

Laura West Family Daycare Handbook

570-809-2291 - Cell

**joanwest@ptd.net
laurawestfamilydaycare.godaddysites.com**

WELCOME

Dear Family,

Thank you for choosing Laura West Family Daycare. I look forward to providing your child with a caring and enriching environment.

Sincerely,

Laura West

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About Me

Philosophy

Goals, Background, and Philosophy of Child Care

Every child is an individual who has his/her own rate of physical development and own pace of learning. Each child is accepted, loved, nurtured, and taught as an individual with this thought in mind. My goals are to:

- Encourage and build each child's imagination and creativity.
- Instill a greater sense of self-worth and encourage self-confidence.
- Provide activities and an environment that will nurture a child's self esteem.
- Provide emotional and social support so that each child may gain a positive self-image.

Every child is guided through the day with positive reinforcement in all activities, always encouraged to try and try again, and is never pressured into participating in any activity. Discipline is handled on this belief: The child is a good person - it is his/her behavior that is unacceptable and needs to be changed or guided to a more acceptable means of expression.

Parents are welcome to visit their children anytime during the day. I encourage parent involvement and participation, and I enjoy getting to know all the parents. My main concern and goal when caring for your child is to see your child grow physically, intellectually, socially and emotionally to the best of his or her ability. Please feel free to offer your advice and/or suggestions at any time. My background and experience in child care includes:

- Bachelors in Elementary Education/Early Childhood Education
- Masters in Exceptionalities
- Taught in various classrooms including two and three year olds, Kindergarten, and Third Grade
- Owning and operating my daycare since 1999
- Children of my own
- Certification in First Aid/CPR

Mission

The Mission of Laura West Family Day Care is to provide a safe, developmentally appropriate, culturally sensitive, and high quality environment for all children regardless of race, religion, or ethnic backgrounds. As a childcare provider my focus is on early care and educational experiences which promotes each child's social/emotional, physical and cognitive development. A homelike environment is provided where children are encouraged to develop at their own pace and to become life-long learners.

Certification

I am a PA state registered daycare and licensed by The Department of Public Welfare for Children and Youth to care for twelve unrelated children from 12 months to 12 years of age.

Definition of Family

In this handbook when I use the term family, I am referring to a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of your child in my care.

Hours of Operation

Hours of operation are from **7:30 a.m. to 4:00 p.m.**, Monday through Friday. An emergency or occasional overtime is something I certainly understand. However, like you and your family after a long and full day's work, my family and I value and enjoy our "quality family time" in the evening. Please call as soon as you realize you will be running late. Late fees begin at **4:00 p.m.** at \$5 every 15 minutes per child. Before school care is 7:30 until the bus comes and after school care is 3:15-4:00. After school care is given only when school is in session. If your child will be absent from daycare please phone by 8am thanks.

I follow the Lewisburg Area School District schedule for days off. When Lewisburg schools are closed I will be too except for in-service days when teachers need to report to school. If there is a two hour delay for a snow day or a cancellation I also will be open two hours late or closed for the snow day. Sorry for any inconvenience.

Evening & Night Care

With advanced notice, I do provide care between the hours of **9 p.m. to 7 a.m.** Children in care during the night time follow a schedule designed to replicate activities typical of your child's routine at home. I have an evening and morning schedule of activities planned for the hours when children are awake. Children who attend partially through the evening hours have the opportunity to sleep as needed. A night-time snack is available, and breakfast is served to all children in care for the night unless the parent specifies otherwise.

Emergency Substitute Provider

In the rare case of an emergency situation, I will call my emergency back-up provider, Theresa West. She will come to the facility to stay with the children during my absence. Families will not be called to pick up their children. I will provide my emergency back-up person with a brief orientation that will include the names and ages of children present, arrival and departure information for each child including the names of people authorized to pick up your child, the location of the children's files including emergency

contact information, consent for emergency medical treatment and any special health care needs.

Holidays, Vacations, and Closings

I work around the Lewisburg Area school district schedule. When the schools are closed I am closed including holidays, in-service day, snow days, 2 hr delays, or flood closures. All of the days are paid closings for I also pay my staff for closed holiday and emergency days.

I am closed for certain holidays: The following days are considered paid holidays where you will be charged.

- January - January 1 (New Year's Day)
- Martin Luther King (according to the Lewisburg Area School District)
- February - Third Monday of the month (President's Day)
- Easter /Spring break (Lewisburg Area School District's days off)
- May - Last Monday of the month (Memorial Day)
- July - July 4 (Independence Day)
- September - first Monday of the month (Labor Day)
- November - Thanksgiving break (Lewisburg Area School District's days off)
- December - Christmas break (5 closed days of the break will be free)
- One in-service day for staff training - date varies

Note: If a holiday lands on a Saturday, then the daycare will be closed on Friday. If the holiday falls on a Sunday, then the daycare will be closed Monday.

Summer Schedule

- We will be having water play on certain days in the summer. Advanced notice will be given so please bring a bathing suit and towel with your child.
- Please either put sunscreen on your child before they come or send in sunscreen so the children are safe from the sun.

Expectations of the Caregiver

As your child's caregiver you can expect the following from me:

- lots of tender loving care
- Nutritionally balanced breakfast, lunch, and snacks
- Non-smoking environment
- Positive reinforcement and encouragement
- Variety of inside and outside toys
- Opportunity to play independently and in groups
- Developmentally appropriate activities
- Communication about your child's day
- No one smokes in this house.

- If you or someone you authorize to pick up or drop off your child smokes, please DO NOT smoke on the day care premises. Thank you.

Expectations of the Parent/Guardian

As your child's caregiver, my expectations of you are the following:

- Pick up your child promptly
- Please call in advance if your child is going to be late or not here at all
- Notify me in case of illness and keep a sick child at home, for each child's safety and health
- Bring your child appropriately dressed for cold or hot weather, school activities, etc.
- Please be prompt in your child care payment
- Bring an extra change of clothes for each child
- Bring a comfy blanket for nap time

Daily Schedule

- 7:30 – 8:15 Greetings, free play
- 8:15 – 9:00 Free play, centers, breakfast
- 9:00 – 10:00 Circle time, projects, science and Creative time
- 10:00 – 11:00 Physical activity – Outdoor play weather permitting or inside activities
- 11:00 – 11:30 Lunch
- 11:30 – 12:15 Quiet play time, story time and get ready for nap
- 12:15 – 2:30 Nap time
- 2:30 – 3:00 Quiet time while all our friends get up
- 3:00 – 3:15 Snack time
- 3:15 – 4:00 Free play time and say our goodbyes

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance. In accordance with state law, you will be required upon admission of your child to submit a health form signed by your child's doctor, an emergency contact form, an agreement form, and food program forms. Your child must have or be in the process of getting all immunizations at the medically appropriate times. Updates are required every six months by law.

An enrollment fee of your first two weeks is due at the time of enrollment. This fee is non-refundable and will be used for the first two weeks of child care unless the spot needs to be held for more than 3 wks then the fee will be used to hold the spot for your child.

Based on the availability and openings, my program admits children from 12 months to 12 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. I do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need,

A special needs information request for assessment completed early intervention/mental health form and a request for that child's I.E.P form must be filled out.

Waiting List

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled in my program will be given priority.

Adjustment/Trial Period

My program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new child care setting. I will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing and reassuring them of their family's return. A two week adjustment period begins on your child's first day in my care. During this time, the family or I can decide to terminate the signed contract without penalty.

Inclusion

I believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. I will make every reasonable accommodation to encourage full and active participation of all children in my program based on their individual capabilities and needs.

Non-Discrimination

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless I receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children at my program are confidential.

My Qualifications

I have experience in the childcare industry since 1999 and I exceed the state requirements and qualifications.

I participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Communication & Family Partnership

Daily Communications. Daily verbal communication from the teachers will keep you informed about your child's activities and experiences in my program. Notes will be placed in your child's cubby if needed.

Bulletin Boards. I have a bulletin board with program news, upcoming events, holiday closing dates, announcements, etc.

Parent Involvement

- **Lending Library** - Parents and children may select any book from the daycare library. Please sign the Lending Library book with your name, the name of the book, and the date in which you signed the book out.
- **Reading at Story Time** - If you are interested in reading a story to the daycare during story time (11:40-12:00) please sign up and we will be so excited that you are coming.
- **Conferences** - conferences will be offered once a year.

Family Wall

Please bring 2-4 pictures of your entire family so we can hang them on our family wall and your child is able to see you throughout the day and talk about you to their friends.

Curricula & Learning

Learning Environment

I provide a rich learning environment with curricula that are developmentally appropriate to the specific ages of the children in my care. I have a flexible day routine that allows children to advance at their own pace. I strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

Using the PA Standards

I use the PA Learning Standards for Early Childhood. I create activities on the monthly calendar that cover the goals I set for each child through their observations. My objective is to have each child at the very least meet the standards for their age level and some will go beyond that.

Observations/Screening

Each year I will be completing two evaluations. This is a PA requirement and this checklist includes the PA standards on where your child should be at their current age. With these observations I am then able to plan activities around your child's needs.

An observation/ evaluation is also done within 45 days of your child's entry into the daycare. I will share this information during conferences. If you would like to discuss the observation sooner we can arrange a time to do so.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. I utilize books, music, games, and a wide range of activities as aids to teach children respect for our world and the diversity of life upon it.

Celebrations

My celebrations and holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Birthday Policy

If you would like to celebrate your child's birthday we love doing so. All I ask is that you supply the treat of your choice.

Rest Time

All children less than 7 years of age participate in quiet rest time. All children will have a quiet rest time after lunch. This is a Department of Public Welfare, for children in youth requirement. Please bring a blanket and pillow if wanted for naptime. The children do not have to sleep just rest quietly

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/child care partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. I am committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Guidance

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. I encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self control and kindness. When a child becomes physically aggressive, I intervene immediately to protect all of the children.

My usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when I need to ensure a child's safety or that of others and I may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of my program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on my resources and finances for the child's accommodations for success and participation.

Tuition and Fees

Fees and Payment Policies

	Full-time	4 days/wk	3 days/wk	Part day/Part wk Up to 5 hrs
Infants	\$250/wk	\$200/wk	\$150/wk	\$60/day
1-6 yrs	\$200/wk	\$180/wk	\$135/wk	\$40/day

- Before and after school \$80 weekly per child.
- Before or after school only is \$40 weekly per child
- All Holiday vacation days, planned closings and snow days are paid days you will be charged.
- Summer fees are \$90 per week to hold a child's spot or regular pay if coming in summer months.

Payment

Two week Payment is always due the first Monday morning of each two week period with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond my control. Payment is due as outlined in the **Enrollment Agreement**. Mobile payment services (Venmo or PayPal) and personal checks accepted. Please make checks out to **Laura West**.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of **\$5 per 15 minutes** will be assessed beginning at **4:00 p.m.** and will be due upon arrival.

Returned Checks/Rejected Transaction Charges

All returned checks will be charged a fee up to the maximum amount allowed by law. Two or more returned checks will result in your account being placed on "cash only" status.

Additional Fees Credits

- **Withdrawals** - if a child is suddenly withdrawn from my program without a **2-week** written notice of withdrawal, a **2-week** tuition fee may be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

Credits & No Credits

- **Credit will not be given for Sick Days** – there are no credits for sick days. Sick days are pre-considered in determining tuition and are not refundable.
- **Credit will not be given for Inclement Weather** - if I do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.
- **Credit will not be given for Planned Closings** – I have pre-considered planned closings including holidays, professional education conferences and program vacation weeks in determining tuition
- **Credit will not be given for Unplanned Closings** – I have pre-considered unplanned closings due to inclement weather, contagious diseases, etc in determining tuition.

Attendance & Withdrawal

Absence

If your child is going to be absent, please call me at **570-809-2291**. I will be concerned about your child if I do not hear from you.

My Vacation

My personal vacations may consist of two full weeks a year. You will be notified well in advance of these dates. No tuition payments are due during these weeks if daycare is closed.

Families are responsible for finding back-up care for their children during holidays, provider vacations and planned or unplanned closings.

Educational Conferences

Each year I may need to close for 1-2 days for conferences. Conferences are required to run a high quality daycare.

Withdrawals

A written notice, **Two weeks in advance**, is required when a child is being withdrawn. Failure to notify will result in additional fees.

Transfer of Child Records

At your request I will transfer your child's records.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, and loss of water) prevent me from opening on time or at all, notification to the families will be announced by a text message. I follow the Lewisburg Area School District closings.

If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Drop-off and Pick-up

General Procedure

I open at **7:30 a.m.**, and please do not drop-off your child prior any earlier than this time.

I close at **4:00 p.m.**, and please do not pick-up your child later than this time.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of my policy.

If your child has not been picked up after closing and I have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. I will stay with your child as long as possible.

Right to Refuse Child Release

I may refuse to release children if I have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger your child. To protect your child, I may request that another adult listed as an Emergency and Release Contact pick-up your child or I may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from my program.

Personal Belongings

What to Bring

- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program.
- **Preschoolers:** at least one change of clothes, socks and shoes.
- **Kindergarteners:** at least one change of clothes, socks and shoes.
- **After School Care Children:** books for homework.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. I am not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

Lost & Found

Please note that I am not responsible for lost personal property.

Toys from Home

Toys from home are allowed, but I am not responsible if they are lost or broken. No guns or violent toys are allowed during daycare hours. Please remind your child to share his or her toys with the other children. If your child brings toys and sharing becomes a problem, then the toys will be placed in your child’s cubby until the end of the day.

Nutrition

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Children will not be allowed to share food provided by the child’s family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Allergies

If your child has a food allergy, you must notify me in writing so that I can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to me prior to enrollment.

Meal Time

Currently I am on the federally funded child care food program. You will need to fill out two forms for this program to enroll your child. I serve nutritionally balanced foods at no additional charge. Parents are required to sign an enrollment sheet for this program. Please make me aware of any food allergies. The following meals will be provided:

- Breakfast 8:15 - 8:45
- Lunch 11:00 - 11:30
- Snack 3:00 - 3:15

I am trained in first-aid for choking and am always present at all meals.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

Health- Policies come from Caring for Children

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every **January**, I check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's last wellness visit needs to be received on or before the day your child begins daycare. Families are responsible for ensuring that their child's physicals are kept up-to-date and that a copy of the results of your child's health assessment is given to me after each update.

Illness

I understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to my program. I have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. I will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than I can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.

- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Child May Return From Illness When:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

Allergy Prevention

Families are expected to notify me regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide me with a letter detailing your child's symptoms, reactions, treatments and care.

Medications

If your child needs prescription medication administered, please do so before the child comes to daycare and when your child arrives at home. If it is absolutely necessary for a midday dose, arrangements can be made.

Safety

Home Safety

I pride myself in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety are:

- Working smoke detectors are on each floor and near cooking and sleeping areas.
- Working carbon monoxide detectors are near the sleeping area.
- Adequate Ventilation throughout my home.
- No guns or firearms on premises.
- Gates are used on stairways when children are present.
- Fire extinguishers are maintained properly.
- Toys are age appropriate, in good repair and of a non-violent nature.

- Electrical outlets are covered.
- Pens, pencils and office supplies are out of reach.
- Knives and adult scissors are out of reach.
- Cleaners, chemicals, matches and fire starters are out of reach.
- The hot water heater is regulated at 120°F.
- Medications are out of reach.
- A well-stocked first aid kit is kept near and expiration dates are observed.
- Animals are child-friendly, properly immunized and in good health.
- I am certified in Infant & Child CPR and Pediatric First Aid.
- Hot radiator and water pipes are covered or out of reach or not very hot to the touch.
- Safe grassy areas to play.
- Yard is free of splinters and harmful objects.
- Safety approved play equipment and toys.
- Yard routinely treated to deter insects.
- Children do not play outside unsupervised.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. My yard is used as an extension of my program, and daily activities are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than **99°F** or less than **37°F**.

Injuries

First aid will be administered by me in the unlikely event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. My program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital, immediately by ambulance, while I will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. My focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. I will work with the families of both to keep them informed and to develop strategies for change.

Pets/Animals

I do have pets on the premises. The pets on my premises are very friendly, deemed healthy by a veterinarian and are current on all immunizations.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, I expect the same from all families. I will not tolerate hostile or aggressive behavior. If this occurs, I reserve the right to ask you to control your behavior or to remove your child from my care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor program environment are non-smoking areas at all times. The use of tobacco in any form is prohibited on my program's premises.

Prohibited Substances

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on my premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. I am legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. I will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

I am required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Emergencies

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from the group and is not located within minutes, the family and the police will be notified.

Fire Safety

My home is fully equipped with smoke detectors and fire extinguishers. My fire evacuation plan is reviewed with the children on a monthly basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives.

Emergency Plan

In case of an emergency I do have an emergency plan on file. My plan is also on file with the county Emergency Agency EMA. This emergency plan is available for your review at any time.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to me prior to enrollment.

The handbook may be updated from time-to-time, and notice will be provided as updates are completed.

Thank you. I look forward to getting to know you and your family.

I have received and reviewed the **Family Handbook**. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask any questions I may have regarding any policies, procedures or information contained in the **Family Handbook**.

Recipient Signature

Date

Provider's Signature

Date