



Tikva Daycare Parents' Manual

Owner/Director: Kingsley Chineme

We provide care and educational activities for infants, toddlers, preschoolers and after school children.

OUR PHILOSOPHY and MISSION

Tikva Daycare's facility is to provide childcare that meets the needs of each child and family in a safe, educational environment. We pride our center's focus on the individual need of each child, while providing quality, reliable and safe childcare. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun!

We strive to help children develop effective communication skills develop large and small muscles through play-based activities, increase levels of conceptual and cognitive development; develop a level of independence in self-care skills and develop problem-solving strategies.

CURRICULUM

We incorporate preschool curriculums into our daily activities to support infants and toddlers to have nurturing, consistent, and loving, throughout daily experiences, and to prepare older children for school. We offer individual and appropriate activities that are specifically designed to help the child grow and develop based on his/her strengths and weaknesses, addressing all areas of development.

ENROLLMENT CONDITIONS

No child will be denied enrollment based on his/her race or religion. We retain the right to deny enrollment if all our spots for a particular child's age group are filled. We do not make it a policy to deny enrollment if a child has special needs. However, if after talking with the parents of a child with special needs and we realize that we do not have the necessary training, equipment, facilities, etc. to work with the child, we will not accept the child. This is in the best interest of the child, since our goal is to meet the needs of each child.

REQUIREMENTS FOR ENROLLMENT

During the parent interview, you received a checklist which covers the requirements for enrollment. This must be followed to enroll your child in our program. All paperwork must be received before your child can start.

Before your child starts the program, it is wise to make a visit with the child during our regular day care hours (mornings are best, since the children take naps in the afternoons). This way your child gets to see what happens in the day care and gives him/her a chance to meet the other children and the teachers. This visit is a good time to bring any items you need to leave here (e.g., diapers, extra clothing, etc.). We are required to have a complete change of clothes for each child. If you or your child is very uneasy about day care, at least two visits are recommended: the first during off hours when your child will not be overwhelmed by the other children and the noise, and we will have all the toys available to him/her. During this time, we will be able to give your child our

undivided attention. The second visit can be during regular business hours 7:00 am to 7:00pm.

The following forms must be completed before your child starts my program:

1. Contract and Acknowledgment of Policies
2. Registration Record for Child receiving care away from home
3. Authorization for Child's Emergency Medical Treatment
4. Authorization to pick up child (Release Information)
5. Child's Annual Health Certification with physical examination (signed by a physician)
6. Child's historical information
7. Field Trip Consent
8. Emergency Information
9. Food Allergy / Sensibility / Food Preference Consent
10. Oral Health (Dental Provider) Assessment Form
11. Permission for Medication

WAITING LIST

If there is no space available for your child, a Waiting List form may be completed. Children will be placed on the waiting list for \$200 fee, and as space becomes available in the age-appropriate group, parents will be notified. Parents will have 48hrs to enroll their child after receiving notification of availability otherwise the seat will be given to the next family ready to enroll.

ADMINISTRATIVE RECORDS ON OPERATIONS

All required licenses will be maintained and permits posted in a place with easy access to all parents to see (Certificate of Occupancy or Home Occupation Permit, all current fire, health and safety inspection approvals, and any variances received).

ADMINISTRATIVE RECORDS ON CHILDREN

All record of child's information and forms will be retained for three (3) years following the termination of child's enrollment.

CONFIDENTIALITY

The information you are providing will be maintained confidentially. We will respect your privacy at all times. Should any information be requested from anyone outside of Tikva Chilcare facility, you, as the parent/guardian, will be notified in advanced. This policy will be followed at all times, unless disclosure is necessary in an emergency situation and parents/guardians will be notified immediately.

TRAINING AND EDUCATION LEVEL OF CAREGIVERS

All the caregivers involved in this program, including the director, shall meet or will meet all the education requirements described on the local Regulation.

CRIMINAL AND BACKGROUND HISTORY CHECKS

All the caregivers involved in my program, including the director, have a criminal and background history checks, as required by the local Regulation.

ADMINISTRATIVE RECORDS OF STAFF OF FACILITIES AND OF PERSONS RESIDING IN THE HOME FACILITIES

I maintain, in my facility, The information of every employee and person residing in this facility is maintain as required by the local Regulation which includes:

- a) Full name, gender, social security number, date of birth and home address
- b) Job position (title) and job description;
- c) Documentation and results of criminal and background history checks in accordance with this Chapter and with all other applicable federal and District of Columbia laws and rules;
- d) A copy of employee's resume, required degrees, certificates, transcripts, and letters of reference;
- e) Verification of the employee's orientation to his/her duties and responsibilities and to the facility's policies and procedures;
- f) An ongoing record of continuing education;
- g) First Aid and CPR Certification for children, as required;
- h) Date of appointment to, or withdrawal from, any position in the facility;
- i) Reason for withdrawal from a position;
- j) Employee's health record; and
- k) Employee's signature

REPORTING UNUSUAL INCIDENTS

In case that an unusual incident (an incident that may adversely affect the health, safety or well-being of any child or children in the facility) occurs during the time that your child is in my facility, that incident will be reported to the Child Care Subsidy Program and licensing at (202)-727-2998 or osse.childcarecomplaints@dc.gov. Parents(s)/guardian(s) of each affected child will also be informed.

A written report of the unusual incident will be submitted as well as a completed Unusual Incident Report Form within twenty-four (24) hours of the incident to the Child Care Subsidy Program.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Any staff member who knows or has reasonable cause to suspect that an enrolled child is, has been, or is in immediate danger of being an abused or neglected child will, as required by the District of Columbia Prevention of Child Abuse and Neglect Act of 1977, effective September 23, 1977 (D.C. Law 2-22, D.C. Official Code §§ 4-1321.01 et seq.), make an immediate oral report. We will call and report the suspected abuse and/or neglect to the Child Care Neglect office at (202) 671-SAFE (202-671-7233).

It is highly recommended that parents have realistic knowledge about this subject and others regarding the regulation – DCMR 29 Public Affair – Chapter 3, that includes the requirement to protect the health, safety and well-being of children in licensed Child Development Facilities

NONDISCRIMINATION AND CHILDREN WITH SPECIAL NEEDS

This program does not discriminate on the basis of race, color, national origin, sex, or disability and we are dedicated to supporting the goals of the Americans with Disabilities Act.

INCLUSION STATEMENT

We will maintain a safe and secure environment for children to explore and achieve success through a variety of recreational activities. We believe in providing quality programs for every participant.

ACCOMMODATIONS

We will make every effort to provide reasonable accommodations. These accommodations include, but are not limited to, attending trainings, use of individualized behavior support techniques, consulting with families and taking other steps to ensure a safe and enjoyable experience for all participants. Participants are encouraged to bring a companion to assist with special accommodations.

EMERGENCY PREPAREDNESS PLAN

The safety of children and personnel of Tikva Daycare is our highest priority. In case of emergency, we will evacuate to 1834 North Capitol Street, NW, Washington DC 20002. Everyone will be transported by paid transportation. Parents will be notified via cell phone. We will bring the emergency preparedness bag (with the required items), as well as a parent contact sheet.

EMERGENCY EVACUATION PLAN

We have prepared an Emergency Evacuation Plan that is visual to children and parents. Monthly fire drills are practiced with the purpose that all children learn how to evacuate in case of real situation.

FIRE DRILL

We will perform a fire drill once a month, at different times of the day, to ensure that the children are prepared for an emergency. There will be a record of all the fire drills executed (Fire Drill Log).

EMERGENCY CLOSING

In the event of unexpected closing all parents will be given 2-3 hours to pick up their children.

CLOSED DAYS

We will be closed on all government holidays.

ARRIVAL AND DEPARTURE

Arrival: Program opens at 7:00 am

Departure: Program closes at 6:00 pm

It is important that children be picked up on time. If someone other than you, the parent, is going to pick up any child at the end of the day, we will require that the provider be notified in advanced with a writing consent form. A list of the names of persons that are authorized to pick up your child is kept in the child's file. Picture identification will be required before the child is released.

EARLY/LATE PICK-UP FEES

Tikva Daycare will charge an overtime fee of \$25 and \$1.00 per minute if a child is not picked up by the scheduled time. If a child is not picked up within 5 minutes of the scheduled time, the per minute late fee will start accruing from the scheduled pickup time. This overtime fee must be paid when the parent picks up the child.

PARENT PARTICIPATION

Parents are welcome to visit the child care facility at any time during which child care is provided, except during scheduled nap times, and participate in any of the activities. Communication between parents and the provider is important in maintaining high quality child care. All comments and suggestions regarding services are welcome.

PHOTOs and VIDEOS

During the school year, we take photographs of schools activities involving students to share the school's positive vibe and updates. By which incidentally, some photographs may capture your child's participation, directly or indirectly. These photos may be published through our website social media pages news bulletins, billboards, and ads.

GRIEVANCE AND COMPLAINT

We will always do our best for all parents. We put great effort into maintaining quality service. Tikva Daycare encourages feedback to include any complaints regarding childcare to the facilities director.

Complaints issues should also be addressed with the facility director. If we do not resolve the complaint, parents can contact the Office of the State Superintendent of Education, Early Care and Education's Compliant and Unusual Incidents Hotline: (202) 727-2993 or by sending an email to osse.childcarecomplaints@dc.gov. Complaints may also be faxed to the Licensing and Compliance Unit at (202) 727-7295.

IMMUNIZATIONS

Before enrollment in the program, all children must be immunized, unless written opposition to this on religious or medical grounds is on file.

ATTENDANCE

It is very important for all children to attend the program regularly at their scheduled time. If for any reason your child needs to miss a day, please call us to inform us of the absence.

In extreme cases of consistent absences communication with the parent/guardian will be made to determine next steps.

In the case of bereavement, please inform the program.

SIGN IN / SIGN OUT

Each day upon arriving, the parent is required to sign his child in, noting the time arrived. A sign-in/out pad, pens, and a clock are all located by the door. This is to be followed by signing the child out when they leave. This gives me a written record of the child's attendance, hours, and who brought/picked up the child.

NAP/REST/SLEEPING TIME

- We will provide a safe, warm, quiet place for your child to rest.
- Toddlers will rest on a cot a quiet room.
- Infants will always be in a crib.
- Children who wake up before the rest of the children will be guided in finding a quiet time activity to engage in, that will not disturb any sleeping children.
- *We do not wake a sleeping child during naps.*

INDOOR PLAY

Indoor play constitutes most of our play time (when the entire year is averaged). We provide a variety of age-appropriate toys for your child to play with. Since the ages of the children we care for vary, all the toys we have are safe for even the youngest children.

A child should not bring toys from home. Toy weapons, such as guns or knives, are absolutely prohibited. Tikva Daycare is not responsible for lost or broken toys brought from home.

OUTDOOR PLAY

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled -- tennis shoes are a good choice). When the weather cooperates, we will spend time outdoors, ranging from a walk to more outdoor activities.

FIELD TRIPS

Tikva Daycare may occasionally take the children on field trips. A child will not be allowed to participate in a field trip unless the parent has signed a permission form. Parents will be given advance written notice of the dates and locations of all field trips. Additional fees may be charged to the parent in order to reimburse Tikva Daycare for admission prices, transportation costs, and/or meal costs in connection with the field trip. If a parent chooses not to have his/her child participate in the field trip, the parent is responsible for arranging alternate child care. The child care fees will not be reduced for the time period of the field trip for nonparticipating children.

INCLEMENT WEATHER

Listen to the radio, or watch the news, for weather related announcements. Based on the weather and local school closing. We will adhere to the Public School of the District of Columbia closing schedule.

HEALTH/ILLNESS POLICIES

A child who exhibits one or more symptoms of illness identified in the following symptoms described shall not attend the program.

When we observe one or more symptoms of illness, the child's parent(s) will be notified immediately. We will require that the parent(s) remove the child from the program.

We will provide a comfortable place to isolate a child who becomes ill or is suspected of being ill. The child will remain within sight and hearing of a staff member.

We will carefully observe a child in isolation for the presence of, or change in, any symptoms.

We will ensure that a child who is ill or suspected of being ill does not share any personal hygiene or grooming items.

Symptoms of illness requiring exclusion from the program include, but are not limited to, the following:

- a) Diarrhea, i.e., runny, watery, or bloody stools
- b) Vomiting two (2) or more times in a twenty-four (24) hour period.
- c) Body rash with fever.
- d) Sore throat with fever or swollen glands.
- e) Eye drainage with thick mucus or pus draining from the eye.
- f) Pink eye, i.e., colored drainage, eye pain and/or redness of the eye.
- g) Yellowish skin or eyes
- h) Fever accompanied by rash, vomiting, diarrhea, earache, irritability, or confusion.
- i) Continuous irritable crying that requires more attention than the Facility can provide without compromising the health and safety of other children; or
- j) Any other symptom indicative of a reportable communicable disease, as such, is defined in Chapter 2 of Title 22 of the District of Columbia Municipal Regulations or in any superseding document.

We will observe each child for the presence of symptoms that may indicate a medical problem, which problem may require exclusion from the program, isolation from other children, and/or consultation with the child's parent(s) or licensed health care practitioner. The following are examples of conditions that may indicate the existence of a medical problem:

- a) Fever.
- b) Lethargy or inability to walk.
- c) Respiratory problems, including increased respiratory rate; retractions in the chest; excessive nasal flaring; audible persistent wheezing; persistent coughing, either productive or nonproductive; severe coughing causing redness or blueness in the face; or difficulty in breathing.
- d) Abdominal and urinary system problems including intestinal parasites, dark urine, white spots in the stool, increased urgency or frequency of urination, or no urination for an entire day.
- e) Cardiac problems, including choking, change in color of the skin, chest pain, or persistent sweating.
- f) Ear problems, including discharge from the ear and/or ear pain.
- g) Throat and mouth problems including sores on the lips or in the mouth, white patches in the mouth, throat pain, or a dental problem that needs immediate attention; and
- h) Injuries, including persistent bleeding, oozing wounds, apparent fracture, complaint of persistent bone pain or stiffness, or difficulty with the movement of any extremity.

A child who exhibits one or more symptoms of illness identified in subsection above and who has been treated for a specific symptom by a licensed health care practitioner, may be re-admitted to the program only with a written permission, and written instructions for continuing care if needed, from that licensed health care practitioner.

We will not accept the child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, I will remove him from the group and notify the parent or authorized adult to pick up the child.

The child may return 24 hours after their temperature has returned to normal, after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of antibiotics. If a child receives antibiotics for an ear infection, he/she may return to my facility immediately if he/she has been free of other symptoms mentioned for at least 24 hours.

If a child exhibits mild symptoms of illness and/or discomfort, Tikva Daycare in consultation with the child's parent(s), will decide whether the child should be discharged immediately or at the end of the day.

MEDICATION

If your child is on medication and it needs to be administered while he/she is under our care, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and dosage directions. We will also require the signed permission to administer medication to your child. Medication will be administered at the time or with the meal you specify, and a written record will be kept.

In the event we must administer non-prescription medication, we will contact the parent, each time before doing so.

INJURIES AND NON-MEDICAL EMERGENCIES

Minor cuts and abrasions occurrences while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged, and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care, and we are required by law to report any possible abuse situations.

If a medical emergency arises, we will try to contact the parent first, unless doing so endangers the child's life. In that case, we will take the necessary steps, putting the child's safety first (calling hospital, doctor, poison control, etc.). If need be, we will take your child to the nearest hospital via ambulance. Then try to call you when we arrive. If a parent is unable to be reached, we will keep trying until he/she is available.

In the event of a fire, we would evacuate the center/house immediately and gather outside. This will be practiced monthly so the children are familiar with the procedures.

RELEASING YOUR CHILD

To ensure the safety of the children attending the child care facility, Tikva Daycare has established the following procedures for the pickup of a child from its facility: Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grand- parents).

The parent must inform Tikva Daycare in advance if someone other than the parent will pick up the child. If the parent has not provided Tikva Daycare with such information, the child will not be released to the individual(s), and the parent will be notified.

Please inform your emergency contact that if we do not know them and the child is too young to recognize them, we will ask for identification. We do not mean to offend them; this is simply a measure taken for the child's protection.

PAYMENT PROCEDURES

We accept cash and Zelle. Should you need to make an online payment, please visit TikvaChildCare.com, go to the



Parent Portal and click payments. Please note, a 4% fee will be added to each online payment.

Day care fees are paid weekly; due on the Friday before the following week.

You are required to pay the tuition fee, whether the child is in attendance or not. This fee ensures that the child's spot is held for him/her.

REGISTRATION and other FEES

The registration fee for Tikva Daycare is \$75. At the time of acceptance into our facility and the signing of the contract, there will be a \$75 charge for registration. The registration fee is nonrefundable and is not applied to any child care fees.

Tuition fees are an enrollment entity and not based on the number of days attendance. Tuition rates are on a weekly basis. Payments required on the last day of the week for the following week. This may be paid weekly or monthly if desired. Simply multiply the number of weeks by the fee due.

Tuition will be considered late if not paid by Sunday before the following Monday for the start of the week of the upcoming service and there will be a late charge of \$15.

If fees are not paid within 5 days of the original due date, the child will not be allowed to attend the facility until all amounts due are received in full.

For each calendar year a family may take any amount of weeks' vacation while the day care is open as long as you make your payments to hold your time slot. A two-week written notice of this vacation period is required.

The parent must pay a \$25.00 fee for all checks returned unpaid or insufficient funds. If a check is returned unpaid or funds are insufficient, all future payments by the parent must be made in cash.

Child care fees for any unscheduled hours are \$100.00 per day, or if less than 1 day, are \$25.00 per hour and are subject to staff availability.

If any payment obligation is not paid when due, the parent is responsible for paying all costs of collection, including reasonable attorney fees, whether or not a lawsuit is started as part of the collection process.

WE HAVE A STRICT NO PAY-NO PLAY POLICY

We will give you four weeks' notice of any changes in our fees or policies. Tuition may increase annually.

TERMINATION OF CARE

We require eight -weeks written notice. This will give us time to find a replacement to fill your child's spot. Payment is due for the eight weeks' notice period whether or not the child is brought to daycare. You will be responsible for all final payments through the end of the notice period. Any outstanding fees must be paid on or before the child's last day.

If your balance is more than five days behind, your child will not be able to continue at the program until balance is paid in full. In the event of an emergency, special written arrangements must be made with the provider. If it becomes necessary to resort to legal action to collect fees, you, the parent, will be responsible

for legal fees incurred on our end.

If we can no longer watch your child for one reason or another, we will give you two weeks' notice, if possible. There might be a time when immediate termination could be warranted, and as we both understand it is not easy to find day care, it is important for policies to be understood and abided by.

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 childcare arrangements will be terminated immediately for any of the following reasons (but not limited to):

1. Failure to comply with the policies set forth in the parent handbook.
2. Failure to comply with the contract.
3. Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
4. Non-payment of childcare or late fees and/or recurring late payment of fees.
5. Repeated failure to pick up the child at scheduled times.
6. Failure to show up for 5 consecutive days without any communication.
7. Inability to meet the child's needs without additional staff.
8. Blatant disrespect towards the provider or provider's family.
9. If a parent knowingly brings their child ill.
10. Consistent child-rearing style differences between the parent and provider.
11. False information given by a parent either verbally or in writing.

PERSONAL/BELONGINGS

Parents are expected to provide the following:

Items	Infants (birth to 12 months)	Toddlers (12 to 24 months)	Toddlers (24 to 36 months)	Three to 5 years old
Plastic bottles for the day	X			
Diapers for 4 to 6 a day	X	X	X	
Wipes as needed	X	X	X	If they are still being potty trained
Two changes of clothes including socks	X	X	X	X
Bibs (several)	X			
Blankets	X			
Light blanket	X	X	X	
Mobile or other special hanger items for crib	X			
"Love" item if needed for sleeping		X	X	X
One box of large Ziploc bags		X	X	X
Pull ups		X	X	If they are still being potty trained
Toothbrush and toothpaste			X	X

PERSONAL CARE ITEMS

All items must be labeled with a permanent marker. Each child will have their own cubby for items, and you will be notified when replacement items are needed.

TOYS AND MOVIES

Children are not allowed to bring toys or movies to the program except for show and tell days or as directed by the provider. No toy guns, swords, or any other toy or movie with violent connotation will be permitted at any time. Books may be brought for story time if approved by the provider. Personal belongings associated with violence such as Power Rangers, X-men, Ninja Turtles, etc. are not permitted. All personal items should have your child's name on them.

FOOD AND NUTRITION

A well-balanced breakfast, lunch/snack will be provided by parents.

Lunch/snack prepared by parent/guardian should be packed in a brown paper bag.

Meal times are as follows: At drop off between 6:00 am and 8:00 am; 10:00 am; 12:15 pm;
3:30 pm; 6:30 pm

While meals are available by Tikva for emergency purposes, all meals and snacks will be provided by parents.

Parents are not to bring foods that may choke a young toddler. Only foods that are soft or will soften in the mouth will be served. No raw carrots, nuts, popcorn, unpeeled fruits and vegetables, hard candies, pickles, hot dogs. Other examples of foods that can cause choking in children under the age of 4 include apple wedges, apple rings, bell pepper slices, cherries, celery sticks, cucumber slices, and grapes.

Tikva Daycare does not provide meals for children with special dietary needs.

Infants will be fed either formula or breast milk, both of which are to be supplied by the parent. The parent is responsible for providing baby food for as long as that is necessary.

The parent should provide Tikva Daycare with information regarding feeding times and other feeding instructions.

Breakfast is a bread product, fruit, and milk. Each snack includes food or drink from two of the mentioned groups. According to the posted approved daily menu.

Sweets may be included occasionally.

Please do not send snacks of candy with your child to day care unless prior approval has been given.

If your child is not here at these times, meals or snacks will not be given at unscheduled times so please be sure that they have eaten.

If your child has an allergy to a specific food, please let me know.

I never force a child to finish what is on his plate, but I do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like!

If you wish to provide snacks at your child's birthday or another time, that's great! If you let me know a day ahead of time, it helps.

TRANSPORTATION

Our facilities do not own, operate, maintain, or use any motor vehicles for transporting children. We do not provide transportation.

GUIDANCE AND DISCIPLINE

As childcare providers, we will work to create an environment that allows children to explore and be active, without requiring a lot of rules and restrictions. We use positive guidance, redirection, and setting of clear-cut boundaries that foster the child's ability to become self-disciplined. We encourage children to respect other people, be fair, respect property, and learn to be responsible. We share with the parents, daily progress both positive and negative. Sometimes, children misbehave in one way or another and we handle each situation individually. We do not advocate "re-punishment" at home for a situation that happened hours earlier. Children respond positively if parents and providers work as a team. Parents may be asked to reinforce expectations.

In order to help protect all children in our care from physical and psychological harm, we have adopted the following guidelines:

- As childcare providers we will continue to educate ourselves, motivate parents about child development and encourage an appropriate understanding of toddler aggressiveness.
- Recognize that toddlers have a very short attention span.
- We will be vigilant and keep a record to help determine the cause of frustration that prompts the behavior.

The following is a step plan, which is dictated by child's behavior.

- Parent-Provider conference.
- Written plan for improving behavior.
- Temporary removal from the program (this would require payment to reserve child's slot);
- The above plan is at the discretion of the provider and may be accelerated, if necessary.

Discipline problems are avoided whenever possible by the following techniques:

- A well-organized room.
- A well-organized routine.
- Offering a wide variety of prepared activities.
- As caregivers, we expect parents to cooperate and work together with us on problems that might exist during the hours of care.
- Corporal punishment (hitting and spanking) is not permitted.

Holidays, Vacations, Miscellaneous Closings

Tikva Daycare will provide child care on the following federal holidays: Veterans Day; Columbus Day, but no others. The child care fees will not be adjusted for the holidays during which Tikva Daycare is closed. In addition, Tikva Daycare will not provide child care on the following days: In-service day. The child care fees will be reduced proportionately for the days during which Tikva Daycare is closed.

The parent is responsible for arranging for alternate child care for closings when the provider is attending training classes and for emergency closings due to severe weather. The child care fees will not be adjusted for such closings.

The parent must provide Tikva Daycare with 1 month advance written notice of expected family vacations. The child care fees will not be adjusted for the time period that a child does not attend because of a family vacation.

MONTH	DATE	HOLIDAY
January	1 st	New Years Day
January	3 rd Monday of the Month	Martin Luther King, Jr. Day
February	3 rd Monday of the Month	President's Day
April	16	Emancipation Day
May	Last Monday in May	Memorial Day
June	19 th	Juneteenth Day
July	4 th	Independence Day
September	First Monday in September	Labor Day
November	11 th	Veteran's Day
November	4 th Thursday and Friday	Thanksgiving Day
December	25 th – 31 st	Holiday

LOST AND FOUND

All children's belongings should be labeled. We will keep a specific place for lost and found items.

BIRTHDAY PARTIES

As a provider, birthdays are very special to each child. The program will allow healthy treats and favors to be brought in for the child's special day. Balloons, hard candy, or gum are always prohibited. Parents should notify the provider one week in advance and provide the necessary paper products.

RELIGIOUS PRACTICES

Religious teachings should be the parents responsibility. If you have any restrictions or concerns, please feel free to let me know.

We usually have parties on Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let us know ahead of time.

DAILY SCHEDULES

Babies, Infants, and Toddlers will not necessarily follow a set schedule. They are not capable of sitting still for circle time, may need a morning nap, etc. This is one reason our daily schedule is not "set in stone."

Children develop differently, and activities will be done at their own pace.

We will remain flexible throughout the day and adjust as the children's needs change.

Tikva Daycare will provide daily activities, toys, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development. A example of that schedule is as follows:

Time	Activity
7:00am - 8:00am	Drop-off + bottles/breakfast
8:00am - 8:30am	Diapers
8:30am - 10:00am	Circle time (books + songs + puppets/finger plays)
10:00am - 10:15am	Bottles/morning snack
10:15am - 10:30am	Diapers/clean up
10:30am - 11:45am	Naptime on cots for toddlers and cribs for infants following SUID guidelines
11:45am - 12:15pm	Stretch time!
12:15pm - 1:15pm	Bottles/lunch
1:15pm - 2:30pm	Story time (books + songs)
2:30pm - 3:30pm	Outside play/gross motor time
3:30pm - 4:30pm	Bottles/snack
4:30pm - 5:30pm	Naptime on cots for toddlers and cribs for infants following SUID guidelines
5:30pm - 5:30pm	Sensory or art activity /Pickup
6:00pm	Pickup

Nap time is as follows: 1:30 pm to 2:30 pm It is helpful if parents do not drop off or pick up their child during scheduled nap times.

All children shall be given the opportunity to nap or rest without distraction or disturbance from other activities in the child care center. Developmentally appropriate rest times are integrated into the day. Children have unique needs for rest; some may not sleep. You can't force a child to sleep but you can insist on a quiet rest time.

Children who are tired at times other than the scheduled naptime will be offered a quiet place to rest. No child who is tired will be forced to stay awake. Children who do not need a nap will be offered an opportunity to "rest" which may include reading books or doing quiet activities.

All infants under the age of 12 months will be laid flat on their backs for sleep in an approved crib. If parents request an alternate sleep position or device there must be a written order from a health care professional.

All infants sleep within sight of a caregiver. Visual checks must be done every 10-15 minutes.

Licensing requires written parental permission to use a blanket, sleep sack, security item, or pacifier.

INFANTS

Infants will be fed either formula or breast milk, both of which are to be supplied by the parent. The parent is responsible for providing baby food for as long as that is necessary.

The parent should provide Tikva Daycare with information regarding feeding times and other feeding instructions.

Diapers are checked on a regular basis and changed whenever reasonably necessary. After the diaper is changed, the diaper-changing area will be sterilized and the provider's hands washed. Parents should provide Tikva Daycare with any special instructions regarding the use of diaper-changing products, such as powder or ointment.

SUDDEN UNEXPECTED INFANT DEATH

The safe sleep training is mandatory for all staff at Tikva. Handouts on that training is also provided as an attachment to this policy. By signing this policy you agree to the agreements and guidelines in that attachment.

The Director of Tikva is CNA certified as has experience working in emergency rooms to include emergency situations of toddlers. The Director will oversee closely and check each child upon arrival and departure as well as the designated nap times (10:30 am and 4:30 pm). To avoid flattened skull, infants will have lots of tummy time etc.

All staff, but specifically those working with infants will do the following:

- When setting an infant down to sleep, the infant will be placed on his or her back;
- No covers or other soft items are allowed in cribs;
- A description of what constitutes appropriate sleep clothing for infants to be provided by parent or guardian;

Individual cribs are provided for infants and individual cots and bedding are provided for toddlers.

Infants who fall asleep in other equipment, on the floor or elsewhere will be moved to a crib to sleep.

No swaddling or positioning devices will be used at Tikva.

TOILET TRAINING

When you feel your child is ready for potty training, we ask that you begin this training at home. We will follow through and encourage your child while in my care. Please keep in mind 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, I will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used.

When accidents only happen once every other week, 5-ply training pants will be used without plastic pants. Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus, clothing with too many "gadgets" makes it harder to get the child on the potty in time.

TOILETING PROCEDURES

1. All children will be allowed to use the toilet when needed.
2. Children will be supervised during toileting but allowed as much privacy as is appropriate.

3. No child will be punished for soiling, wetting, or not using the toilet.
4. Children must wash their hands with soap and running water after toileting and before snacks, meals, or meal preparation.
5. All educators must wash their own hands after assisting a child with diapering/toileting. Individual paper towels will be used to dry hands.
6. Disposable gloves will be used whenever cleaning feces, urine, blood, or vomit.
7. Contaminated areas will be cleaned and sanitized using a Tikva Daycare approved disinfectant solution.

DIAPERING PROCEDURES

1. Wash hands and put on disposable gloves.
2. Gather necessary supplies.
3. Cover diapering surface with disposable paper towel.
4. Place child on covered diapering surface.
5. Clean child's bottom from front to back with disposable wipe.
6. Fold all contaminated disposable items into the soiled paper and into a plastic bag and discard into lined covered trashcan.
7. Diaper and dress child.
8. Wash the child's hands.
9. Clean diapering area with paper towel and disinfectant solution.
10. After each use the changing table will be cleaned and sanitized using a Tikva Daycare approved disinfectant solution.
11. Wash hands thoroughly. Return supplies to child safe storage area.

HAND WASHING

Children are instructed on how to wash hands by use of friction, soap and water and drying with paper towels. The hand washing protocol is posted in the bathroom.

1. Use warm water and liquid soap
2. Rub your hands together scrubbing backs of hands, wrists, between fingers and under fingernails
3. Rinse well under running water
4. Dry hands with paper towel (turn off water with towel before throwing away)
5. Discard paper into lined trashcan

ILLNESS (PROVIDER)

We ask that you have a back-up (someone you can call if your child is sick).

We will not provide care for a child who is feverish. If a child has thrown up or had diarrhea within the last 24 hours, please keep the child at home. If the child has a green discharge from his nose, he/she must be on an antibiotic for 24 hours before he/she can attend my program. If your child is not feeling well, do not give him Tylenol to mask his symptoms. If your child throws up the night before and seems fine the next day, he/she is more than likely to still be contagious to the others.

You must wait 24 hours. All the children use the same toilet and washroom and they often "mouth" the same toys. They are often very affectionate with each other, and it is very difficult to keep a sick child from infecting everyone else.

I have read the policy/program statement and my understanding is that I will abide by the policies as stated.

Parents Policy Manual was given and signed on: _____

Name of Parent(s) or legal guardian: _____

Signature: _____ Date: _____

Name of Parent(s) or legal guardian: _____

Signature: _____ Date: _____

Name of the Child: _____