

**LOVE’S CREATIVE STARS HOME DAYCARE**

**2750 DURHAM ROAD, YORK PA 17402**

**OPENED MONDAY – FRIDAY**

**6:30 AM TO 5:30 PM**

Thank you for considering **LOVE’S CREATIVE STARS’s Home Daycare**. We strive to provide you and your precious child with a happy, healthy and safe learning environment where your child will thrive. We will provide a daily routine for each age group. Please feel free to give us your feedback and hope we can work together in the near future in order to make your child’s learning and growing experience the best possible.

**Our Infant Program: (6 Weeks – 12 months)**

This program is structured around the individual needs of each child. We have an unconditional soft schedule that will cater towards each infant.

**Infant Soft Schedule:**

* Feeding, Napping and Diapering (all day as needed) • Motor Skills and Movement
* Skill development within age group • Nursery Rhymes and Singing
* Listening to music and sounds • Nature walks
* Tummy Time • Story Time

**Outdoor Play:**

Outdoor play is “WEATHER PERMITTING”. Our goal is to ensure some sort of outdoor engagement daily. When weather isn’t permitting, we will use creative play as an alternative.

**Shoe Free Infant Room:**

With infants commonly on the floor, we want to provide a clean, safe uncontaminated space for our infants to explore. We ask that everyone remove shoes prior to entering the infant safe zone.

**Bottles:**

Please provide 2 to 3 LABELED bottles and also formula with your child’s First and Last initial on it. If you are breastfeeding, please date and indicate your child’s First and Last initial on all breast milk. Breast milk can be stored for up to 24 hours within the refrigerator. All breastmilk will be discarded after that time frame.

**Diapering:**

Your child will be changed on regular intervals throughout the day (usually every 2 hours) and as needed.

**Play:**

Active and sometimes messy play is going to be a part of your child’s day. It is recommended that your child wear comfortable washable play clothes which are easy for movement.

**Keeping In Touch:**

We are keeping in touch with you throughout the day by using text and or email address provided.

**Needed Supplies:**

Diapers & Wipes

2 sets of season appropriate clothes

Blanket

Bottles

Formula/baby food

Pacifier (if needed)



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**APPLICATION, POLICIES AND AGREEMENT**

|  |  |
| --- | --- |
| **Name of Child:** | **Start Date:** |
| **$50 Non-Enrollment Fee / Slot Holder** | **Withdrawal Date:** |

**□ FULL TIME CARE (4 ½ HOURS OR MORE) □ PART TIME CARE (4 HOURS OR LESS)**

**THIS CONTRACT IS BASED ON A 5 DAY PER WEEK SCHEDULE**

**LIST CARE TIME NEEDED FOR EACH DAY BELOW**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |

**\*\*THERE IS A $1 PER MIN LATE FEE IF YOUR CHILD IS PICKED UP AFTER AGREED LISTED TIMES FROM ABOVE\*\***

**By signing this agreement, You understand that:**

* **Tuition is due in advance weekly or bi-weekly as agreed.**
* **Tuition payments can be made by Cash, Cash App, Apple Pay, Venmo, Zelle or Money Orders. If tuition payment isn’t received Friday or Monday morning, prior to serve, a $25 late fee will be applied.**
* **In order to secure your child’s space there is no credit or refunds for missed days. Closures and holidays also require full payment as part of the tuition weekly or biweekly payment.**
* **If you are receiving subsidized funding, your funding source will be notified if you are more than one week past due on your tuition.**
* **I understand I must give a written two weeks’ notice prior to the withdrawal of my child from care.**
* **I agree to give 2-to-3-day notice for vacation week. (Tuition payment is required in order to hold your slot)**
* **I understand the tuition obligations outlined above and wish to enroll my child (ren) with LOVE’S CREATIVE STARS Home Daycare. In addition, I shall be responsible for any attorney or collection fees required to collect unpaid tuition and or any other outstanding charges.**

**\_\_\_\_\_\_I have received written program information at time of enrollment. (Regulation 3201.121b)**

**\_\_\_\_\_\_I agree to update emergency contact/consent information whenever it changes or every six months at minimum. (Regulation 3270.124f)**

**I agree to abide by the following policies and procedures, as well as those listed in the Parent contract/handbook. I also understand that failure to adhere to the policies/procedures may result in early termination of childcare.**

**\_\_\_\_\_ Label daily supply of child’s personal care items (i.e, diapers package, wipes, blankets and extra clothes)**

**\_\_\_\_\_ I must sign my child in and out daily on sign-in sheet**

**\_\_\_\_\_ I agree to treat all employees and all daycare children with respect and consideration. If I have any questions or concern, I will speak with Janice Bryant for resolution.**

**YES or NO**

**□ I give permission for Photo and or video observation to be sent via text and or email addresses provided.**

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| --- | --- | --- |
| **Parent/Guardian Signature:** | **Semi-Annual Review:** | **Date:** |
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**SICK POLICY**

**It is with all effort to maintain a healthy environment for your child. If for any reason your child falls sick within my care, I will immediately contact you with updates. I will keep you child separated from other children until you are able to pick up your child if necessary.**

**In accordance with Pennsylvania State Regulations for Childcare facilities, the provider may exercise his/her discretion to send a child home for the following reasons;**

**Fever: Over 100 degrees.**

**\* If low grade fever is due to teething, ear infection and or minor colds that I have been informed of, I will observed and keep you updated throughout the day. We will make a decision together whether your child is ok to return the next day.**

**Upper Respiratory Infection or Acute Cold:**

**A child who exhibits difficulty breathing, wheezing, severe coughing and or thick yellow or green discharge will be sent home until symptoms have subsided.**

**Inflamed Eyes:**

**A child with an inflamed eye will be sent home and may not return until the inflammation has cleared. In the case of conjunctivitis (pink eye) your child may not return until medication is received for 24 hours.**

**Head Lice:**

**Children found to be infested with adult lice or nits (eggs) will be sent home immediately. Your child may not return until 24 hours after initial treatment (medication shampoo, rinse or lotion specifically for heal lice) has been applied. Your child must also be free of nits before readmission into Janice Bryant’s Happy Hands Home Daycare.**



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**ENROLLMENT DESCRIPTION: TUITION AMT:**

**INFANTS & BEGINNING TODDLERS (AGES 6 WEEKS – 12 MONTHS)**

* **PT (20 HOURS A WEEK OF LESS) $175**
* **FT (21 HOURS A WEEK OR MORE) $250**

**YOUNG TODDLER (AGES 13 MONTHS – 24 MONTHS)**

* **PT (20 HOURS A WEEK OF LESS) $165**
* **FT (21 HOURS A WEEK OR MORE) $200**

**OLDER TODDLERS (AGES 25 MONTHS – 36 MONTHS)**

* **PT (20 HOURS A WEEK OF LESS) $155**
* **FT (21 HOURS A WEEK OR MORE) $185**

**THREE YEARS OF AGE & POTTY TRAINED**

* **PT (20 HOURS A WEEK OF LESS) $150**
* **FT (21 HOURS A WEEK OR MORE) $175**

**PRE-K FOUR AND FIVE YEAR OLDS**

* **PT (20 HOURS A WEEK OF LESS) $140**
* **FT (21 HOURS A WEEK OR MORE) $165**

**SCHOOL AGE CARE SIX & UP**

* **AM ONLY (6:00 – 8:30 AM) $65**
* **PM ONLY (3:00 – 6:00 PM) $65**
* **BOTH AM & PM SESSION $120**
* **SCHOOL CLOSINGS PER DAY $30**
* **SUMMER CAMP FULL DAY (WITHOUT LUNCH) $100**
* **SUMMER CAMP FULL DAY (WITH LUNCH) $125**
* **SUMMER CAMP HALF DAY (20 HOURS OF LESS) $65**

**Multi Child discount: 1st youngest child - full price**

**2nd, 3rd children and more $25.00 off each weekly fee**



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Transporting Children Policy

**Love’s Creative Stars Home Daycare Will not transport children within their care. However, for emergency purposes, we will follow the rules listed below while transporting a child/children in an emergency situation;**

1. Only drivers licensed for the type of vehicle operated shall be permitted to transport children.

2. Drivers should be 18 years of age and possess a valid driver's license.

3. The driver shall wear a seat belt.

4. Sharp, heavy or potentially dangerous objects shall be securely restrained when transporting children.

5. A vehicle used to transport children shall have an operable heater capable of maintaining a temperature of 50 degrees F. in the vehicle.

6. A first aid kit and emergency numbers for the children will be available in any vehicle.

7. WILL not transport children in the open back of a truck.

8. Motor vehicles used to transport children shall be maintained in a safe operating condition and have a current registration.

9. All vehicle occupants shall be secured in an appropriate restraint system according to their age and weight.

10. Children shall not be left in parked vehicles.

11. The provider must obtain written consent from the parent of the child for emergency transportation.

12. Each child must board or leave a vehicle from the curb side of the street.

13. All doors of the vehicle are securely closed and, if the doors are manufactured with locks, locked.

15. Weapons shall not be transported in any vehicle in which children are riding.



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**Termination Policy**

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| --- |
| Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from daycare.  You must give a two weeks notice when voluntarily withdrawing your child from Love’s Creative Stars Home Daycare. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.  If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at any time. In such an event, we will be paid in full through the end of the week in which such termination occurs.  The child care arrangements will be terminated immediately for any of the following reasons (but not limited to): \* Failure to comply with the policies set forth in the parent handbook. \* Failure to comply with the contract. \* Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior. \* Non-payment of childcare or late fees and/or recurring late payment of fees. \* Repeated failure to pick up the child at scheduled times. \* Failure to show up for 5 consecutive days without any communication. \* Inability to meet the child's needs without additional staff. \* Blatant disrespect towards the provider or provider's family. \* If a parent knowingly brings their child ill. \* Consistent child-rearing style differences between the parent and provider. \* False information given by a parent either verbally or in writing.  If for any reason legal services are needed, Love’s Creative Stars Home Daycare, Janice Bryant will not be responsible for any legal or court costs incurred. |



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**Supervision of Children (Indoor and Outdoor) Policy**

To ensure that children are supervised throughout the day, in accordance with the PA Office of Child Development and Early Learning (OCDEL) and the Department of Human Services (DHS), the following policies and procedures are implemented in our program.

Staff WILL be aware of all children in their care and where all children are, at all times. Children of any age are not allowed out of the classroom without adult supervision.

Infants, toddlers and twos, and preschool children are supervised by sight and sound at all times, including while in the bathroom. “By sight” means the child is being actively observed. “By sound” means the child can be heard from where the caregiver is positioned. While supervising children in these age groups, staff WILL position themselves so that they can see and hear all of the children and re-position themselves as children move about the room.

When children are sleeping or resting, staff WILL position themselves so that all children are continuously supervised by sight and sound. The room should not be completely dark and should be bright enough for: 1) everyone to see clearly, 2) children to move around the room safely without assistance, and 3) for staff to maintain full sight supervision for all age groups. Cots/mats should be fully visible to staff during naptime.

When infants are sleeping, staff should position themselves so that all children are continuously supervised by sight and sound. Sleeping infants should be checked individually and in close proximity at least 3 times each hour (every 20 minutes). These checks should be more frequent as needed to meet individual children’s needs.

Outside play area is considered an extension of the classroom with the same supervision standards. Staff will be aware of all children within their care at all times, and consider other supervision challenges which the outdoor environment presents. Staff should position themselves so that the outdoor play are can be viewed and are easily accessible. Staff WILL move about the outdoor play area, depending on where the children are at any given point in time, while continuing to interact with the children. Staff should consider individual children’s needs, including high risk behavior. If you have any questions regarding the supervision of children, please contact Janice Bryant.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_