**Debbie’s Little Angles “Soaring above the Crowds.”**

**Early Childhood Education Program**

Family Handbook

2021-2022 School Year

**Debbie’s Little Angels “Soaring above the Crowds.”**

**WELCOME**

Dear Family,

Welcome to Debbie’s Little Angels! I plan to execute an enjoyable learning experience for your child and memorable experience for you. My focus is to engage your family in the necessary steps to further your knowledge branching you into the future you have designed for the family. You are now a member of our community family feel welcomed and enjoy our shared space and environment. We promote high-quality service for all children within a safe environment like home. Although we look home-like, we are an educational facility which we must adhere to their regulations and standards. During your time at our facility, we will complete assessments, especially within the first 45 days to get a baseline where we will work together to set goals for your child’s success. Over the course of the year, we will cover monthly themes, including the visitation of the study in action. We encourage you, parents, to explore outdoor activities along with our group. Collectively, we will work together to maintain focus on your child’s academic, social-emotional development, preparing them for their future in the world. A major focal point is building resilience in the children to help sustain any possible unexpected glitches they encounter in life.

Our program developmental program includes:

 Safe, friendly, and nurturing environment

 Helping your child want to learn

 Fostering the natural desires within your child to become a more creative individual

 Provide monthly and quarterly progress assessments/reports

 Developmentally appropriate tasks

 STEAM (Science, Technology, Engineering, Art, and Technology)

 Differentiated instruction

 Intentional teaching

 Child-centered studies

Thank you for enrolling in Debbie’s Little Angels, my commitment is to assist your family in pursuing your dreams for a much brighter future.

We look forward to providing your child with a caring and enriching environment.

Sincerely,

Deborah Colter

Director/ Owner

(215) 472-6796

Debbie’s Little Angels “Soaring above the Crowds.”

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About Me

## Philosophy

**The central goal of learning is for children to expand their understanding of themselves and the world they live in.**

Cognitive concept develops from the constant exposure to interactions with a variety of readily accessible and stimulating materials. The importance of exploration can never underestimate, for children learn through fantasy and play. Our program incorporates an assessment tool Ages & Stages Questionnaire “ASQ: accurate, reliable developmental and social-emotional screening.” Through the first forty-five days, the parents are offered the Questionnaire drawing on their expert knowledge of their child (ren). To coincide with the curriculum-based assessment (s), we monitor each child’s achievement of developmental milestones, share an observation with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early interventions and treatment. The developmental screening process is a collaborative one, involving parent/guardians and are completed in conjunction with the child’s primary care provider and health education, and early intervention consultants. Developmental screenings conducted with written consent from the child’s parent/guardian (s). As a goal, we complete quarterly assessments thru our online assessment tool Teaching Strategies which is aligned with our daily curriculum Creative Curriculum to set new goals with parents to the never-ending world of exploration in the minds of young children.

## Mission

Debbie’s Little Angels “Soaring above the Crowds.”

* Debbie's Little Angels are committed to providing high-quality, age, and developmentally appropriate childcare experience, which focuses on the child's individual needs and abilities to stimulate social-emotional, cognitive, and physical growth and development. The teachers at Debbie’s Little Angels offers a stable, secure learning environment that fosters a solid foundation for lifelong success.

***Vision***

* The vision for Debbie’s Little Angels is to provide a stimulating learning experience for all children focusing on skills for learning, emotional management, friendships, and problem-solving, and transitioning to kindergarten. In addition, our vision is supporting and nurturing the whole child and families for success in school and life.

***Core Values***

* We strive to reach goals, be unique, challenge ourselves, and evolve and exceed expectations. Strive to grow as individuals.
* Share and develop innovative ideas through education, networking, family engagements, inspirational people, and life experiences.
* Prioritize the welfare and safety of children above all by supporting their well-being through building bonding relationships between the children and teachers.
* Support and embrace the children's cultures, languages, ethnic, and family structures, building and incorporating diversity throughout the classrooms.
* Focus on creating an appropriate and effective transitioning plan as children enrolled in our program and transition out of the program.
* We have an open-door policy for family members to access their child's classroom; families are welcomed to visit.
* Family support and input are highly recommended for the child's success, parents being the first teachers, have insight into contributions and planning for the benefit of their child's advancement.
* All documentation and policies are in collaboration with the participation of families. In addition, we have a written policy for the protection of confidentiality and disclosure of all children’s records.
* Families have open access to professional and community resources, and support services can be made available as needed.

Our goal is building bridges in desolate areas, out of fundamentally sound materials. To make a foundation to withstand most types of storms and seasonal terrestrial downpours the families encounter. I intend to help fortify the whole child, all of the immediate family through the extensions of relationships and involvement. Together we can empower one another, strengthen our tides and speak to situations and have them move. Lives will change, families restored, growth will happen, and time will move on. The gratitude of knowing I was a vessel used to help bridge whatever gaps there let me know your ready for what the world has to offer you.

## Certification

Family Childcare License

NAFCC Accreditation

STAR 4

## Definition of Family

In this handbook when I use the term family, I am referring to a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest, and responsibility of your child in my care.

## Hours of Operation

Childcare services are provided from 12 AM to 12 AM Monday through Saturday.

## Evening & Night Care

With advanced notice, I do provide care between the hours of 6:00 PM to 7:30 AM. Children in custody during the nighttime follow a schedule designed to replicate activities typical of your child’s routine at home. I have an evening and morning schedule of events planned for the hours when children are awake. Children who attend partially through the evening hours can sleep as needed. Children are served the evening meal if present at that time. A night-time snack is available, and breakfast is served to all children in care for the night unless the parent specifies otherwise.

## Emergency Substitute Provider

In the rare case of an emergency, I will call my emergency substitute provider (see a list of names posted on the bulletin board). She/he will come to the facility to stay with the children during my absence. If I cannot secure a qualified substitute during an emergency, you or your emergency contact will be asked to plan to pick up your child (ren), and the program will close for the remainder of the day. Should this need arise, you or your emergency contact shall pick up their children within 2hours of receiving the call.

I will provide my emergency substitute with a brief orientation including names, and ages of children present, Their arrival and departure information for each including the names of people authorized to pick up your child, the location of the children’s files including emergency contact information, consent for emergency medical treatment and any particular health care needs. The emergency substitute provider will have appropriate credentials and clearances. Names of approved substitutes are located on the bulletin board.

## Holidays

I am closed for certain holidays: New Year’s Day, Memorial Day, Flag Day, July 4th, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Black Friday, Christmas Day

There will be early closings on TBA you will get a month’s notice before dates.

## Admission & Enrollment

All admission and enrollment forms and enrollment fee and first tuition, last week and deposit payments paid before your child’s first day of attendance.

An enrollment fee of $50.00 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, my program admits children from 3 months to 8 years of age.

My process for introducing children to my program is building a trusting relationship.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. I do not discriminate by special needs if a safe, supportive environment can be provided.

## Waiting List

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already attending my program is given priority.

## Adjustment/Trial Period

My program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new childcare setting. I will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing, and reassuring them of their family’s return.

A (4) week adjustment period begins at your child’s first day in my care. During this time, the family can decide to terminate the signed contract without penalty.

## Inclusion

I believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. I will make every reasonable accommodation to encourage the full and active involvement of all children in my program based on their capabilities and needs.

If your child has an identified need, **Debbie’s Little Angels** will offer services to all children regardless of color, race, creed, or disabilities. We provide a well-rounded, high-quality program for all children; our goal is to meet the needs of individual children. We facilitate using Differentiated Instruction to include all children in the classrooms. Maintaining a versatile class the children will learn from one another’s strengths and abilities. Making some connections eliminating any biases taught they are all unique and individually crafted to complete specific assignments in life. Inclusion in Debbie’s Little Angels refers to including all children with and without disabilities into our program. Working together the children hold high expectations and intentionally promoting participation in all learning and social activities, facilitated by individualized accommodations; and using evidence-based services and supports to foster their development (cognitive, language, communication, physical, behavioral, and social-emotional), friendships with peers, and sense of belonging. All young children with disabilities, from those with the mildest disabilities to those with the most significant disabilities. The vision for inclusion in early childhood programs and recommendations provided in the policy statement builds on the principles and definition outlined in the joint position statement from the National Association for the Education of Young Children (NAEYC) and the Council for Exceptional Children’s Division for Early Childhood (DEC).6 While NAEYC and DEC’s position statement focuses on the inclusion of young children in society more broadly, the purpose of this policy statement is to focus on the integration of children with disabilities in general early childhood programs.

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## Non-Discrimination

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

## Confidentiality

Unless I receive your written consent, information regarding your child will not be released except that required by regulatory and partnering agencies. All records concerning children in my program are confidential.

## My Qualifications

I have 17 years of experience in the childcare industry, and I exceed the state requirements and qualifications.

I participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

**Staff / Assistant / Substitute Qualifications.**

Any Staff, Assistants, or Substitutes that are employed by me will have appropriate qualifications in the child care industry and will meet the state requirements. A list of qualified staff, assistants, and substitutes will be provided to you and available on the bulletin board.

## Communication & Family Partnership

**Daily Communications.**

Daily notes from me will keep you informed about your child’s activities and experiences in my program. You can view your child’s activities throughout the day on Bright Wheel. Monthly Newsletters are distributed along with the menu. I have a bulletin board with program news, upcoming events, holiday closing dates, announcements, etc.

**Family Activities.** Each family is a child’s first teacher. I value families as partners in the growth and development of children in my care. I encourage parents and other family members to be involved in the program, visit your child(ren) in my classroom, participate in events, and provide feedback on the agenda. I encourage families to engage and support your child’s learning goals.

Please see the list of Family Activities at the end of this booklet.

# Curricula & Learning

## Learning Environment

I provide a productive learning environment with curricula that are developmentally appropriate to the specific ages of the children in my care. I have a flexible daily routine that allows children to advance at their own pace. I passionately believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

## Outings & Field Trips

Weather permitting, I conduct supervised walking trips around the neighborhood. Children are accounted for always. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and I encourage you to join your child on the journey. *Permission Slips* for each trip must be signed by the child’s family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children will be guarded in all activities. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the childcare program as well as during field trips.

## Television Time

My typical daily routine does not include television.

## Electronic Media

Electronic Media is limited to 30 minutes or less per week. We utilize a visual learning app to travel around the world. Internet sites and software are pre-screened to contain non-violent and high-quality educational content. Alternative activities are available for children during this time.

## Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. I utilize books, music, games, and a wide range of activities as aids to teaching children respect for our world and the diversity of life upon it.

## Celebrations

My celebrations and holiday policy encourage an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community.

Debbie’s Little Angels are always closed for Ms. Debbie’s Birthday at the beginning of March dates TBA.

## Rest Time

Infants sleep according to their schedule and are put to sleep on their backs.

After lunch, all children less than five years of age participate in quiet rest time. Children are not required to sleep and may be given peaceful activities.

Safe sleep practices help reduce the risk of sudden unexpected infant deaths (SUIDs). Facilities should develop a written policy describing the methods to be used to promote safe sleep for infants. The theory should explain that these practices aim to reduce the risk of SUIDs, including sudden infant death syndrome (SIDS), suffocation and other deaths that may occur when an infant is in a crib or asleep. About 3,500 SUIDs happened in the U.S. in 2014 (1).

All staff, parents/guardians, volunteers and others approved to enter rooms where infants are cared for should receive a copy of the Safe Sleep Policy and additional educational information and training on the importance of consistent use of safe sleep policies and practices before they are allowed to care for infants (i.e., first day as an employee/volunteer/substitute). Documentation that training has occurred and that these individuals have received and reviewed the written policy before they care for children should be kept on file. Additional educational materials can be found at https://www.nichd.nih.gov/sts/materials/Pages/default.aspx.

## Toilet Training

The most critical factor in making the toilet learning experience successful and as low-stress as possible is a home/childcare partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physical, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most real toilet training occurs 1only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. I am committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child’s physical and emotional abilities and your family’s concerns.

Parents must work simultaneously with the staff during this process, watch the fluid intake. Provide additional clothing, and cloth underwear there is a $20.00 per week fee for toilet training.

# Guidance

## General Procedure

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. I encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

## Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, I intervene immediately to protect all of the children.

My usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when I need to ensure a child’s safety or that of others, and I may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

## Notification of Behavioral Issues to Families

If a child’s behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child’s individual needs and challenges. We will work together to evaluate these needs in the context of my program.

On rare occasions, a child’s behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

* A child appears to be a danger to others.
* Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
* Undue burden on my resources and finances for the child’s accommodations for success and participation.

# Tuition and Fees

## Payment

Tuition payment is due in advance the first week, last and a security deposit. Contracts are based on a **52-week attendance per year**. Cash is always scheduled in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 9:00 AM on Monday mornings, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of $50.00 is due annually on First Day of Service this fee will not be pro-rated.

## Late Payment Charges

Overdue payments can pose severe problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of $3.00 will be added to your next tuition payment for each day that it is late. If your account has not been paid in full within 14 business days, your child may be discharged from the program.

Any payments made will be applied to the oldest charges, and late fees may still ask if the account is not paid in full by the next tuition due date.

If payment is more than 15 business days past due, we may attempt to recover the debt in small claims court, and your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

## Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of $35.00. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

## Late Pick-up Fees

Late pick-up is not a regular program option and will only be considered as an exceptional occurrence. Late fees of $3.00 per minute will be assessed beginning at 5:00 PM (as per your individual agreement) and will be due upon arrival.

## Special Activity Fees

Every first Friday of the month there will be additional fees $25.00 associated with individual activities or field trips. These fees are due before the event, activity, or trip.

**Assessment Portfolio’s**

Parents are responsible for purchasing your child’s portfolio annually $15.00 due the 3rd Friday in August to begin our new semester.

## Additional Fees/ Credits

* **Vacation** - to retain your child’s spot during your family vacation, 50% of your regular tuition is due. Vacation days can be used if written notice is given in advance for the days your child will not be in attendance. Tuition must be paid before going on vacation. These fees are non-refundable if you choose not to return.

**Cash App payments** there is an additional processing fee of $2.00 for your tuition payments.

* A non-refundable enrollment/ registration fee of $50.00 is due annually on First Day of Enrollment

***Credits & No Credits***

* **Credit will be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of your child’s doctor, the absence is considered excused. A written doctor’s note is required to receive a credit.
* **Credit is not given for Sick Days** – there are **no** credits for sick days. Sick days are pre-considered in determining tuition and are **not** refundable.
* **Credit will be given for Inclement Weather** - if I do not open due to inclement weather on a day that your child is scheduled to attend, your account will **not** be credited for that day.
* **Credit will not be given for Planned Closings** – I have pre-considered planned closings including holidays and program vacation weeks in determining tuition.
* **Credit will be given for Un-Planned Closings** – I have pre-considered unplanned closings due to inclement weather, contagious diseases, etc. in determining tuition.
* **Credit will not be given for my absence** – there are credits for days when I must close my program for personal reasons. There are five private/sick days that are pre-considered in determining tuition and are refundable.

# Attendance & Withdrawal

## Absence

If your child is going to be absent or arrive after 9:30 AM, please call me at (215) 472-6796. I will be concerned about your child if I do not hear from you.

## My Vacation

My vacations consist of two full weeks a year. You will be notified well in advance of these dates. Full tuition is still due during these weeks.

Families are responsible for finding backup care for their children during holidays, provider vacations and planned or unplanned closings.

## Withdrawals

A written notice, three weeks in advance, is required by me when a child is being withdrawn. Failure to notify will result in forfeiture of your two-week deposit.

## Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent me from opening on time or at all, notification to the families will be announced on News 6 & Radio 1060.

If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. Your child’s early pick-up is your responsibility to arrange.

# Drop-off and Pick-up

## General Procedure

I open at 6:00 AM, and please do not drop-off your child prior any earlier than this time, only specific contractual agreement times. Families are expected to accompany their children and scan them in.

I close at 6:00 PM, and please do not pick-up your child later than this time see your contract agreement. Families are expected to enter my home and scan-out their child out and leave by closing time.

You have individual contract agreements: your child will only attend during those times.

## Use of Cell Phones

Drop-off and pick-up are my primary windows of time to communicate with you about your child, to make the best use of these opportunities, as well as to be attentive to your child and other children. Therefore, I respectfully request that you not use cell phones while dropping off or picking up your child. We have a scanning system which requires you to use your cell phone; please make personal calls once your child is checked-in

## Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of my policy.

If your child has not been picked up after closing and I have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. I will stay with your child if possible, but if after 1 hours I have not been able to reach you, or any person listed as an Emergency and Release Contact, I will call the local child protective services agency.

## Right to Refuse Child Release

I may refuse to release children if I have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger your child. To protect your child, I may request that another adult listed as an Emergency and Release Contact pick-up your child, or I may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from my program.

# Personal Belongings

## What to Bring

* **Infants**: enough clean bottles for a day’s use, at least six diapers per day, and at least two changes of clothes per day.
* **Toddlers**: enough clean bottles for a day’s use (if applicable), six diapers and at least two changes of clothes per day.
* **Older Toddlers**: at least two changes of clothes or more per day if going through the toilet training program. Cloth underpants (6) pairs.
* **Preschoolers:** at least one change of clothes, socks, and shoes.
* **Kindergarteners:** at least one change of clothes, socks, and shoes.
* **After School Care Children:** books for homework.

Please label all items brought from home with your child’s name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent things from becoming misplaced or lost. I am not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the program.

## Cubbies

Upon enrollment, each child will be assigned a “cubby.” Cubbies are labeled with your child’s name photo. Please check your child’s cubby daily for items that need to be taken home.

## Lost & Found.

You can look for lost items and bring found objects to the Lost-and-found Box located Lower level. Please note that I am not responsible for the lost private property.

## Toys from Home

I request that you do not allow your child to bring toys from home.

The only exception is if the teacher instructed children to bring in, toys for a show-and-tell activity.

# Nutrition

## Foods Brought from Home

 Food brought fromhome is permitted under the following conditions:

* Foods should be labeled with your child’s name, date, and type of food.
* Children will not be allowed to share food provided by the child’s family unless the food is intended for sharing with all the children.
* Leftover food will be discarded except for foods that do not require refrigeration and come in a commercially wrapped package that was never opened.

## Food Allergies

If your child has a food allergy, you must notify me in writing so that I can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life-threatening, and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to me before enrollment.

## Mealtime

At mealtime, the table is set with disposable plates and flatware. We serve family-style the children self-serve during all meals including snack time. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by families.

I am trained in first aid for choking and am always present at all meals.

## Infant Feedings

Infant feedings follow these procedures:

* Bottle-fed infants are fed while being held or sitting up.
* Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
* Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be labeled with your child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
* The formula must be brought in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula brought from home must be labeled with your child’s name.
* Solid foods will only be introduced after consultation with the child’s family.

## Toddler Feedings

* Children are encouraged to self-feed to the extent that they have the skills. Children are invited, but not forced to eat a variety of foods.
* Round, firm foods that pose a choking hazard for children less than four years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

# Health

## Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every Month, I check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. If a child is not going to be immunized for medical or religious reasons, the parent will be asked to complete a form required by state regulations. Unimmunized children have excluded during outbreaks of vaccine-preventable illness as directed by the state health department.

## Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child’s examination should be received before but must be received no later than two weeks after your child begins my program. Families are responsible for assuring that their child’s physicals are kept up-to-date and that a copy of the results of the child’s health assessment is given to me.

## Illness

I understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to my program. I have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. I will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

* The illness that prevents your child from participating in activities.
* The illness that results in the higher need for care than I can provide.
* Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
* Diarrhea – stools with blood or mucus, and uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
* Vomiting – green or bloody, and 2 or more times during the previous 24 hours.
* Mouth sores caused by drooling.
* Rash with fever, unless a physician has determined it is not a communicable disease.
* Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
* Impetigo, until 24 hours after treatment.
* Strep throat, until 24 hours after treatment.
* Head lice, until treatment and all nits, are removed.
* Scabies, until 24 hours after treatment.
* Chickenpox, until all lesions have dried and crusted.
* Pertussis (Whooping Cough), until five days of antibiotics.
* Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

* They are free of fever, vomiting, and diarrhea for 24 hours.
* They have been treated with an antibiotic for 24 hours.
* They can participate comfortably in all usual activities.
* They are free of open, oozing skin conditions and drooling (not related to teething) unless:
	+ The child’s physician signs a note stating that the child’s health is not contagious, and.
	+ The involved areas can be covered by a bandage without seepage or drainage through the dressing.
* If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to my care is required.

## Allergy Prevention

Families are expected to notify me regarding children’s food and environmental allergies. Families of children with diagnosed allergies are required to provide me a letterdetailing your child’s symptoms, reactions, treatments, and care.

## Medications

All medications should be handed to me with specific instructions for administration. Drugs should never be left in your child’s cubby or with your child to administer on their own. I will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

* **Prescription medications** require a note signed by the family and a written order from your child’s physician. The label on the medication meets this requirement. The medication must include your child’s name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

Please try to have the PCP schedule medications to be taken before and after school times.

* **Non-prescription medications** require a note signed by the physician. The non-prescription drug will not be administered for more than a 3-day period unless a written order by the physician is received.
* **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the family, specifying frequency and dosage to be administered.

Parents are to apply sunscreen in the mornings before arrival and supply your child with an individual container for the facility.

Parents should spray their child before arrival and may send their container labeled for additional use.

## Communicable Diseases

When a child in my program has a suspected reportable disease, it is my legal responsibility to notify the local Board of Health or Department of Public Health. I will take care to inform families about exposure, so children can receive preventive treatments. Included among the reportable illnesses are the following:

* Bacterial Meningitis
* Botulism
* Chicken Pox
* Diphtheria
* Haemophilus Influenza (invasive)
* Measles (including suspect)
* Meningococcal Infection (invasive)
* Poliomyelitis (including suspect)
* Rabies (human only)
* Rubella Congenital and Non-congenital (including suspect)
* Tetanus (including suspect)
* H1N1 Virus
* Any cluster/outbreak of illness

# Safety

## Home Safety

I pride myself on having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child’s safety are:

* Working smoke detectors are on each floor and near cooking and sleeping areas.
* Working carbon monoxide detectors are near the sleeping area.
* Adequate Ventilation circulates throughout my home.
* No guns or firearms on premises.
* Gates are used on stairways when children are present.
* Fire extinguishers are adequately maintained.
* Toys are age appropriate, in good repair and of a non-violent nature.
* Electrical outlets are covered.
* Pens, pencils, and office supplies are out of reach.
* Knives and adult scissors are out of reach.
* Cleaners, chemicals, matches, and fire starters are out of reach.
* The water heater is regulated at 120°F.
* Medications are out of reach.
* A well-stocked first aid kit is kept near, and expiration dates are observed.
* Animals are child-friendly, adequately immunized and in good health.
* I am certified in Infant & Child CPR and Pediatric First Aid.
* Hot radiator and water pipes are covered or out of reach or not very hot to the touch.
* Safe grassy areas to play.
* The yard is free of splinters and dangerous objects.
* Safety approved play equipment and toys.
* Yard routinely treated to deter insects.
* Outside of areas where children play is fenced and gate locked.
* Children do not play outside unsupervised.
* Ponds, wells, tool sheds and other hazards are fenced or closed off.

## Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. My yard is used as an extension of my program, and daily activities are conducted outside whenever weather permits.

One aspect of concern is the risk associated with children’s clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children’s clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for program play and make it difficult for your child to participate in some activities.

## Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is higher than 80 °F or less than 32 °F degrees. Additionally, the outdoor play will be canceled if the air quality rating is 31 or below.

## Injuries

First aid care will be administered by me in the unlikely event that your child sustains a minor injury (e.g., a scraped knee). You will receive a report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. My program is equipped with a first aid kit meeting the state regulations.

In the event of a severe medical emergency, your child will be taken to the hospital immediately by ambulance, while I will try to contact you or emergency contact.

## Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn more appropriate behavior. My focus will not be on punishment for biting, but on decisive actions that address the specific reason for biting.

Noteswill be written to the family of the child who was bitten and the biter’s family. I will work with the families of both to keep them informed and to develop strategies for change.

## Pets/Animals

 I do have one pet on the premises. Exotic Persian. The pets on my premises are very friendly, deemed healthy by a veterinarian and are current on all immunizations.

## Respectful Behavior

All children and families will be treated with respect and dignity. In return, I expect the same from all families. I will not tolerate the hostile or aggressive behavior. If this occurs, I reserve the right to ask you to control your behavior or to remove your child from my care.

## Smoking

The poisons in secondhand smoke are especially harmful to infants and young children’s developing bodies. Therefore the indoor and outdoor program environment and vehicles used by my program are non-smoking areas always. The use of tobacco in any form is prohibited on my program’s premises.

## Prohibited Substances

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately.

## Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that apparently involve a gun or any other weapon on my premises, the police will be called, and the individual(s) affected will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## Child Custody

Without a court document, both parents/guardians have equal rights to custody. I am legally bound to respect the wishes of the parent/guardian with legal care based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. I will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## Suspected Child Abuse

I am required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the injury might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child’s needs are met. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

# Emergencies

## Lost or Missing Child

In the unlikely event that a child becomes lost or separated from the group during an outing or field trip and is not located within 15 minutes, the family and the police will be notified.

## Fire Safety

My home is fully equipped with Alarm System, Fire Extinguishers

My fire evacuation plan is reviewed with the children monthly.

## Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives.

# Family Activities

From time to time, I offer an opportunity for families to participate in the activities that help with growth and improvement of their child’s education. I encourage families to take an active role.

Examples of Family Events: Please be sure to look at the Bulletin Board for announcements of these activities and events.

• Holiday Gathering

• Clothing & Toy Swap

• Fall Festival

• Annual Family Picnic

Program Activities: Enjoy and help your child’s class with these particular activities.

• Share a meal with your child

• Chaperone field trips

• Read to children at arrival or pickup

• Volunteer in the classroom

• Donate requested items

• Contribute to Potluck Meal

• Family Teacher conferences

Family/Parent Workshops: Family workshops change as needed. Below is a list of workshops I may offer. I try to provide these in the early evening or on Saturdays. See the monthly calendar on the Bulletin Board for scheduled topics. I welcome requests for workshop topics.

• Positive Guidance and Loving Discipline

• Toilet Training

• Safety in the Home

• Child Proofing Your Home

• Brain Development

• Nutrition and Exercise for Small Bodies

• Supporting Your Child in Times of Stress

• Food Allergies

• How to Prepare for a Conference

• Warning Signs of Developmental Delays

• Value of Reading to Your Child

• Everyday Math

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Family Handbook Acknowledgement

Please sign this acknowledgment, detach it from the handbook, and return it to me before enrollment.

I may update this handbook from time-to-time and will provide notice as updates are implemented.

Thank you for acknowledging the policies and procedures I have set up are for the safety and welfare of all children in my care. I look forward to getting to know you and your family.

I have received and reviewed the **Family Handbook**. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask questions if I do not follow any policies, procedures or information contained in the **Family Handbook**.

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| Recipient Signature |  | Date |
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| Provider’s Signature |  | Date |

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