temporarily close for safety and operational reasons.

In situations where staffing levels are insufficient to meet required staff-to-child ratios, reservations may be canceled starting with the most recently booked families until the program complies with ratio requirements.

Parents/guardians will be notified as soon as possible via email, and if the cancellation occurs on the same day, families will also receive a phone call. For emergencies outside of operating hours, the Youth Program Senior Manager / Daycare Director, Kate Driscoll, can be reached at 307-413-2331.

FIRE DRILLS

We will have a drill once per month. Refer to the evacuation plan on the wall above the blackboard if necessary.

- Press the test button on the fire alarm
- Director, Assistant Director, or lead will assign tasks to each person
- Grab the binder of registration forms, the sign-in sheet, and the radio
- Gather the children in an orderly line to exit using one of the doors
- Put toddlers in the stroller if needed and as space allows. Roll stroller outside using toddler room exit
- Grab a stack of blankets for outside (faster than dressing each child in their individual coats)

The fire drill meeting place is first by the Adaptive building outside of the pool, and then children will be relocated to one of the listed locations for reunification

- The Sprung Building
- The Rendezvous Lodge
- The West End of Lot 1

If smoke or fire is detected, alarms will sound to alert staff. A designated staff member will immediately radio Patrol/Dispatch on Channel 1 to notify emergency and security personnel and staff will follow evacuation procedures.

BOTTLE FEEDING

In accordance with Wyoming Child Care Licensing Regulations:

- Expressed milk must be labeled with the child's name, and the date, and time it was expressed. It will only be used within 48 hours of that time. Parents/guardians should notify staff at drop-off so the milk can be immediately refrigerated.
- Formula must be in its original container and include preparation directions.
- Bottles are warmed in a bottle warmer that is calibrated based on bottle type and size. If a bottle is not finished, it will be returned to the refrigerator with a note indicating it was warmed. Bottles will not be rewarmed more than once.
- Please provide enough bottles, formula, or expressed milk for your child's needs throughout the day.
- Bottles with non-detachable hand grips are not compatible with our bottle warmer and should not be used.

FOOD AND ALLERGIES

WE ARE NOW A PEANUT/TREE NUT FREE FACILITY

Peanut and Tree Nut Safety:

Please ensure that all food items packed for your child are peanut- and tree nut-free to maintain a safe environment for all children.

Winter Season Meals:

During the winter season, meals are provided at the daycare. If your child does not eat the meal items offered, you may bring a packed lunch and two snacks. Staff can store your child's lunchbox in the refrigerator but cannot heat/reheat or chop packed meals or snacks. All lunchbox items should be clearly labeled.

To minimize choking hazards, please avoid packing round or firm foods that are not precut, nuts, popcorn, thick sticky spreads, or hard candies. If an item in your child's lunch poses a concern, staff will contact you to discuss a safe alternative. If daycare-provided meals do not meet your child's dietary needs, you will need to provide an alternative snack or lunch.

Meal and Snack Times:

- AM Snack: 9:45am – 10:15am
- Lunch: 11:45am – 12:30pm
- PM Snack: 2:30pm – 3:00pm

Children attending Tiny Turns lessons during snack times will have a snack provided to their Ski/Snowboard Instructor for a small break. Children returning from lessons during lunch will be given extra time to eat. Please ensure your child has eaten breakfast or a morning snack if your drop-off is after the AM snack to stay fueled for outdoor activities. Children who nap through snacks or lunch will be offered an alternative upon waking.

Family-Style Meals:

When staffing, food safety, and allergy considerations allow, preschool-aged children will participate in family-style lunches and/or snacks. This encourages social-emotional, language, cognitive, and motor skill development. Participation is optional; children may have an individual plated meal or snack if preferred.

Food Allergies:

Parents/guardians must inform daycare staff in writing of any food allergies:

- Include allergies on the registration form and verbally communicate them to all staff working with your child.
- Allergies must also be documented on the kitchen allergy form, so all staff are aware.
- Children with allergies must be kept separate from foods that could cause a reaction.
- All surfaces must be cleaned and sanitized before and after food preparation to prevent cross-contact.

Other Allergies:

Staff will post children's allergies on both the room's daily boards and on the refrigerator to ensure visibility and safety.

OUTSIDE PLAY TIME

In accordance with Wyoming Childcare Licensing Regulations, children enrolled in our program for more than four hours are provided with at least 30 minutes of outdoor play each day. We recognize the importance of fresh air and movement for children of all ages. While outdoor time is scheduled at least once daily, the exact timing may vary depending on weather conditions, staffing, and the needs of the children present. On days with larger group sizes, multiple outdoor sessions may be scheduled to ensure all children have opportunities for outdoor play.

Given our high-elevation mountain location, weather can be unpredictable. Staff follow the Child Care Weather Watch Chart to monitor potentially unsafe conditions:

- Wind chill 30°F–13°F (Condition Yellow): Outdoor play time may be reduced for children's safety.
- Wind chill 12°F–5°F (Condition Red): Toddlers will not participate in outdoor activities. Preschool-aged children may go outside for shorter, closely supervised periods.
- Wind chill 4°F or below: No children of any age will participate in outdoor activities.

When outdoor play is limited or prohibited, daycare staff will provide indoor alternatives using equipment, activities, and games to ensure children continue to engage in big-body movement and active play.

SUNSCREEN AND HAND SANITIZER

Huckleberry Patch Daycare uses Banana Boat Sport Ultra 50+ sunscreen for all children. If you prefer your child to use different sunscreen, please provide the original manufacturer bottle of your preferred product with your child's name labeled on it and inform daycare staff at drop-off.

Our facility is located at high elevation, where the sun is strong and reflects off the snow. For your child's safety, sunscreen will be applied to all exposed skin before outdoor play and before Tiny Turns or Snow Sports School lessons.

If you do not want sunscreen to be applied to your child during their time at daycare, please sign a sunscreen waiver at drop-off.

SENSORY PLAY

Sensory play is an important part of children's development, supporting fine motor skills, creativity, and exploration. Children will have access to a variety of sensory materials, which may include—but are not limited to—sand, rice, cornstarch mixtures (oobleck), playdough, shaving cream, kinetic sand, slime, dried pasta, finger paint, nature items, and water.

All sensory activities are fully supervised, and staff take precautions to prevent the spread of communicable illnesses.

BATHROOM USE

Bathrooms in the daycare are reserved for children enrolled in the program and staff only.

We support all children who are still in the toilet-training stage and parents/guardians must provide diapers or pull-ups as needed. Accidents are a normal part of learning, and staff follow procedures that prioritize the child's dignity and comfort.

For children not wearing diapers or pull-ups, and if consistent accidents occur—despite staff bathroom use prompting every 30–60 minutes and before/after major transitions or rest time—diapers or pull-ups may be required until a new plan can be developed with parents/guardians and the daycare director.

This policy ensures the safety and well-being of all children and staff. Frequent accidents can pose a biohazard and require extended one-on-one care, which takes attention away from other children in the program.

REST TIME / NAPPING PROCEDURES

Rest time begins after lunch, typically between 12:30 and 12:45 p.m., unless a child's registration form specifies an earlier or specific nap time. Children may start resting earlier if they are tired or as many times needed.

We refer to this period as "Rest Time" rather than nap time, so children do not feel pressured to sleep. All children spend the beginning of rest time on their mats to relax, recharge, and enjoy a calm environment, regardless of whether they sleep. This routine helps accommodate the needs of all children in the program.

For children who have outgrown naps or rest time, or for children 3 years + who are unable to participate in quiet activities without disrupting others during rest time, parents may need to consider whether the full-day program remains the best fit.

Sleep is essential for the mental, physical, and emotional well-being of young children. If a child disrupts others during rest time, staff will connect with parents/guardians to discuss strategies for supporting a calm environment. If disruptions continue a second time, a meeting with the director will be required before the child's next scheduled daycare day to determine next steps.

Duration and Activities:

- Rest time can last longer if the child is still sleepy.
- If a child does not fall asleep or feels well rested, within 30 minutes, they may begin engaging in quiet activities such as books, puzzles, sensory materials, or arts and crafts.
- When staffing and ratios allow, children who are awake may move to another room or the outdoor porch for calm play under supervision.

FACILITY LOCATION

Huckleberry Patch Daycare is located in the Grand Targhee Resort base area, as indicated on the resort trail maps. To reach the facility, folks must cross a small snow-covered area from the plaza. Please exercise caution and be aware of skiers, snowboarders, patrol personnel, patrol vehicles, and grooming equipment while crossing this area. Additional safety information can be found on our Winter Mountain Safety and Responsibility Code webpage.

The daycare is situated at a base elevation of 7,860 feet. We strongly recommend that parents/guardians consult their child's physician regarding potential altitude sickness related concerns and discuss plans or precautions prior to your trip.

ACCOMODATIONS

At Huckleberry Patch Daycare, we strive to support and accommodate the needs of all children and families. Parents and guardians are encouraged to contact the daycare directly to discuss any accommodations or considerations that may help ensure a positive experience for their child.

OVERNIGHT CARE

Huckleberry Patch Daycare does not provide overnight care. While our staff care deeply for each child, they also respectfully need time outside of work to rest and recharge.

To ensure children are picked up safely and on time, parents and guardians are responsible for arranging timely pick-up. If you anticipate being late, please make alternative arrangements for your child's safe pick-up.

INSIDE ACTIVITIES AND SCREEN TIME

We value play-based opportunities and guided activities/crafts that encourage children to explore play and foster social and emotional connections.

Please do not bring any personal screens or electronic devices for your child, unless needed for communication, medical, or other reasons listed on your registration form.

Television or screen-media is not a part of our regular daily schedule. If such media is used, it will be under the following conditions.

- Screen media time only occurs in the preschool room (or ages 2+).
- Allowed content types must be G rated, age-appropriate and align with one of the following purposes:
Calm story-time enhancement (for example: a program where a story is read aloud with gentle animation).
Age-appropriate movement games/interactive dance (for example: dinosaur yoga, songs where children are invited to move along). Educational experiences tied to our weekly topic (for example: learning basic sign language or exploring a theme of the week to enhance connection with a craft or activity).
- Special Use Cases: Short, calm shows may be used to support a difficult transition when a child is distressed (to help calm the group or ease the child).
- On special themed occasions (for example: PJ Day or showing a movie that is a version of a book the children read or did activities on), a full movie may be shown.
- A time limit of total screen/tv usage during the day will be no more than 60 minutes, unless a special occasion, movie showing is happening and will be communicated to parents at drop off.
- Staff Supervision & Choice: Whenever screen/TV time is offered, staff will always remain present and attentive. Children always have the choice to participate or select an alternative activity.

WATER PLAY ACTIVITIES

We will not engage in water play activities such as swimming pool, or a wading pool.

SPECIAL OCCASIONS

We remain open on holidays unless staffing does not permit.

LIABILITY INSURANCE

We carry liability insurance through Grand Targhee Resort.

WHAT TO BRING FOR YOUR CHILD

Please refer to the checklist available on our website to see what items are required daily.

USDA NONDISCRIMINATION STATEMENT

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, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

REPORTING CONCERNS

Open communication between providers and families is crucial for your child(ren)'s success and safety. I/we will strive to communicate with you on a regular basis the events of your child's day as well as any concerns or

observations that may arise. . We appreciate all feedback from families to help continue our growth and success as a childcare. If at any time you have a question or concern, please:

- Speak directly with your child's provider regarding concerns and objectives.
- If concerns cannot be resolved with child's provider contact the daycare Director Kate Driscoll at 307.413.2331.
- In addition, please feel free to contact the local childcare licenser, Kelli Dunne at 307-249-5848 to report any concerns.

All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect.

Licensed childcare complaint and compliance history can be found at findchildcarewy.org or by contacting the local childcare licensing official.

VIDEO SURVEILLANCE

To ensure the safety and security of all children, families, staff, as well as the security of the physical daycare facility, the Huckleberry Patch Daycare is equipped with a 24-hour video surveillance system. There are two cameras in the preschool room, one camera in the toddler room and one camera outside facing the front entrance. These are monitored by authorized personnel through Grand Targhee Resort and the Huckleberry Patch Daycare Director. They are not located in private areas (bathrooms).

The Grand Targhee Resort security team monitors live/recorded footage to prevent unauthorized access to the facility during and after operational hours. The Grand Targhee Resort IT team manage camera access and software maintenance.

The Director may review live/recorded surveillance to better monitor the entire facility or clarify interactions or incidents. Childcare licenser Kelli Dunne may view recorded footage in the event of a reporting concern. For child confidentiality and per licensing regulations, our surveillance system/security cameras are for internal purposes only.

By signing our registration form, you consent to the use of a video surveillance system in the daycare facility. Please contact the daycare Director, Kate Driscoll, with any questions.

SICK DAY/CANCELLATION POLICY

Cancellations made at least 72 hours in advance will be charged a processing fee of \$25 per child per day. Cancellations made within 72 hours of service date, or no shows will forfeit the total cost of the booking. Every effort will be made to reschedule childcare bookings with 72-hour advance notice, change is subject to availability. An additional fee may apply for childcare booking changes.

To protect the health and wellness of all children, families, and staff in our care, we require adherence to the following illness-related cancellation policy:

Day-of Illness Reporting (Before 8:00 AM):

- If symptoms or illness (as listed in our sick policy) are emailed before 8:00 AM on the reservation day: \$25 fee per child, remainder issued as stored credit.

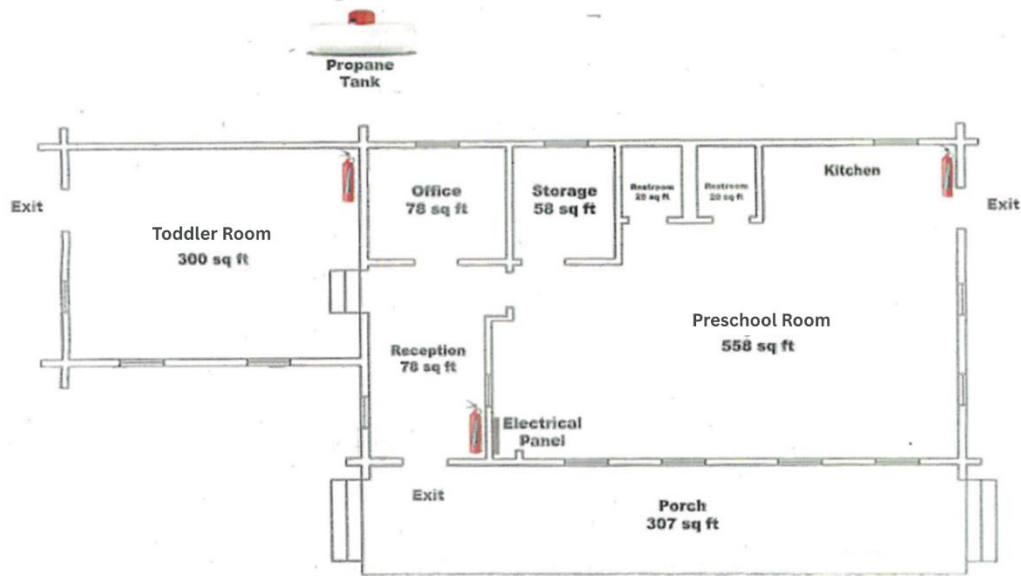
Same-Day Illness Cancellations After 8:00 AM or Sick Drop-Offs:

- If illness is reported after 8:00 AM, or if a sick child is dropped off or sent home due to symptoms,
- Full day's reservation will be charged.

Please refer to our Exclusion From Care or Illness policy for symptoms that exclude a child from care.

Thank you for helping us keep everyone safe and healthy!

FACILITY EVACUATION MAP



Main Floor

Huckleberry Patch Daycare

We appreciate your understanding and cooperation in following our policies and standard operating procedures in the Parent Handbook. Together we can provide a safe, positive and memorable experience for every child in the daycare facility. If you have any questions or would like to schedule a time to talk more about our programming, please reach out at your earliest convenience.

With gratitude,
Kate Driscoll
Huckleberry Patch Daycare Director
kdriscoll@grandtarghee.com