

MOM'S TINY TREASURES (MTT) DAYCARE



PARENT HANDBOOK



Daycare Parent Handbook

Mission

Our mission is to motivate earth's one-of-a-kind blessings; providing a nurturing environment for young minds to learn and grow.

Registration Checklist

Children may be enrolled from 6 weeks to 12 years of age, regardless of race, creed, or religious beliefs. The following forms are required by the state of Maryland and need to be read and completed and/or signed prior to enrollment:

- ✓ Parent Handbook
- ✓ Parent/Provider Agreement
- ✓ Deposit & Start Date
- ✓ Health Inventory / Shot Records
- ✓ Child Intake Questionnaire
- ✓ Allergy Action Plan
- ✓ Emergency Contact Information
- ✓ Photo Release Form
- ✓ Essentials Supply List

Definitions

Full Time: Monday through Friday between the hours of 7:00am and 5:00pm (NTE 9 hours in a single day)

Part Time: Limited days of the week between the hours of 7:00am and 5:00pm (NTE 20 hours in a single week)

Before/After Care: Monday through Friday between the hours of 6:00am – 8:00am; 4:30pm – 6:30pm (note: additional fees apply)

Infant/Young Toddler: Younger than 24 months

Older Toddler/Preschool: 24 months (potty trained) and older

State Licensing Requirements

MTT Daycare complies with all applicable regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver ratios, and record keeping. We believe that these standards are in the best interest of the caregiver and the child. Our center is subject to inspection by state and city health, fire, and licensing officials.

Inclusion

MTT Daycare believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full active participation of all children in our program based on his/her 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 beliefs, marital status, sexual orientation, or special needs, or any other consideration made unlawful by federal, state, or local laws.

We ask that all families complete an ASQ, ages and stages, questionnaire to help identify any concerns, basic needs or characteristics about your child that we should be aware of. Educational programs are designed to meet the varying needs of all children in our program. We do not discriminate based on special needs as long as a safe, supportive environment can be provided.

We have handicapped equipped our facility to accommodate children with special needs to the best of our ability and training.

We will not jeopardize the peace of mind of our children's parents by accepting any child who is beyond the capabilities of our staff and this facility.

Termination Policy

All new children will be cared for on a two-week trial basis. During this trial period either party may terminate the contract. After the trial period, a two-week notice is required to terminate the contract. Termination notice will NOT be accepted while either PROVIDER or PARENTS are on vacation.

Daycare Hours

The daycare is open Monday through Friday from 6:00am to 6:30pm and Saturdays from 10:00am to 6:00pm. Additional fee is incurred for before/after care hours.

Check In/ Check Out Children MUST be signed in/out daily providing the child's full name, guardian/parent name/signature and time.

Holidays

Martin Luther King Day

Presidents Day

Columbus Day

Memorial Day

Independence Day/4th of July

Juneteeth

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve / New Year's Day

Election Day

Professional Development Days

MTT Staff are allowed 6 annual professional development days. Specific days are provided on the annual events calendar.

Inclement Weather

Generally, MTT follow P.G. County school inclement weather closure schedule. Still, our center may use it's own discretion to ensure the safety of staff and children in our care. For additional information, please see our inclement weather policy.

Vacations

PARENTS must notify MOM's at least two weeks in advance notice of when PARENTS plan to take a vacation. If two weeks' notice is not provided, then full payment for all days and hours that the child would normally attend is required. Regular payment rates apply for holidays and vacations. Parents are responsible for finding back-up for their child during holiday schedule.

Payment

NO Checks are accepted. Payments are only accepted in the form of Cash (USD) only. You may also make payments online using a secure platform (e.g. Portal, or Zelle).

Tuition Increase

MTT prides itself on providing quality care to families. To sustain this standard, tuition rates are increased on an annual basis to support the cost of operational expenses such as retaining highly qualified staff, increase of general expenses, learning materials and food.

Late Fees

A late **fee of \$10.00** will be charged daily for late payments. Payments are considered late at 12:00pm on Monday. Childcare will not be provided for clients with outstanding fees. Childcare will be reinstated when accounts are paid in full at the discretion of the Director. It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance.

Reversed Payment/ NSF

A transactional fee of \$35.00 will be applied to any payment returned/reversed. Late fees will also apply. Two or more incidents may result in termination of contract.

Late Pick-Up Policy/ Over Time Fees

Overtime is considered any time outside the agreed upon interval of time. The following charges will be assessed for overtime incurred and must be paid upon arrival to pick up child:

- \$20 (One time no-notice fee), plus \$1.00 per minute; starting with the first minute.

Health Matters

For the health and safety of your child and all the children in our care, please do not bring your child to daycare sick. We can only care for children with mild cold like symptoms that are acting and feeling well. Mild cold like symptoms are runny nose, slight cough, and a slight or no fever.

COVID POLICY

Parents must inform the center director of a potential exposure to the COVID 19 virus within 24 hours of becoming aware. If any child or staff member has been exposed to the virus the center will close immediately and quarantine for a minimum of 10-14 days. During this time, no tuition fees will be assessed. For additional details please refer to our health and safety policy.

Guidelines for Children Requiring Exclusions from Daycare

Any child with a fever of 100 degrees or above, orally, or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been

exposed to certain contagious diseases. Please notify us immediately if your child becomes infected, so a note can be posted.

Child Absence and/or vacation

If your child will not be attending daycare due to illness or other, please let us know as soon as possible. To minimize disruption of planned activities, no child will be admitted after 9:45am without a doctor's note. No discounts will be given for your child's absence due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay.

Medications

Medications can be given only with the PARENT or doctor's direct written authority. This should include the name of the medication, amount to be given, and time to be administered. All medications must be in their original bottle, with written instructions on the amount to be given and the time to be administered at time of drop off.

Reporting Child Abuse

We are mandated by law to report any suspected incidents of child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Medical and Dental Emergency Procedures

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you and/or the person designated by you, of the child's status. If your child is injured while under our care, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed and kept on file. Parents are responsible for all cost involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- 1) A phone call to 911 is made.
- 2) Child's parent (or emergency contact) is called.
- 3) Child is separated from the other children and appropriately cared for.
- 4) Parent, provider, or ambulance takes the child and health record to the doctor or hospital.

Evacuation Procedures

MOM's Tiny Treasures have written policies and procedure for dealing with emergencies and natural disasters. A notice is posted throughout the daycare.

Diapers/Formula

Parent will furnish formula, diapers, wipes, rash ointments, sunscreen, and insect repellent. All other necessities or amenities are MOM's Tiny Treasure's responsibility. It is also the parent's responsibility to check periodically to see when your child needs more diapers, wipes, and cream. Each child has his/her own clearly labeled diaper bin. Diapers are changed every three hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing tables

are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Toilet Training

We are more than happy to encourage potty training as long as your bundle of joy is ready. The initial start should be done at home for at least three weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-up's and wipes. Children will not be allowed to come to daycare in cotton training pants/underwear until after they have been accident free for at least two weeks in pull-ups. Communication between parents and the provider is imperative for a successful transition from diapers to toilet.

Discipline

Guidance and discipline. MOM's creates an environment for children that is supportive, kind and respectful of their needs. We use positive reinforcement and redirect behavioral methods of discipline. We do not advocate corporal punishment and will NOT EVER physically punish your child by spanking, slapping, or hitting. Our goal is to help each child develop a strong sense of self-discipline and self-esteem.

Naps/Rest time

Children usually take regular naps. Infants nap as needed, and older children generally sleep in the afternoons after lunch. Even if children do not go to sleep, MTT requests that they lay down for a rest time and quietly read.

Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age-appropriate activities are scheduled with the flexibility allowed to respond to the individual needs of child and their various ages.

6:00 - 7:00 am	Drop-Offs, Welcome Children
7:00 - 8:00 am	Breakfast
9:00 - 10:30 am	Group time reading, sing a long, concept games.
10:30 - 11:00 am	Learning shapes
11:00 - 11:30 am	Color of the week
11:30 - 12:00 pm	Lunch
12:00 - 1:00 pm	Nap time
1:00 - 1:30 pm	Snack
1:30 - 2:00 pm	Outside/Indoor
2:00 - 2:30 pm	Afternoon reading time.
2:30 - 3:00 pm	Number of the week
3:00 - 3:30 pm	Free-play, and or structure play, or interactive video
3:30 - 4:00 pm	Clean up

Field Trips

Parents must return a separate signed permission form for each trip. If signed permission slip is not on file at the center for the scheduled trip, your child will not be able to attend. MTT does not provide alternative care on these days.

Miscellaneous

Understand that your child may be included in pictures connected with our daycare program, unless otherwise specified by you the parent.

By signing below you acknowledge that you have received the MTT Parent Handbook.

Childs Name _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____