Tamarak LLC: Hayden ELC & Coburg ELC

New Family Guidance Sheet

Welcome to Hayden Early Learning Center (Hayden ELC) and/or Coburg Early Learning Center (Coburg ELC). This information will give you guidance on getting prepared for your first day at our center.

**Infants: Please bring the following items to leave on site.**

* Diapers (Disposable or Cloth): Bag or box with your child’s name largely written on them. We will inform you verbally and on the ProCare Daily Report App. when we get low on your supply.
* Wipes: At least one full container with your child’s name written largely across the container.
* Medications: Diaper cream & for 6 month or older children, sunscreen, teething gel, epi-pen, or any other medications that the child may need.
	+ Please remember, do not leave any type of medications in diaper bags, all medications must be locked
* Pacifier (if using) and container to store it in when not in use that can stay on site. Note: We begin weaning children from pacifiers prior to entering the wobbler room, to help with proper development of oral health.
* Bottles for each feeding, please label with the child's name and the date prepared. We only rinse bottles, we do not clean or sanitize bottles, they will be sent home daily.
* Formula or Breast Milk:
	+ Formula – please bring a large container with your child’s name on it to leave on site.
	+ Breast milk – we have freezer space for frozen breast milk. All frozen breast milk must be labeled with the date suppressed, amount (oz), and child’s name. We encourage families to come in and breast feed whenever possible.
* Clothing: Please label all clothes, we are not responsible for lost or stained clothing.
	+ Extra clothes, at least 3 outfits, please don’t forget socks.
	+ Fall and Winter: Warm jacket or body suit for walks in stroller or outside time play.
	+ Spring Summer: Light jacket, muslin wrap, sun hat, for walks in stroller or outside time play.
* Blanket for tummy time, floor play, or being rocked in a rocking chair (We practice safe sleep for all children 12 months or younger, at no time is a blanket allowed in cribs with your child). We use sleep sacks when babies are sleeping.
* Children under 12 months – Parents must provide all food, labeled with child’s name, to be served for morning snack, lunch, and afternoon snack.

**Wobbler/Toddler/Preschool: Please bring the following items to leave on site.**

* Diapers/Pull-ups/Diaper Cream/Wipes (If applicable) with your child’s name written on the box/bag.
* Blanket and small stuffed animal that can stay on site for nap/rest time. We wash all bedding and stuffed animals at least weekly, daily if soiled.
* Extra clothes, underwear, and socks (At least 2 outfits. If potty training, 4 outfits, and don’t forget the underwear and socks!!) Please label all clothes, we are not responsible for lost or stained clothes.
* Fall & winter: Labeled jackets, gloves, hats, and rain boots – we go outside 2 to 3 times a day in all types of weather.
* Parents must provide a daily am & pm snack and lunch that meets USDA requirements in a clean lunch box labeled with your child’s name. Please see USDA nutrition requirements at the end of page.
* Water bottles with no straw and no silicone - these types of water bottles have a habit of growing mold.
* Medications: Sunscreen, epi-pen, or any other medications that the child may need.

**Monthly Billing**

* If a family receives DHS to pay for childcare expenses: o Prior to your first day of services, you must contact your DHS worker and link Tamarak LLC as your childcare provider. Please provide your DHS case worker with our provider number. *Hayden: KDW00015* or *Coburg: GHD00016*. Once you have completed this step, please inform the director of your center. Once you have linked us, we will call to verify that we were linked to your case as your provider and verify your approved childcare hours per month.
	+ Parents/Guardians are responsible for any part of the monthly payment not covered by DHS on the 1st of the month.
	+ If you have a parent co-pay, payment is due on the 1st of the month. Payment will be considered late if not received by the end of the day on the 5th of the month. A 10% late fee will be applied on the 6th of the month for any portion of the co-pay not paid.
	+ If DHS denies payment, parents are responsible for the tuition, and it will be due immediately prior to any further childcare.
* Monthly tuition is due by the 12th of the month at the current DHS rates. There is an early payment discount for families who choose to pay early, between the 1st – 5th (see early payment discount rates chart above), a 10% fee will be added to that rate if paid between the 6th – 11th. If payment is received on the 12th - 15th you will be billed at full DHS rate. If payment is not made by the 15th of the month, you will receive a 10%late fee and your families’ services may be discontinued.
* Parents have options on how you would like to pay your monthly tuition: cash, check, credit card, or debit card. Savings, debit, and credit payments go through Tuition Express. We process Tuition Express payments on the 1st of every month. If you prefer this option, please complete the Tuition Express form. There is a 3.5% fee for all Tuition Express payments.
* Checks can be made out to Tamarak LLC, Coburg ELC, or Hayden ELC.
* Return check fee, or denied Tuition Express payment fee for NSF is $36.00 each occurrence
* No credit for sick days, vacation days, or closures.

**Daily Reports**

* Once your child has begun services, your family will receive an email from our ProCare App. Please follow the directions in the email so that you will receive your child's daily report. The daily report informs families of what your child has eaten, the time they napped, each diaper change/potty training, how their day was, and any notes we may need to relay (need more diapers, clothes, etc.). If you do not receive this email within the first few days of services, please contact our directors so we can figure out any issues with the account.

**Hayden ELC - Arrival/Departure:**

* Families are encouraged to use our parking area as a one-way entry. Enter closest to the intersection light and depart out the side the has the garbage and recycling cans. Please pull all the way forward as far as you can when you arrive, this gives other families a place to park while dropping off or picking up children. If you plan on staying longer than 3-5 minutes, please park on the road so parents are not waiting behind you to get out.
* Infants and wobbler children go through the main door with the steps. Preschool and pre-k children go through their door on the other end of the building. Toddler children: Between 7:00am – 8:00am and 4:30pm – 5:30pm, enter through the preschool door, from 8:00am and 4:30pm please enter through the first door of the building. We do not offer the afternoon 1/2-day option, so we do not allow children to arrive after 10:30 am.
* Parents and guardians will be given the access codes for the doors on their first day of service. Please do not share this code with any other person on your pickup list. Anyone other than parents/guardians must ring the bell for assistance so we can verify their identity prior to having access to your child. They will not be allowed in the building, but we will bring the child to them at the door. Please remind all people on your pickup list to have their ID ready, we do ID anyone we are not familiar with.
* There is a $3.00 per minute per child late charge to any families that pick up their child after 5:30.

**Coburg ELC - Arrival/Departure:**

* Families are encouraged to use all parking spots except the two that are located along the wall of the preschool entry door.
* Wobblers and preschool children always enter through the main building door (*south facing entry door*). Toddler children will enter and leave the preschool classroom located in the main building between the hours of 7:00am – 8:00am and 4:30pm – 5:30pm. If your toddler is arriving or leaving at any other time, please use the toddler door located on the exterior building that has a west facing door. We do not offer the afternoon 1/2-day option, so we do not allow children to arrive after 10:30 am.
* Parents and guardians will be given the access codes for the doors on their first day of service. Please do not share this code with any other person on your pickup list. Anyone other than parents/guardians must ring the bell for assistance so we can verify their identity prior to having access to your child. They will not be allowed in the building, but we will bring the child to them at the door. Please remind all people on your pickup list to have their ID ready, we do ID anyone we are not familiar with.
* There is a $3.00 per minute per child late charge to any families that pick up their child after 5:30.

**Friendly Reminders**

* Please do not bring any toys from home. We only allow toys from home in toddlers and preschool for shared day. Your teacher will inform each family about the shared day after you start.
* Please remember jackets, gloves, hats, boots daily, we go outside daily for each age group no matter the weather.
* Please do not bring children in while eating or drinking any food, please eat all food prior to entry.
* Please remember, once you have the ProCare App, you can contact director and teachers through our app.

 **Nutrition & USDA Requirements**

Parents are required to provide all snacks (am & pm) and lunch daily. All snacks and lunches must meet USDA standards, per State Early Learning Division Regulations. We encourage families to provide balanced meals that encourage them to try new and unique foods that are packed full of vitamins. Any crackers, bread, etc. must be nutritious, low in sugar and rich in grain. Please attempt to offer fresh fruits and vegetables prior to frozen or canned.

The morning snack will be provided at 8:30, lunch is provided at 11:30 & 12:00. And pm snack is provided at 3:00. Each snack must meet USDA standards of at least 2 components and lunch should have at least one component from each food group: grain, protein, vegetable, fruit, and the center will provide the milk. If your child has a milk allergy, you will be required to bring in an alternative. If the center must supplement a required component because it does not have nutritional value or was forgot to be packed, the family will be charged $2.50 per item/component.

All snacks and lunches must be packed in a lunch container or bag with the child’s name clearly labeled on it. We encourage all parents to add ice packs so that any leftover food can maintain its quality and be used in the future. Lunch pails will be returned with leftover food if provided with a sealable container. Leftover wrappers or empty throwaway containers will be disposed of unless otherwise requested by the parent.

The center will provide/offer milk for a.m. snacks (if needed for cereal or oatmeal) and lunch for any children over 1 year of age. If a child has just turned 1 year of age while in our care or entering our care, the staff will work with the parent before providing milk for the child for a month adjustment period to assist in the transition from breast milk/formula to cow’s milk (or other substitutions).

Items such as popsicles, cookies, cupcakes are acceptable on special occasions such as holidays and birthdays. These items must be store bought and offered to the entire class. Special items such as these will only be served at the end of the day after meal service prior to pick up as sugar inhabits children’s cognitive thinking and learning abilities during the day during school hours.

Please do not send any junk food in children’s lunch (chips, Jell-O, pudding, candy, cookies, cakes, soda, fruit juice) or anything that is considered a choking hazard (Popcorn, Whole Grapes (please cut) etc.). Staff will review each snack and lunch before handing them to the children, remove any items not considered USDA standards, and send them back to you at the end of the day with a note reminding you of the approved components. Here are the amounts required for each component:

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| **Protein**  | **Grain**  | **Vegetable (1/8 – ¼ c.)**  | **Fruit (1/8 – ¼ c.)**  |
| Peanut Butter (2 – 3TBSP) Ham (1 – 1 ½ oz) Turkey (1 – 1 ½ oz) Chicken (1 – 1 ½ oz) Beef (1 – 1 ½ oz) Fish (1 – 1 ½ oz) Beans (1/4c. 3/8 C.) Cheese (1 – 1 ½ oz) Cottage Cheese (1/2 c.) Yogurt (4oz – 6oz) Eggs (1) Humus (1 – 1 ½ oz)  | Noodles (1/2 serving) Pasta (1/2 serving) Bread (1/2 slice) Bagel (1/2 slice) English Muffin (1/2 slice) Crackers (1/2 serving) Rice (1/2 serving) Cereal (1/4 c.) Tortillas (1/2 slice) Oatmeal (1/2 serving) Muffins (1/2 slice)  | Cucumber Broccoli Peas Carrots Asparagus Squash Corn Green Beans Cauliflower Zucchini Avocado Tomatoes  | Grapes (cut in half) Apples Watermelon Pears Blueberries Strawberries Raspberries Kiwi Oranges Bananas Pineapple Peach  |