

# Parent Handbook of Policies & Procedures 2020

## Dawn's Daycare

1117 Fox Run Rd  
Waconia, MN 55387  
(H) 952-442-1056

Email: Dawn@dawnsdaycare.info

### Program

A typical day at Dawn's Daycare would start with Free Play while all the children arrive for the day. I try to have some structure to the day, however I base the schedule off the needs of the children. There will be structured activities such as art/craft projects, play-doh, file folder games, story time, fingerplays, etc. The children need Large Motor Time (play outside) on days the weather permits, so please pack appropriate outdoor attire. Breakfast is offered at 8:15/8:45 for those that need to be fed. Morning snack is typically 9:30 a.m. Lunch is at 11:30, while I prepare lunch, the children may read books or watch a television show. After lunch, we have some free playtime before naptime. Naptime (summer-quiet time for school agers only) (3:15p.m.), Large Motor/Free Play, and Parent Pick-up.

I do not discriminate in relation to admission on the basis of race, creed, color, national origin, religion, or gender.

### My Training and Experience

I have worked in the childcare field for over 20 years. I worked in a daycare center as an Aide, and as an Assistant Teacher in all age groups. I've been a licensed provider in Carver County since 2010. I received my Associates Degree in Early Childhood from Hennepin Technical College in Eden Prairie. I have been a nanny for two families, for a total of twelve years. I am certified for Infant/Child CPR and First Aid, as well as SUIDS and Shaken Baby Syndrome. I continue to receive training/class hours related to the childcare field yearly. I also have the necessary certification to transport children while in my care. I am currently licensed with a C2 license (12 children) and float to a C1 (10 children, younger ages) when needed

### Hours of Care

Dawn's Daycare is open September through May, Monday through Friday from 8:15a.m. to 4:15p.m., except on the following days listed. Summer months (June, July, August I will only be open 4 days a week, same hours. The closure of date tbd based upon part time enrollment schedules)

2020 Holidays: Dawn's Daycare will be closed on the following holidays: New Year's Day, President's Day(Feb 17<sup>th</sup>), April 10<sup>th</sup> (Good Friday), Memorial Day(May 25<sup>th</sup>), Independence Day(July 3rd), Labor Day(September 7th), Thanksgiving Day, Friday after Thanksgiving(November 26<sup>th</sup> & 27<sup>th</sup>), December 23<sup>rd</sup>, December 24<sup>th</sup>, December 25th

Holiday: Parents will be responsible to find alternate care during caregiver holidays. These holidays are paid days, therefore your weekly tuition will remain the same when a holiday or observed holiday lands on a weekday.

Time-off Period: Substitute Care will be provided in the caregiver's home on such occasions as doctor's appointments, dentist appointments, etc. Parents will be provided ample notice of these times. Caregiver claims eleven (11) paid personal days a year. My current substitutes are my mother and mother in law. Provider's Sick Days: In the event the caregiver is ill enough not to be in a position to provide childcare, parents will be notified as soon as possible so alternate arrangements can be made, if the caregiver can not fill that void with a substitute. If the caregiver has personal days, she may use paid personal day(s) as necessary.

Bereavement Time Off: In the event of a family member death paid bereavement leave will be according to below guidelines.

Immediate Family (3 Days): Parent, In-Law, Child, Spouse

Non-Immediate Family (1 Day): Aunt, Uncle, Cousin

Other Notices: The home daycare may be closed for unexpected incidences like inclement weather, family emergencies, public health recommendations, unsafe community concerns, and so on. Parents will receive as much notice as possible in these instances. Weekly tuition will remain the same.

**Your daycare hours will be what you contract for. This may not be the entire hours of the providers operation. For example if you contract for 8:15 a.m to 4 p.m, this does NOT mean you may drop your child at 7:30 or pick up at 4:15p.m. without prior approval from the provider. Please be courteous of your contracted day. The provider has the right to allow or disallow changes requested from the parents. Pick up times must be sooner than 10 minutes before closing time to allow discussion of the child(ren) day.**

## **Admission and Enrollment Procedures**

**Interview Procedures:** I will not accept any family into care without conducting a complete interview first. Both parties must feel comfortable and confident that the arrangements will work.

**Registration Package:** All parents MUST complete and sign the following forms found in their Registration Package BEFORE a child will be admitted into care:

*Admission and Arrangements Form*

*Immunization Record*

*Liability Insurance Notice*

*Permission to Administer Medications*

*Photo Permission Form*

*Wading Pool Permission Form*

*Travel and Activity Authorization*

*Child Care Orientation AND current contract yearly*

## **Contract for Services**

Parents MUST sign the Daycare Agreement (contract) before their child will be accepted.

## Trial Period

You child's happiness is paramount, as it is for all the children in my care. To ensure everyone is happy with the childcare arrangements provided for your child, a two-week trial period exists prior to the finalization of care. At the end of the two-week trial period the parents and the caregiver will have a discussion/meeting at which time either party may terminate the care without notice.

## Tuition-2020

Tuition is billed on a consistent weekly rate basis, only exceptions being caregiver going over personal days or a pre-approved 2 week payment cycle instead of weekly. Tuition is due the FIRST day of care for the week. I accept cash, check or Venmo payments.

	Daily(4+hrs)	8:30-12:30 morning only
Infant (6wks-12mo.)	\$55	\$36
Toddler(12mo.-24mo)	\$50	\$31
Preschool (24mo. -Kind.)	\$45	\$26
School Age	\$40	\$23

**Daily** is the rate for a child in care four (4) days or less a week.

**½ Day** is the rate for a child in care four (4) hours or less a day.

**School Age** children also have the option of after school care. This fee is \$15 for the afternoon. **Part time/Drop-In Care:** A payment is required once your child is added in my calendar, whether your child attends or cancels. Part time care, along with drop-in care rates would be based on the current ½ day or daily rates. Please notify me as soon as possible for cancellations, understanding payment is still required.

**Enrollment Fee: A one-time family enrollment fee of \$25 cash, check or Venmo payment is due with enrollment paperwork. Non refundable**

**Overtime Rates:** \$5.00 for the first 10 minutes a parent is late according to their pick up time on their contract, and \$1.00 per minute thereafter. These rates are due and payable upon picking up your child. Prearranged overtime fees are \$10.00 per hour.

**NSF Charges:** A \$20.00 fee will be charged on any NSF/bounced checks. Fees thereafter are to be made by cash, Money Order or certified check only.

**Late Payment Fee:** Parents will be charged a late payment penalty fee of \$5.00 per day. If payment is not received within five (5) days, the caregiver has the right to terminate care WITHOUT NOTICE. At this point, the caregiver will use whatever means necessary and allowable by law to collect the outstanding fee, or to withhold the applicable fees from the advanced payment fee. Should the collection of fees proceed to Small Claims Court, the parents will be responsible for all legal and collection fees as per the Agreement for Childcare Contract.

**Court fee:** If I get subpoenaed to appear in court due to a family's divorce or other situation; there will be a \$250/per day fee paid in advance for my time away from daycare.

**Termination of Care:** Parents are required to provide two (2) weeks notice of termination of care in writing. Failure to do so will result in your typical two week tuition. Payment will be charged for two weeks of care regardless of when child's last day is if insufficient timing is given for termination.

**Holding a daycare spot:** If for any reason a parent wishes to temporarily break from care, they must notify the caregiver in writing, giving at least two weeks' notice. This will be considered on a case by case situation, understanding spots may not be available to hold.

## Arrival & Departure

COVID-19 update: All parents/guardians MUST text me 5-10 minutes in advance and I will meet you on the front step. To minimize cleaning, please do NOT ring bell or touch door. I will meet you in front for drop offs and pick-ups. Anyone sending an authorized person must also relay this process and give my cell phone number to the individual coming to my home. I will be doing all sign-in and outs on the clip board.

Thank you for your patience with this new system.

~~Parent or a Guardian must accompany their child upon arrival and sign his/her child into care. A Sign-In Form will be located in the arrival area. Please knock before entering my home and wait in entryway for me to greet you and your child(ren)~~

Smoking is not permitted on my property.

**Dawn** Parent/Guardian is required to sign out upon departure from care until further notice.

## Releasing Your Child

Your child will only be released from care to those persons listed on your Registration Form. If someone other than a designated person(s) will be picking up your child, I must receive advanced written notice or your child WILL NOT be released. Notification will consist of the person's full name, address, telephone number, relationship to the child and other pertinent information that will help me identify the person. Once I have been notified that another designated person will be picking up your child, I will require picture ID and other proof of identification from that person BEFORE releasing your child. This is a security measure for all involved.

Parents will be notified immediately if someone not on the list comes to pick up their child.

*Please take the time to talk to me about any custody issues relating to your child. Note court fee section if applicable.*

**Please Note:** I will not release a child to a parent or guardian who comes to the daycare clearly under the influence of alcohol, unless there is a designated driver. That driver must accompany the parent to the door so I can ensure the child's safety prior to releasing him/her. Likewise, I will not release a child to a designated pick-up person or to a parent when appropriate child seating is not available in the transporting vehicle. Under both instances I have a legal obligation to call the police if a child leaves despite my best intentions at this time. Should this happen I will be forced to terminate care.

## Parent Involvement

COVID-19 update: I am not currently welcoming adults into my childcare. We are trying to minimize risks of COVID-19 exposures to keep daycare open as long as possible.

~~At Dawn's Daycare, I operate under an Open Door Policy. Parents/Guardians are welcome to visit the home at any time and in any location where their child will be receiving care. All I ask is that parent's respect nap times so the children are not disturbed.~~

I request that if there is a concern with your child during my care, to please keep open communication with me. I prefer to talk in person, however if that is not possible, please call me or email me with any questions.

**Health & Sick Policies - Please go over this section very carefully**

**COVID-19 UPDATE: I am not accepting any children with illness symptoms. Please be respectful of this and do not attempt to send a child that is showing signs of illness. Failure to follow this guideline could result in immediate termination.**

Because children get sick without warning, parents are well advised to have a backup childcare plan in place. For the health of all the children in the daycare home, I have the right to refuse to take a sick child into care and to determine when a child is too ill to remain in care. Please DO NOT bring your child to daycare if he/she has the following symptoms:

Fever over 101.0°F taken orally, 100°F underarm	Head lice
Nausea, vomiting or diarrhea	Yellow skin or eyes
Eye infections, i.e. conjunctivitis (pink eye)	Severe cold and/or cough
Rash(other than mild diaper or heat related)	Rapid or labored breathing
Sore throat	Ear infection
Contagious illness such as measles, chicken pox, mumps, etc.	

A child presenting any of the symptoms noted above while in care will be isolated for the protection of the other children and parents or emergency contact person will be notified to pick up the child immediately. Your child will be kept as comfortable as possible until you arrive.

A child with a fever MUST be **fever free for 24 hours** before he/she will be accepted back into care.

**I reserve the right to refuse care for a child if a sibling that is also enrolled in daycare is home sick with a contagious illness. This will be handled on a case by case basis and if care is refused there will be no charge for daycare for that day. Open and early communication will allow for what is best for all families.**

Children with mild illnesses will be welcome back as long as they are able to participate in our daily activities.

**The following diseases are reportable in Minnesota:**

- Acanthamoeba spp. (via free-living amebic infection)
- Acquired Immune Deficiency Syndrome (AIDS)
- Amebiasis
- Anaplasmosis
- Arboiral Disease (including West Nile Virus)
- Anthrax

- Babesiosis
- Balamuthia spp.
- Blastomycosis
- Botulism
- Brucellosis
- Campylobacteriosis
- (invasive) Candidiasis (sentinel surveillance)
- Carbapenem-resistant Acinetobacter spp (CRA) and Pseudomonas aeruginosa (CR-PA) sentinel surveillance)
- Carbapenem-resistant Enterobacteriaceae (CRE)

Cat Scratch Disease	Jamestown Canyon virus disease (via Arboviral disease)
Chancroid	Kawasaki Disease
Chickenpox (via varicella disease)	Kingella spp (invasive only)
Chikungunya virus disease	La Crosse encephalitis (via Arboviral disease)
Chlamydia trachomatis infections	Lassa fever (via viral hemorrhagic fever)
Cholera (vibrio cholera)	Legionellosis (Leagionaire's Disease)
Clostridium difficile (sentinel surveillance)	Leprosy (Hansen's Disease)
Coccidioidomycosis	Leptospirosis
Congenital rubella syndrome (via Rubella)	Listeriosis
Cronobacter (Enterobacter) sakakii	Lyme Disease
Cryptosporidiosis	Malaria
Cyclosporiasis	Measles (Rubeola)
Dengue Virus Infection	Meningitis (caused by viral agents)
Diphtheria	*Meningococcal Disease (all invasive disease)
Diphyllobothrium Latum Infection	Middle East Respiratory Syndrome (MERS)
Eastern equine encephalitis (via Arboviral disease)	Mumps
Ebola virus disease (via hemorrhagic fever)	Naegleria fowleri (via free living amebic infection)
Ehrlichiosis	Neonatal sepsis
Encephalitis (caused by viral agents)	Orthopox Virus
Enteric Escherichia Coli Infection (E. coli)	Pertussis (Whooping Cough)
Enterobacter Sakazakii (infants under 1 yr.)	Plague
Free living amebic infection	Poliomyelitis (Polio)
Giardiasis	Powassan virus disease (via Arboviral disease)
Gonorrhea Infections (venereal disease) Haemophilus	Psittacosis
Influenzae & (Hi) neonatal sepsis expanded surveillance (HiNSES) Hantavirus Infection	Q Fever
Hemolytic Uremic Syndrome	Rabies
Hepatitis (all primary viral types including A, B, C, D, and E)	Respiratory Syncytial Virus (RSV) (Sentinel surveillance)
Histoplasmosis	Retrovirus Infections
Human Immunodeficiency Virus (HIV)	Reye Syndrome
Influenza (outbreaks or lab confirmed)	Rheumatic Fever
	Rubella & Congenital Rubella
	Rocky Mt. Spotted Fever
Salmonellosis (including typhoid)	St. Louis encephalitis (via Arboviral disease)
Sappinia spp. (via free-living amebic infection)	Staphylococcus aureus (only VISA/VRSA, and death or critical illness due to community-associated
Severe Acute Respiratory Syndrome (SARS)	Staphylococcus aureus in a previously healthy individual)
Shigellosis (certain types of food poisoning)	
Shingles (via zoster disease)	
Smallpox (variola)	
Spotted fever rickettsiosis (Rickettsia spp. Infections, including	
Rocky Mountain spotted fever)	
Staphylococcal (outbreaks only)	Unexplained deaths and unexplained critical illness (possibly due to infectious cause)
Streptococcal Disease (Groups A & B streptococci & S. Pneumoniae)	Vancomycin-intermediate S. aureus (VISA) (via Staphylococcus aureus)
Syphilis	Vancomycin-resistant S. aureus (VRSA) (via Staphylococcus aureus)
Tetanus (clostridium tetani) (lockjaw)	Varicella Zoster Disease (Chickenpox, Recurrent shingles, etc.)
Toxic Shock Syndrome	Vibrio spp.
Toxoplasmosis	Viral hemorrhagic fever (including but not limited to Ebola virus disease and Lassa fever)
Transmissible Spongiform Encephalopathy	West Nile virus (via Arboviral disease)
Trichinosis	Western equine encephalitis (via Arboviral disease)
Tuberculosis	Yellow Fever
Tularemia (Francisella tularensis) (plague-like disease)	Yersiniosis, enteric (Yersinia spp)
Typhoid (via salmonellosis)	Zika virus disease
Typhus	Zoster (shingles)
Unusual or increased case incidence of any suspect infections illness	

\*Diseases to be immediately reported by telephone to the Commissioner of the Minnesota Department of Health. All others are to be reported within one working day.

Parents MUST notify the daycare immediately if their child becomes infected with a contagious disease so that the other parents can be notified.

## Administering Medication

Medication will only be administered to your child under the following circumstances:

- All medication is in the original container with your child's name, proper instructions, Dr.'s name and telephone number.
- Medication is accompanied by instructions with regards to dosage, times to administer the dose, and signs of allergic reactions. Parents complete and sign the Permission to Administer Medication Form and a Medication Administer Form. This form will be used to document the times, dosage and any allergic reaction signs. A separate form must be filled out for each medication your child requires.
- Parents take the time to go over the information with me so that the instructions are clearly understood.

## Emergencies

**Medical:** In the event of an emergency, parents or the designated emergency contact person will be contacted immediately unless the injury/illness proves to be life threatening at which time first priority will be to 911, the hospital, doctor, poison control, etc. In order to secure emergency medical care for your child, parents MUST complete and sign all medical emergency permission forms.

Minor scratches, cuts, and so on will be treated with general first aid practices of cleansing the wound with soap and water and bandaging. Parents will be notified of these injuries upon their arrival to pick their child up and will be given an Accident/Injury Report.

**Fire:** The children at Dawn's Daycare practice monthly fire drills. These drills will be conducted from different parts of the house so we will all know exactly what to do should a fire occur. The children have been taught to evacuate the building and proceed to the streetlight pole and wait there. We will continue to practice our stop, drop, and roll techniques along with our crawling on our bellies to the exits.

**Inclement Weather/Tornado Warnings:** If severe storm warnings are issued, we will proceed to the downstairs bathroom and huddle in/near the shower. The children at Dawn's Daycare practice monthly storm drills.

**Evacuation:** In the event of an emergency requiring evacuation of my home, please refer to the Emergency plan given upon request.

## Discipline

When behavioral problems occur at daycare, the following methods are used to teach the children appropriate behavior:

- Redirection: If children are arguing over a toy or activity, I will make a suggestion to play with another toy in the area to change the atmosphere. Typically this will solve the problem.
- Natural consequence: If a child is not listening to a request, such as clean up time, then the toy(s) they were playing with will take a toy-jail break.
- Time Out: If the above methods are not effective, an age-appropriate time out will be issued. This is typically one minute per age of the child to take a break. I will be sure they understand the incorrect behavior, and what could be done to improve the next time. After their time-out, they are welcome to join back in the activity.
- Parental support: Should behavior problems continue and the above methods are not successful, I will ask for help from the parents. If you have a certain method that does not include physical punishment, we will discuss implementing those techniques. Consistency is key for children to learn, so hopefully at home and daycare we can model similar techniques.

## Meals & Snacks

Dawn's Daycare is enrolled in a food program, and I will strive to serve a nutritious breakfast, lunch and afternoon snack. If your child is on a special diet, parents are required to send their meals/snacks clearly labeled for their child, and may need to sign additional forms.

I offer to serve the Kirkland brand of formula from Costco for infants. If bringing your own, you will need to sign a form through the food program, stating you are supplying your own.

I offer 1 % cows milk to children one year and older. If you prefer any other milk, you must supply your own.

We do say a group prayer before lunch.

**Please do not send ANY food from home, we do have allergies to be considerate of. This includes candy, gum, sweets, etc for your child unless it's for a holiday or special occasion and approved by Dawn.**

## Transportation and Field Trips

We will occasionally go on field trips. Parents will be given prior notice of these trips (besides neighborhood walks and parks) so they can ensure their child has the appropriate clothing and/or supplies for the day. Notices will be posted in the arrival area or communicated through email or text message.

Field Trip Permission Forms (travel release) MUST be completed, signed, dated, and returned one day prior to the trip. Children whose form is not returned WILL NOT take part in the outing, and, unless I can make special arrangements for the care of the child, parents will be responsible for finding alternate care at that time. No refunds are given for childcare if provider needs to send a child home.

Admission fees for some outings are the responsibility of the parent.



Car seats may be requested to stay at daycare for the use of transportation. This would be the parent's responsibility to provide. Dawn has satisfactorily completed the CARS training course prior to transporting children during the hours of operation. I will continue to keep the training valid. Children are not permitted to remain unattended in any vehicle.

## **Pets**

We do have a small dog in our household as of December 2017. Our Chihuahua is up to date on rabies shots.

## **Toilet Training**

When the provider and parent(s) agree their child is ready for toilet training, discussion will be had about methods to try. The provider and parent will try to remain as consistent between home and childcare to help the child be successful. Parents must supply multiple spare underwear and clothing in the event of accidents. Communication is a must to ensure both parties stay in agreement with the plan.

## **Supplies & Equipment**

Parents are required to provide the following items for their children if necessary: disposable diapers, diaper cream, formula, bottles, sleep sack without swaddle, sunscreen, and bug repellent. I do NOT allow cloth diapers.

**Children over age two should bring a small pillow, blanket, or something to snuggle for naptime that can be stored here.** Bedding items need to be taken home weekly to be washed. I supply portable cribs for infants and toddlers. I supply nap mats with a crib sheet on them for preschool and school age children.

**Items Not Welcome - I request that parents not send toys or goodies with their children unless it is cleared with me first.** One special snuggle item is allowed for naptime only, but then should be put away after naptime. We may have a sharing day occasionally, in which children may bring a toy from home, however understanding that other children may be in contact with their toy. Please use good judgement on bringing anything of great value to daycare as it could get misplaced or broken. You are responsible for any items that you or your child brings into daycare. **No infant/toddler teething necklaces such as amber teething necklaces are allowed at daycare.**

## **Child Abuse**

Childcare providers are all required by law to report any suspected cases of child abuse or neglect.

## **Insurance Coverage**

Daycare Provider does not currently carry daycare liability insurance. Parent of each child must sign the posted statement stating this.

## Termination of Care

Parents are required to provide two (2) weeks notice of termination of care in writing after the two-week trial period has expired. Failure to do so will result in losing a 2 week tuition payment.

The provider will give parents two (2) weeks notice of termination of care except under the following circumstances at which time I reserve the right to terminate care without notice:

- Failure to abide by the policies in this handbook
- Failure to abide by the terms set out in the child care contract
- Failure to make payments on time or not paying for care at all
- Failure to repeatedly not pick up your child at the agreed upon time
- Failure to complete all required forms in the Registration Package
- Inability of the parents and provider to communicate effectively
- Inability of the child to adjust to the child care being provided after a reasonable amount of time
- Provider's inability to meet the needs of the child after efforts to do so
- Child's behavior is disruptive to the rest of the children in daycare

## Communication, Interpreter and Translation Services

If you need this handbook or any other documents I have created to be translated, I will use Google Translate for that process. I will meet with families to create a communication plan.

It is the responsibility of any enrolling family needing an interpreter or translation service to find a business they feel comfortable with and trust.

If you need interpreter services, please contact one of the following businesses:

### **Minnesota Translations**

<https://www.castillosinterpreting.com>

#### **St. Paul Office**

(Individual Clients)

445 Minnesota Street, #1500

St. Paul, MN 55101

**651-689-3446**

International Language Services, Inc. 601 Carlson Parkway, Suite 1050

Minnetonka, MN 55305 **P:** 800-225-8964 or 952-934-5678

**F:** 952-934-4543 **E:** [info@ilstranslations.com](mailto:info@ilstranslations.com)

I have read and agree to the terms and conditions stated in the Policy Statement for Dawn's Daycare for 2020.

I have read and agree to the payment terms written in the policy statement and understand my tuition is due on Monday of every week and refunds are not given. (or our approved first day of care each week)

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dawn Minor - Provider

\_\_\_\_\_  
Date

**Tuition-2020**

Tuition is based on a consistent weekly rate basis, only exceptions being caregiver going over personal days, or a preapproved 2 week cycle instead of paying weekly.

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