

# Debbie's Ducklings

Family Childcare



Parents'  
Handbook

## **Statement of Purpose**

The purpose of Debbie's Ducklings is to provide quality childcare in an environment where children can grow in their emotional, physical, intellectual, and social development.

## **Philosophy**

Debbie's Ducklings is your child's "Home away from home". It is an extension of their home. The children are given love, understanding, and a sense of security. Each child is allowed to grow at his/her own developmental rate. Play is a child's work. Children learn and develop through their play. I offer children a safe environment where they receive lots of love, guidance and security.

## **Program Description**

Debbie's Ducklings offers a broad range of activities in a loving, nurturing, family environment. On any given day you will find us involved with building blocks, puzzle solving, arts and crafts, cooking, singing, dancing, working with play dough, pretending, painting and reading or making up stories. Outdoors we enjoy the swings, slides, riding toys, playhouse, wading pool, gardening, walks, and the fresh air! We even have a covered patio for days when the weather doesn't cooperate.

The children are encouraged to be creative and grow in their development through planned and varied activities according to the ages, interests, and abilities of the child. They are treated as being special, as I promote self-esteem in each child enrolled in my childcare program.

Effective learning comes with the child's ability to choose his/her own activities and the caregiver's ability to provide that opportunity. Free play and choice allow children the greatest opportunity for personal growth in all areas of development.

As a family child care provider, I make a commitment to the parents and children in my care. When a child leaves my program, I am gratified to know I played a small part in that child's life and he/she will always have a special place in my heart.

## **Daily Schedule**

|               |   |
|---------------|---|
| 8:00 - 8:30   | Arrival of children/breakfast is served   |
| 8:30 - 10:00  | Non-structured free playtime. Depending on the dynamics of the group this time can be used for reading to some (or all) the children, block building, encouraging dramatic play, drawing, and/or puzzle solving, etc. |
| 10:00 - 10:30 | Circle Time   |
| 10:30 - 11:30 | Room clean- up, diaper check, potty time, weather permitting, we go outside or do a planned activity.   |
| 11:30 - 12:00 | Quiet time watching an educational video while lunch is being prepared-hand washing.  |
| 12:00 - 12:30 | Lunch   |
| 12:30 - 1:00  | Diaper check / potty time   |
| 1:00 - 3:00   | Rest/Nap time   |
| 3:00 - 3:30   | Snack is served   |
| 3:30 - 5:00   | Diaper- check, potty time, weather permitting we go outside or spend the afternoon doing the same activities we enjoyed first thing in the morning.   |

## **Holidays**

Please refer to the attached Holiday Schedule to see all observed holidays. These days will be paid for when they fall on a day or days regularly scheduled for care.

## **Illness**

In the interest of all children involved, please do not bring your child for care if they show any the following symptoms:

- Fever 101 or above
- Vomited or has vomited in the past 24 hours
- Has diarrhea or has had more than one incident of diarrhea within the past 24 hours.
- Has a contagious illness or communicable disease
- Unexplained rash
- Has a consistent cough or heavy nasal discharge
- Is not feeling well enough to participate in the activities planned.
- Has been taking antibiotics for less than 24 hours.

Please do not return until their symptoms have subsided and/or their temperatures are back to normal for at least **24 hours**. If you have any doubts about your child attending childcare for the day because of illness, irritability, etc. ... call me and we can decide on the best course of action.

The parent needs to alert the provider if any of the symptoms has occurred within the last 24 hours in the case of contagious and communicable diseases if the child was in attendance at the time when the disease would be considered contagious or in incubation. The parent/legal guardian will be notified of any illnesses their child has come into contact within the day care.

If you child should become ill while in the day care home, the parent/legal guardian will be contacted and expected to remove the sick child from the home immediately, so as not to spread the illness to the other children involved.

If Debbie's Ducklings cannot open due to illness of the provider or a member of her family, (after the allowed 6 days) fees for that week will be deducted from the next week's payment. The parent/guardian will be responsible for the regular weekly fee when their child is absent due to illness.

## **Termination**

Debbie's Ducklings requires a minimum of three week's notice of termination of your child's care. In the event that Debbie's Ducklings is not given the requested three weeks notice, the placement deposit will not be applied towards your child's last week of care and payment of an additional week will be expected. Should the final childcare payment not be received within three weeks of your child's care, the parent/ legal guardian will be responsible for all costs (including legal fees) incurred in obtaining rightful payment.

## **Immunizations**

The parents/legal guardian must keep their child's immunizations up to date in accordance with the laws of the State of Connecticut and must return to provider an annual immunization record signed by their pediatrician no later than one week from the child's first day of care.

## **Medications**

Medications, prescription or non-prescription will not be administered without a completed medical authorization form signed by the child's physician.

Debbie's Ducklings reserves the right not to administer medication to a child under certain circumstances, such as injections.

Children will never be given the first dose of any new medication in case of allergic reaction. All medication must be stored in their original container clearly marked with the child's name, dosage and physician's name.

## **Emergency Care**

For life threatening emergencies the provider will call 911 and the parent/ legal guardian. In case of an emergency a child may be transported to an appropriate medical facility for treatment. It is understood that in some medical situations, the provider will need to contact the local emergency source before the parent/ legal guardian, the child's physician or another adult on the child's behalf.

## **Vacations / Sick Days**

Debbie's Ducklings will close for one-week vacation with the option of taking an additional week, not necessarily at the time. The parent /Legal guardian will be expected to pay for one week of vacation time taken by the provider of Debbie's Ducklings . A minimum of three weeks notice will be provided.

Debbie's Ducklings requests a minimum of two weeks' notice from parent/ legal guardian when childcare will not be needed due to vacations. The parent/ legal guardian is still responsible for the weekly fee.

I am paid for 6 personal /sick days per year. You will always be given two weeks notice whenever possible for personal days.

## **Substitute Care**

Alternate childcare in the event that I am unable to care for your child it is the responsibility of the parent/ legal guardian. Assistance in making alternate arrangements will be given whenever possible.

## **Other Charges**

**Placement Deposit:** Debbie's Ducklings require a deposit equal to two weeks childcare, which will be applied to the first and last week of care.

**Over Time Charges:** If the parent /legal guardian has not informed the provider they will be late picking up their child or is continuously late a late fee may be charged, at a rate of dollars per fifteen minutes or portion of.

**Return Check Policy:** Parent/legal guardian is held responsible for paying the current bank fee. If this happens more than once Debbie's Ducklings reserves the right to request payments in cash.

## **Trial Period**

Your child's adjustment is important to us all. After a four-week adjustment period the parent/legal guardian or the provider of Debbie's Ducklings may decide to terminate care without the two-week notice. The placement deposit will either be applied towards the last week of care or refunded within five days after your child's final day of care, allowing for the check to clear the bank.

## **Discipline**

At Debbie's Ducklings we use positive guidance to help children learn self-control. Redirection, logical or natural consequences, and anticipation of potential problems are used to encourage appropriate behavior. I facilitate problem solving through the following steps:

- Negotiation - talking out and resolving
- Respecting each child and his or her feelings
- Praising positive behavior

## **Communications**

It can be difficult to discuss concerns, schedules, progress or problems at arrival and departure times please feel free to call me during nap time between 1:00-3:00, or in the evenings.

## **Clothing**

The parent/legal guardian needs to leave with the provider at least one change of clothing including shirt, pants or shorts, underwear, socks and a sweater or sweatshirt. Please dress children in clothing appropriate for outdoor play and messy activities such as painting and cooking.

## **Toilet Training**

As with so many of a child's milestones, a child will accomplish toilet training when he or she is ready. It may be early or late. Try not to compare your child to other children. We will both watch for your child's readiness signs and discuss how and when we can best support this training process. Toilet training requires maximum cooperation and patience among all the parties.

This time can be free of frustrations if you choose clothing that is easy to remove. Overalls, leotards, belts, clothing with buttons, ties or difficult fasteners create problems, especially for children who are proud to display their independence.

## **Special Needs**

The parent/legal guardian must supply diapers, wipes, formula and any other special needs that are not made available at Debbie's Ducklings.