**Parent Handbook**

Please read the handbook thoroughly, as it covers all the policies and procedures that govern the parent/guardian/provider contract and pertains to the care of your child(ren).  Please ask any questions or voice any concerns that you may have before the start of care and/or while your child(ren) are in my care.  It is my goal as your child’s provider to maintain open communication with you.  Please remember that the provider's policies and procedures are put into place to protect the wellbeing of the children as well as the provider and need to be followed.  The provider reserves the right to enforce all of the policies as the provider sees fit.

**HOURS OF OPERATION:
Monday through Friday 7:30am-5:30pm**

**2025 SCHEDULED CLOSURES-PAID**

January 1st                                   New Year's Day Observed

May   26th                                Memorial Day

July 3rd-4th                                Independence Day

September 1st                               Labor Day

November 27-28th                      Thanksgiving

December 24th-25th        Christmas

7-Sick Days

14-Vacation Days

HOLIDAYS

If a holiday falls on a Saturday or Sunday, I will close either the Friday before or the Monday after. **BACK UP CARE
It is the responsibility of the families to make sure you have back up care for your child/ren in the event that the provider has to close and the assistant caregiver cannot provide care. Please remember, this is a home based child care. Events may come up where I may not be able to open-expected or unexpectedly (very rare) or need to close early or open late so it is imperative that you have back up care!**

**BEREAVEMENT**

The provider is allotted 5 bereavement days that do not go against personal days.  Any days after the 5, will be credited the next week.

 **NOTIFICATION OF ABSENCE OR LATE ARRIVAL**
Please try to notify the provider within an hour after your scheduled drop off time, or the night before, if your child will be late or will not attend that day. No drop offs after 9 am unless contracted ours are agreed upon.

**OPEN DOOR POLICY**

The provider has an open-door policy which means that the parent/guardian(s) may come and visit their child/ren at any time.  However, it is not advised to come at nap time.  This can be disrupting to not only your child, but the other children as well.  Please see the section on calls and/or texts.

**SOCIAL MEDIA**

I have a private Pryor Family Care Facebook group that parents and other approved family members may join.  Posts may include information and/or pictures related to the children's day, meals, special days, etc... The signed media release does not include the private page.  Due to the nature of the postings (and that the group is private), it would be difficult to block out or not mention your child.

I also have a Facebook business page that I occasionally post on; the signed media release does include this page since it is a public page.

**ARRIVAL AND PICK UP**
Please arrive no earlier, or pick up no later than the times you are contracted for, unless prior arrangements have been made.  Please limit your drop off time, as many children have a difficult time departing from parents and lengthy drop off times make it worse for the child and parent.  Your child must arrive and come into my home with you.

**PICKUP POLICY AND LATE PICKUP POLICY FEES**
For the safety of your child/ren, they are not permitted to walk out the door without a parent/guardian.  It is the parent/guardian's responsibility to ensure that their children are picked up no later than the contracted pick up time.  If the parent/guardian is not able to pick up their child by the contracted pick up time, alternate arrangements must be made.  I understand that things happen.  If you find that you need to pick-up late after your child is dropped off, in extreme emergencies only, please call in advance and make arrangements with me for a late pickup.  Please remember that your child is enrolled in a home-based daycare and I plan activities for my family after the daycare closes.
In the event that a parent/guardian cannot be contacted, it is the policy of the daycare to call an emergency contact should a child remain in care after 5:30 p.m.

**A late fee of $1.00 per minute per child will apply if a child remains in care after the contracted time, unless prior arrangements have been made.  This late fee is due and payable upon pick-up or prior to the next days care.**

**PROCEDURE FOR RELEASE OF CHILDREN**
Please make sure all available authorized persons who may pickup your child are listed on the registration/emergency forms.  Parent/guardian(s) must notify the provider during drop off of any authorized persons who may pick their child up on a given day if a parent/guardian is not personally picking your child up.  The provider may ask to see a driver's license of the person picking up until they become familiar to me.
In the case of divorced families, each parent may choose whom they would like to add to their list of authorized pick up persons, unless court documents state otherwise.

\* For the protection of your child(ren), the provider will NOT release any child to anyone who is not on the child information record/registration form.  Please make sure that any person that is allowed to pick up your child(ren) is listed on the forms! \*

**VERIFICATION OF LEGAL CUSTODY**
Verification of legal custody: The provider must have a copy of the court order recognizing the parent or guardian who has legal custody of the child, as well as visitation schedules.  Otherwise, the provider has no choice except to release the child to his/her parent or guardian.

**TERMINATION**

The provider reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of the providers family and/or other children or families in my care.

**WITHDRAWAL**
Parent/guardian(s) agree that a written minimum notice of 30 days will be given for permanent withdrawal of any child from care.

**TEMPORARY LEAVE**
If the parent/guardian(s) wish to take a temporary leave of care, such as leaving for the summer, maternity leave etc… the parent/guardian must pay the full weekly fee to hold your spot.  If weekly fees are not paid, a 30 day written notice must be given, and the provider cannot guarantee an open spot for your child when they return.

**JURY DUTY**
If the provider is called for jury duty, it will be paid and will not be considered as personal days.

**DAILY SCHEDULE**
The daycare follows a routine based on a daily schedule.  This schedule is based on the demands of the children and may be altered to fit the needs of the daycare and children.  Meal and nap times will not change.  When your child turns 12 months and I feel that your child is ready, we will transition your child to the daily schedule.

**CHILDREN'S PRIVACY AND DEVELOPMENT**
Please remember that children develop and grow at different rates; developmental milestones are achieved at different times individual to each child.  Please do not compare your child to other children or ask about the other children’s development.

**PARENT PROVIDER COMMUNICATION**

The provider will make every effort in effectively communicating with each child and family.  I expect parents and provider to communicate with respect with one another.

**MEALS**

The provider will provide your child a nutritious breakfast, lunch and up to two snacks.  I am a member of the 4c’s food program and will serve meals and snacks that comply with the food program requirements.  The provider will offer all components of the meal/snack and will encourage children to try new foods but will not force them to eat anything that they do not want to eat.  The menu is child friendly and alternate meals will not be made for children who simply do not like the meals/snacks that are offered. Outside food may be permitted, but there must be enough for everyone.

If your child has any allergies, please let me know.  In most cases, the provider may substitute food if a child has a medical condition. This will be on a case by case basis for each child and a plan to accommodate each child's individual needs will be discussed. In such case, the parent/guardian must provide a doctor's note stating: the child’s disability, how the disability limit’s the diet, the foods the child cannot have, and the foods that must be substituted.  Milk is an exception. If you wish for your child to have soy milk in lieu of cow’s milk, you must provide a written statement declaring the medical or special dietary need that restricts the diet.

\*\*Please note that I am not a food allergen free home.  If a food substitution plan is put into place, foods containing allergens may still be served to the other children.

Please make sure your child is at the daycare before meals and snacks.  If they come after a meal or snack is served, please make sure they eat before they come.  The provider will not serve food after the scheduled meal/snack times.   Infants under 12 months are fed on an on demand basis however, children who eat off of the menu can only eat the menu food at scheduled meal times.

\*BABY FOOD
**Infants 6-11 months:**  The provider will supply solids upon parent/guardian request when baby is developmentally ready. Baby led weaning is the preferred method of feeding, but pureed foods are also acceptable. Please let the provider know your preference and also what foods your child may or may not have. You may provide a list and add as needed if preferred.

**Infants 0-5 months:** Formula or breastmilk is permitted only.

Formula or breast milk will still be served until the child’s 12 month Birthday.

\*BOTTLES
Parents will supply infant formula or breast Milk. The contents of a bottle, both breast milk and formula, must be eaten within 1 hour from the beginning of feeding and will be discarded after the hour is up. If a bottle is left un-refrigerated for 1 hour or more, it will be discarded.

\***Bottles will not be permitted after 13 months of age unless there is a medical reason for your child to have one. Nap time is the only exception.**

**MEAL TIMES**Breakfast:     7:30am-8:15am
AM Snack:   10:00am
Lunch:          11:30am-12:00pm
PM Snack:    3:45pm-4:00pm

**NAP TIME**
All children are required to have a rest period.  For children over the age of 12 months, there will be a set nap time.  If they cannot sleep, they may quietly look at books while on their cot.  For infants under 12 months, naps are on an as needed basis.  They will be placed on their backs to sleep-no exceptions will be made.  No blankets will be used for children under 12 months.
Each child will have his or her own porta-crib or cot, along with the appropriate linens that only they will use.  Children 12 months and up will be transitioned to a cot when I feel that they are ready to do so and may use a blanket.  I will launder any linens at least once a week.

 **INFANT ARRIVAL IN CAR SEATS**

All babies must be awoken at arrival and must be taken out of the car seat so that a well check can be done.  Infants are not permitted to sleep in car seats under any circumstances.  NO EXCEPTIONS!

**POTTY TRAINING**
The provider will work in conjunction with the parent/guardian during potty training.  If you have a method that has been working for you, please let me know and the provider will adopt it for your child.  The provider will work with you to make potty training successful, but not for you.  It is in the best interest of your child that we work together at home and at daycare to make potty training with your child a positive experience.  If you discontinue potty training at home, please let the provider know.  If your child shows no interest in potty training, we may choose to discontinue and try again at a later date.  Under no circumstances will the provider force your child to participate in potty training if he/she is not interested even if the parent/guardian wants me to do so.  Please continue to send in diapers or pull ups until your child has complete control of their bladder and bowels for a minimum of 2 weeks at home and when they can verbally or sign to tell me that they have to use the bathroom.  If they can control themselves throughout the day but need a pull-up/diaper at nap, I will work with them.  Please send your child in user friendly clothing that they can pull on and off themselves, for example, no overalls or onesies please.  Soiled clothing will be placed in a bag and sent home to be laundered.  Please bring at least 3 extra changes of clothing while your child is potty training.

**SOILED CLOTHING-INCLUDING CLOTH DIAPERS**
Soiled clothing and/or soiled cloth diapers will be put in a bag and sent home to be laundered.

**CLOTH DIAPERS AND TRAINING PANTS**
The provider will accept cloth diapers and training pants (when ready). Licensing requires a waterproof cover to be placed over the diaper or training pants. Diapers or training pants will be placed in a wet bag to be taken home each day. Also, per licensing, cloth diapers and training pants cannot be rinsed or washed here.

**DRESS CODE**
Please send your child to daycare in play clothes.  We will be doing messy activities and your child’s clothing may get messy and/or stained.  The provider will not be responsible for any clothing that gets ruined at the daycare.  Please dress your child in clothes according to the season.

**SUPPLIES**
Please bring in the required supplies upon enrollment and as needed.   The items that are required for your child to have at daycare must be brought in in order to attend.  The provider will notify you when your child’s supplies are low and the parent/guardian is expected to bring in replacement item(s) as needed.

**REQUIRED SUPPLIES**

 two changes of clothing including socks, pants, shirt, and underwear (if applicable).

Diapers (if applicable)

Bottles (if applicable)

**TOYS/ITEMS FROM HOME**
A vast array of toys and educational materials are provided for your child.  Please keep all personal toys at home unless otherwise specified.  A blanket, pillow, and stuffed animal (for children over the age of 12 months) may be brought in for nap time.  These items will be kept in cubbies until nap time.

**BUMPS AND BRUISES**
Bumps and bruises are a normal part of childhood. Please rest assured, however that every effort will be made to protect your child from serious injuries while in my care.

A simple child check upon arrival and throughout the day will be a part of our daily routine. Please notify me of any injuries, marks or bruises that may have occurred prior to drop off.

Should a serious injury occur during the day, it will be communicated. This communication will contain time of injury, nature of injury, how the injury was treated and any recommended follow up needed.

Should the injury require medical attention, the proper steps will be followed and you will be immediately notified.  In the event that you cannot be notified, I will call the people listed on the emergency contact form.  If needed, 911 will be called and your child will be transported to the nearest hospital.  In the event that an emergency shall occur, you are responsible for all fees associated with medical care of your child(ren) unless I am determined negligent by a court of law.

**OUTDOOR ACTIVITIES**
Every child will be going outside everyday as weather permits.  Please make sure your child is dressed for the weather according to the season.  Winter gear is required in the winter, and a bathing suit or shorts/shirt in the summer. Water play in the summer is a part of our program.

**PHOTOGRAPHS**
The provider will take photographs of the children to use for projects or to be used at the daycare.  If the parent/guardian does not want their child to be photographed, please let the provider know on the photograph permission form.  This does not include pictures for the private Facebook group.

**TELEVISION**
We will occasionally watch child appropriate programs.  Children are not required to watch t.v. and may choose to do a different activity.

**HOLIDAYS AND SPECIAL OCCASIONS**
We will celebrate Birthdays and Holidays and may do special activities to correlate with each.  If you have any information on any holiday that you would like to share, please let me know; I would like every child to feel comfortable and able to participate in some way.

**SMOKING OR VAPING**
Smoking or vaping on the premises during daycare hours is not permitted.

**EMERGENCY CLOSURES/INCLEMENT WEATHER**
There is always a possibility of emergency closure due to illness or other unforeseen circumstances.  In the event of a closure, the provider will notify the parent/guardian(s) as soon as possible.  It is the parent/guardian(s) responsibility to have back up care available.   In the event of inclement weather, the daycare will remain open unless a power outage occurs or if there is a state of emergency due to weather.

**CONFIDENTIALITY**
All verbal and/or written correspondence between myself and you will be kept between the two parties, unless such correspondence is requested by a court of law.
Also, please do not ask any questions about any child that is not your own.

**CHANGES TO POLICIES**
The provider reserves the right to make changes to any of the policies as I see fit.  Parent/guardian(s) will receive a copy of any amended policies and both parties will need to sign and date the new policy or care may be terminated.

**PARENT/GUARDIAN/PROVIDER CONTRACT**
Please be sure to read through the parent/provider contract and the parent handbook before signing.  This ensures that the parent/guardian agrees to all the terms/policies that the provider has set forth.  The contract will be renewed each year in January.  A new contract will be drafted both parties will need to sign and date it before care continues.  The provider also reserves the right to change rates as needed.

**Please remember that I, as a childcare provider, own my own business and provide a service for a fee. I set my own guidelines, policies and choose which services to offer. You, as the parent, must decide whether the services that I offer meet your needs.  I believe that we can have a business and personal relationship as long as boundaries are met.  This is the reason that I have created policies.**