



Lovely Day Child Care

Lovely Day Child Care LLC
Daycare and Pre-School
Family Policy Handbook

5205 Utica Sellersburg Rd
Sellersburg, IN 47172
502-572-5189

LovelyDayChildCare@Gmail.com

Hours of Operation:
Monday through Friday
7:30AM to 5:30PM

Last Revised 02/25/2022

Welcome and Philosophy:

Welcome to Lovely Day Child Care & Preschool! We look forward to working with you and your family, and are so grateful you have given us the opportunity to care for your child. We believe that every child is special and learns and grows at their own rate. Our goal is to provide your child with a stable, safe, and loving environment in which they can grow, learn, and develop in their own healthy way.

About Us:

My husband and I are licensed with the State of Indiana's Office of Early Childhood and Out of School Learning. To become licensed, we have each completed over 18 hours of formal training in the safety, health, and development of children in home care. Our home has been and will continue to be inspected periodically by a State appointed licensing consultant. The consultant ensures the many guidelines and credentials needed for licensed child care homes are being adhered to and attained. We are both trained and certified annually in CPR, First Aid, and Universal Precautions. We have both been fingerprinted and background checked by the FBI. I have worked in the healthcare field for over twenty years, and have also worked for several years at Utica Elementary School where I worked closely with children as well as parents. Some of my many duties were administering medications, assisting students in the cafeteria during lunches, organizing dismissal and car riders for pick up, working with new families/students via front office responsibilities, as well as working several months in the Kindergarten class as a teacher's assistant.

In addition to the above more formal qualifications, my husband and I have been in a loving partnership of marriage since 2003, and we have one son. We have lived in this home since 2012, which sits on 3 acres of land. We feel this gives us a great environment for your child to play and explore with us. My husband and I will be the only providers in our home and we will not be watching any more than 12 children at any given time. This means your child can be reassured that the same 2 caregivers will be here everyday, and you can be reassured there will never be more than a 6 to 1 ratio of children to caregivers.

Privacy Policy:

We will do all that we can to protect your family's privacy. All records and information about your child and your family are kept private and confidential, unless we have your written permission to reveal specific information.

Rules of Our Home:

Our front door remains closed and locked, so you must come to the back patio door to drop off or pick up your child. Please remove your shoes in the entryway if you plan on entering our home further than the sign in sheet. Children will be expected to remove their shoes and place them in the designated area upon entering. Our bedrooms and basement will remain off limits to the daycare operations. If you should decide to drop in and visit your child during our regularly scheduled hours, please do so by coming to the front door so as to not interrupt activities in the back room (especially if it is quiet time).

Communication is Key:

We believe that a successful child care experience is highly reliant upon a cooperative partnership between providers and parents. Good, honest communication is a key component of that partnership. We plan on communicating often about your child's physical, emotional, social, and intellectual growth. Please let us know of any changes in your child's schedule, routine, or home environment that you feel we should be made aware of. Our goal is to work together to ensure your child has the opportunity to develop to their fullest potential. Feel free to call/text during operating hours through the week, or email us anytime. We will get back with you as soon as possible. We will also provide you with a daily note that summarizes your child's day either in writing or by email.

Our Records For Your Child:

Licensing regulations for the state of Indiana require us to maintain accurate records for your child using the following forms that will be provided to you for completion:

- Enrollment Contract
- List of adults authorized to pick up your child
- Field Trip Permission Form
- Signed Discipline Policy
- Birth Certificate Documentation
- Release for Emergency Medical Care
- Current Physical & Immunizations
- Medical Administration Permission Form

*You must notify us as soon as possible if any information you provide needs to be updated.

Backup Child Care Arrangements:

You are responsible for finding backup care for your child in the event we are closed or unable to provide care for your child for any reason. You are also responsible for finding backup care if your child is ill. That being said, we will give notice as soon as possible if both my husband and I are unable to care for your child due to an illness or family emergency. We will provide 4 weeks notice for any planned vacation during which daycare operations would be closed. (We schedule two weeks per year)

Bad Weather Policy:

If there is inclement weather, it is up to parent discretion to bring your child for care that day. Your child's safety should be the top priority. If road conditions worsen throughout the day, we may close early for the safety of the children. If we close early, pay will still be due at the regular rate. If weather causes a power outage or other issue for our home that prohibits care, we will be closed and will notify parents as soon as possible. All full day closings due to weather related issues including but not limited to power outages, flooding, lack of water, or extreme weather will be paid by parents.

Supplies/Belongings Provided by Parents:

Parents are responsible for providing the following items for their child if needed. Each item provided should be labeled and will only be used for your child:

Pull-ups, Diapers, Diaper Creams, Wipes, Spare Clothes, Kleenex, Boots for Outside Play, Sunscreen, Insect Repellent

During the warmer months when we will be spending more time out in the sun, we ask that you apply sunscreen to your child before drop off. We will apply again if needed throughout the day with whatever type of sunscreen you provide. We also ask that you provide some type of head covering/hat as well as a bathing suit and towel for water play days. If your child is not fully toilet trained, please provide swim diapers.

During the colder months we will be playing outside when weather permits (above 32 degrees). You will need to provide appropriate winter clothing (hat, coat, gloves, etc).

From September through May your child should bring a book bag each day for our Preschool Program. This should be at least large enough to hold a letter-sized sheet of paper without having to fold it.

No toys from home are permitted except on designated special activity days.

Children may bring a blanket, small pillow, and/or small stuffed animal friend to be kept at our home for our daily Quiet Time. We will periodically send some items home with your child over the weekend to be washed and brought back on Monday.

Please be sure to label all items with your child's name. Please keep in mind that if you do not supply an item needed, your child may not be able to participate in an activity or it may prevent all of the other children from enjoying an activity. We reserve the right to purchase needed items for your child if you do not supply them when requested in a timely manner. You will be charged for the cost of the item(s) if this should occur, and it is due at the time of your next regular payment.

Activities & Curriculum:

Preschool: During the months of September through May we will be providing a preschool program for age appropriate children at no additional cost to you. We will designate a regular portion of each day to teach letters, shapes, color & number recognition, concepts (such as big and little), science, math, reading, seasons, calendar activities, and more. We will be closely monitoring each child's progress and abilities to make sure each child is engaged and learning at their unique rate of development. Our goal for this program is to provide stimulating activities for the social, emotional, physical, cognitive, and language development of your child. We want to do everything possible to make sure your child is prepared for Kindergarten.

We also will enjoy arts & crafts, music, dance, interactive learning games, puzzles, block building, dramatic play, and more throughout the entire year. We never allow children access to a television on their own. Occasionally we will supervise viewings of specific children's educational programming or appropriate instructional or informational videos.

Our home sits on 3 acres of land, so we have a wonderful opportunity to get out and explore nature as a group. We will be planting and tending garden boxes every year to yield healthy produce to eat/share, going on nature "walkabouts" to scavenge for safe crafting materials, have outdoor picnics, fly kites, and more. We will also have a completely fenced area for more free play activities/equipment.

Birthdays and Parties: Your child's birthday is his/her special day, and we will celebrate it. We ask that you not bring any presents or treats that day. If your child's birthday falls on a weekend, we will celebrate it on another day through the week. We will have other small holiday parties throughout the year and may request treats or craft items as donations on a volunteer basis.

Meals and Snacks:

We will serve breakfast, lunch, and an afternoon snack to your child on a consistent schedule. We will abide by the USDA food program to ensure menus are healthy and nutritious. Nutrition lessons will also be a part of our program. We will share our planned menu with parents in advance whenever possible. If your child has a food allergy, you are responsible for informing us and possibly supplying an alternative snack or drink for the child if needed. If you wish for your child to eat something other than what we prepare, you are responsible for providing it.

Naps and Quiet Time:

All children will take a nap or observe a quiet time in the afternoon. All the children lie down during this time, and each child will be given their own clean and separate bedding. Children may bring a blanket, small pillow, and/or small stuffed animal friend to be kept at our home for our daily Quiet Time. We will periodically send some items home with your child over the weekend to be washed and brought back on Monday.

Open Door Policy:

We have an open door policy, which means a custodial parent or guardian visit shall be permitted at any time our home is in contracted operation for your child's care. We reserve the right to limit how much time parents/guardians can spend on their visits if it becomes too disruptive for the other children or prevents us from safely taking care of the other children. If you are just stopping by to visit, please come to the front door and knock as opposed to the back patio where parents will normally come for drop off and pick up. We do this to try and minimize the interruption if we are in the middle of activities in the back room.

Toilet Training:

Children usually achieve toilet training between the ages of 2 ½ to 3 years old. If toilet training is begun when your child is ready, the task is easy and quick and can often be achieved in a short timeframe. Some signs to look for include appropriate language skills to communicate the need to "use the potty", staying dry for longer periods of time, the ability to dress and undress themselves, and an interest in staying dry or clean. We take a very relaxed attitude towards toilet training and don't try to force it. Please realize this is your child's accomplishment, and shouldn't be compared to how others are doing. Children toilet train easily when *they* are ready.

Parents must begin the toilet training process at home. If you are successful and we are in agreement that your child is ready, we will follow up with the toilet training in our home. During

this time we require your child wear pull ups for health and safety reasons while in our child care setting. Please remember that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull ups until your child can and will announce that they must use the bathroom (not just at home but here as well), and can control their bladder/bowels for a few minutes beyond that announcement. It will be at our discretion when parents may bring their child in big girl or big boy underpants to child care.

When your child is learning to use the potty our rule is: No overalls, onesies, belts, buckles, snaps, buttons, or zippers. A second set of spare clothing is required. In addition, we require that the pull ups your child uses have velcro sides.

Behavior Guidance:

We will not use any form of corporal punishment or physical discipline in our program at any time. We will only use a “time-out” if it is age appropriate for your child, and when we do, we will limit it to one minute per year of age. We prefer to reinforce appropriate behavior by identifying the desired behavior rather than punishing negative behavior. We will always discuss with parents if there are any concerns over a child’s ongoing behavior issues. Please see our Discipline Policy Form for further details.

Sick Child Policy:

We are not willing to provide care for your child if he or she is ill. We must provide a healthy environment for the well being of all the children in our care, and a sick child can prevent us from doing so. If your child becomes ill during the day, we will isolate your child from the other children and call you to pick them up. We expect you to pick up your child within one hour of our call. We will notify all parents of any known exposure their child may have had to a contagious illness, disease, or infection while in our care and what symptoms to look for.

We expect you to notify us the evening before if your child will not be coming to care due to illness, contagious disease, or for any other reason. If a child has shown any of the symptoms listed below **in the past 24 hours**, he or she will **not be permitted to attend care**:

Fever: We will record your child’s temperature every morning at sign in. No child with a temperature of 100 degrees or higher will be accepted. Your child needs to be fever free for at least 24 hours without the aid of any fever reducing medication before returning to care.

Communicable Disease: Not Permitted. If your child is thought to have a communicable disease while in our care, you will be notified and asked to pick them up immediately. Your child will be

accepted back when he or she is no longer contagious. All other parents will be notified of possible exposure, and what symptoms to look for. We may require a doctor's note, at our discretion, for your child to return to our care.

Diarrhea: Not permitted.

Vomiting: Not permitted. Any child who vomits while at child care will be sent home, and must not return to care until 24 hours have passed with no other occurrences.

Runny Nose and/or Cough: Any colored discharge from the nose other than clear is not acceptable in child care. A constant cough that is causing your child to gag and be uncomfortable and/or a naptime cough that disrupts the sleep of the other children will require you to keep your child at home. If you suspect your child's runny nose or cough may be due to seasonal allergies or teething, we will require you to bring a doctor's note stating this.

Skin Rash (Other than mild diaper rash): Your child will not be allowed to return to care without a written statement from a doctor that the rash is not a communicable condition.

Runny and/or Crusty Eyes: Not permitted. Watery, matted, and/or pink eyes are not acceptable in child care under any circumstances. A period of 24 hours must pass after symptoms before returning to care. A doctor's note may be required before returning to care.

Lice (or any other parasitic infestation): Not permitted back to child care until after the second hair treatment and no nits are present. Your child will be inspected by us upon arrival at child care before you leave.

Medication Administration:

If your child is on prescription medication temporarily due to an illness, we will provide care when the doctor indicates that they are no longer contagious. Before we will dispense prescribed or over the counter medication, we will need a parent/guardian to complete and sign an Administration of Medication form that we will keep in your child's file.

In the case of prescribed medication, it must be in its original container, labeled with the drug's name, dosage, storage directions, and your child's name. You should ask the pharmacist to divide the prescription into two containers, each with full labels, one for our home and one for your home if possible.

In the case of over the counter medication, it must be in its original container, and you must label it with your child's name. We will not exceed the manufacturer's recommended dosage.

Current Physical and Immunizations:

A current physical for your child signed by a physician is needed upon enrollment. All parents are required to keep their child's immunizations current and give us a copy of the immunization records before enrollment. You must update us with your child's immunization status as they age while in our care.

Toxic and Illegal Substances Policy:

The use of tobacco, alcohol and toxic substances during child care hours is not allowable. Possession of an illegal substance is prohibited at all times.

Emergency Procedures:

In case of an emergency, we will contact you as quickly as it is safe to do so. Our top priority will be taking the appropriate first aid action, and if necessary calling 911. If we are unable to contact you, we will try to reach the emergency contacts you have provided. We will report any accident requiring treatment by a physician to the proper agency. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

My husband and I are both trained and certified annually in CPR and First Aid. If a minor injury should occur to your child while in our care, we will contact you immediately after administering any necessary first aid.

We will conduct fire drills at least once every quarter so the children know what to do in case of a fire. To reduce any chance of fire, we follow the fire safety rules and state laws regarding smoke detectors and fire extinguishers.

Other Health and Safety Issues:

- We have one dog in our home. Her name is Jolene, and she is a 10lb Bichon Frise. She will stay in a kennel in our basement during child care hours. We may take her outside during the day on a leash, but she will not be allowed to come into contact with the children. (Simply for liability purposes. She is a sweet little dog who loves people.) We also have a parakeet in our home named Pingu, who stays in his cage in our office room, which is inaccessible to children.
- There is a 4 foot above ground swimming pool on our property. The only access to the pool is via the raised deck with a self-latching gate that will remain locked during all hours of child care. We will never be allowing any children in the pool during child care hours.

Field Trips:

We will not be taking any field trips that require the transportation of your child. We will however explore our outside property under constant supervision at all times.

Persons Authorized to Drop Off or Pick Up Children:

You must provide us with the names of any person who is authorized to pick up your child. You must notify us beforehand if an authorized person will be coming to drop off or pick up your child instead of the usual parent/guardian. Authorized persons who drop off or pick up your child must have photo identification available. We reserve the right to take anyone off the authorized pickup list for any reason. If a court order limits the rights of one of the parents or guardians, you must give us a copy of this court order.

No unauthorized persons are allowed in our home during child care hours.

Pick up and Drop off Policy:

In operating our child care business our first responsibility is to protect the health and safety of all children in our care. If we notice any parent or authorized pick up person arriving without a proper car seat or under the influence of alcohol or drugs, we will ask them not to transport the child and will propose the alternatives listed below:

- We will call someone to pick up your child from the list of people authorized to do so.
- We will call a cab to pick up you and the child if a car seat is not required. You will pay the cab fee.
- If you fail to bring an appropriate car seat for your child, we will ask you to drive home without the child and return with the appropriate car seat installed in the car.

If the pick up person refuses to agree with one of these alternatives and insists on transporting the child, we will immediately call the police to report the unsafe situation.

A late pick up fee will be charged for any of these instances and will be calculated using the time the child leaves our home.

Discrimination Policy:

Lovely Day Child Care does not discriminate on the basis of sex, ethnicity, religion, disability, or national origin.

Signatures:

By signing this Family Policy Handbook for Lovely Day Child Care LLC, you indicate that you have read our policies and agree to follow them. When we make changes in our policies, we will give you a two week written notice and ask you to sign the new policy handbook.

Child/Children Printed Name

Parent / Guardian #1 Signature

Date of Signature

Parent / Guardian #1 Signature

Date of Signature

Provider Signature

Date of Signature

Provider Signature

Date of Signature