## Policies For Nonna’s Kids

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Notice: These Policies & Procedures will be updated from time to time without further notice. It is your responsibility to check back and be familiar with the updates.

**Welcome -** Welcome! I am so glad you have inquired about my home daycare.

Please read over all policies. It is important that you become familiar with all my policies before care begins so that we can be sure it is a good fit. If you have any questions, feel free to discuss them with me.

**Initial Visit -** Each new family will need to visit our home and I will need to meet the children at least once prior to registration. Please call or text in advance to schedule a visit.

**Mission Statement -** It is my desire that the children I care for will feel like my home is their second home, and that they are a part of our family for however long they are here. I strive to provide comfort, plenty of learning opportunities, love, and support for the children I care for.

**My Training and Experience -** I have taken countless hours of ongoing annual training on topics related to caring for young children. I have also been trained in adult/child/infant 1st Aid/ CPR, as well as HIV/ Blood borne Pathogens and everyone in our home has a cleared background check including fingerprinting as well as cleared TB tests.

**Religious Activities -** We are a Christian family and may say prayer before meals, as well as listen to Bible stories, and music. The Bible is our creed.

**Days/ Hours:** I have an agreement for days and hours of care with each family/ parent. Please be aware that you may be charged additional fees if you pick up or drop off your child beyond our agreed upon hours.

**Holidays (days we will be closed) -** I will be closed on federal holidays as well as some weeks for vacation each year. See the calendar on our website for dates www.nonnaskids.com

**Child Records** - Parents are required to meet with us in order to discuss their child's specific needs and to review the program's policies. A registration form must be on file before care begins.

\*All records must be kept up to date and current. Be sure to let us know if anything changes and needs to be updated in your child’s registration.

**Tolerance and Termination -** It is important for parents to understand that this daycare is a business, and it will be up to my judgment each morning if I will accept into care children with certain behaviors or needs beyond what is considered “normal”.

I have a no-nonsense approach to my business, and will not tolerate any rude, disrespectful, or difficult behavior from parents, grandparents, or anyone I do business with. Please understand that this is our home and family, and both must be respected.

Care may be terminated at any time without prior notice, however, I make every effort to avoid this.

It is the parent’s responsibility to ask questions, and inquire to know how I run this business. It is impossible for me to know what you do or do not know, so be sure to ask questions so that I can inform you.

In some cases, it may be determined by me that **immediate termination** is necessary for the safety and well-being of everyone involved. This happens very rarely, but it is necessary at times and will be applied at my discretion.

**Typical Daily Schedule**

7:30 – 9:00 - Arrival

8:00 – Breakfast

10:00 - Diapers

11:00 – Lunch

11:45 – Diapers/ Beds prepped

12:00 – 3:00 - Nap

3:00 - Diapers/ Snack

4:00 – Latest Pick-up

(This schedule is only an example and I will adjust as needed each day)

**Drop off/ Pick up –** Must be kept brief in respect of the remaining children in care. A quick drop-off results in the least emotional stress for the child(ren).

**Communication -** It is very important that we have frequent communication. I will be available through email: dropincarecp**@gmail.com**, Text: **509-200-4473**, and please talk with me briefly while picking up your child(ren) about any concerns, news, updates, etc.

**Payments & Refunds –** When you enroll with Nonna’s Kids, you are reserving a spot for your child and paying for the spot, and not for attendance. Payments are due by the 1st of each month. If refunds are given, it will be at my discretion. I always try to do what is fair when deciding if a refund is due.

**Late Pick-up -** Parents will be charged additional fees for late pick up. You will be given 2 warnings, and if it continues after that, then $1 will be charged for every minute late from then on.

**Vacations -** I will be closed for several weeks each year for vacation. I have set my rates to give 2 weeks each year, unpaid. Childcare has a high rate of burn-out, and I try to avoid this by taking time to care for myself. **You will need a backup care provider** for the time that daycare is closed. These dates will be listed on the website: [www.nonnaskids.com](http://www.nonnaskids.com). A rested care provider is the best care provider! 😊

**Absences and Closures -** On days when daycare is closed, or I become unable to care for children, it is the parent's responsibility to **have a back-up care provider** for their child**.**

**Arrival and Pick-up -** Anyone who appears to be under the influence of drugs, including alcohol, arriving at childcare to pick up a child will be asked to call someone else to pick up the child. If a person leaves with a child while they appear to be under the influence, I will call 911 and Child Protective Services.

Please make every effort to pick up your child on time and respect our family time.

**Items Brought from Home -** Please do not bring toys or food from home.

**Liability -** I do not carry liability insurance. All persons enter our premises at their own risk.

**Child Guidance and Discipline -** The following methods will be used: verbal discussion, redirection, and when necessary, time-outs.

**Nondiscrimination Statement -** We believe that we are all created equally by God, and we will never discriminate against any person for their race, religion, handicap, or for any other purpose.

**Meals -** I provide healthy, vegetarian meals for the children in my care. I provide breakfast, lunch and afternoon snack.

**Diapering -** I will check diapers frequently and change them when needed. We will apply diaper rash creams as needed.

**Toilet Training -** It is primary the responsibility of the parent to potty train their child. At daycare, I will support the parent's training by taking the child to the bathroom when the child lets me know they need to go. While potty training, children must come to daycare wearing clothing that the child can easily remove for toileting. We will need to communicate frequently about how the child is doing at home and at daycare. The child will be required to be in a diaper or a pull-up at daycare until the child has been completely dry for a minimum of 2 weeks including nap time and it must be discussed and agreed upon before the child is allowed to wear underwear.

**Children with Special Needs -** I will gladly accept children with special needs if I am able to meet all of their needs. We will need to discuss this on a case by case basis to be sure this is a good fit.

**Naps and Rest Periods -** Nap/ rest time will usually be from 12:00pm - 3:00pm daily. A morning nap will be provided for those needing one. A sleeping mat, playpen, or bassinet will be provided for each child. Please don’t plan on dropping off or picking up your child between 12:00 – 3:00.

**Medical Emergencies -** Minor cuts, bruises, and scrapes will be disinfected and bandaged by me. Parents will be notified upon arrival. With some minor injuries, parents will be called to help decide whether the child should go home. In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will then notify the parent/guardian as soon as possible and tell you where your child is being treated.

**Sick Child -** It is not always easy to decide if a child should remain at home due to an illness. Children who come to childcare are expected, with few exceptions, to participate fully in child care activities. Children who are exhibiting the following symptoms will be sent home or should remain home:

* Fever 100 degrees or higher. This signals an illness and may make a child uncomfortable or unable to function well in childcare.
* Vomiting, diarrhea or severe nausea. These are symptoms that require a child to remain at home until a normal diet is tolerated and there is no vomiting or diarrhea for 24 hours.
* Rashes. Rashes or patches of broken, itchy skin should be examined by a doctor if it appears to be spreading or not improving. A doctor’s note may be required before child returns to daycare.

When a child becomes sick while at daycare, the parent will be notified by text and will be required to pick up their child within **20 minutes**. If you keep your child home for an illness, please let me know.

Children with communicable diseases may not attend childcare. Examples of communicable diseases include but are not limited to: chicken pox, Influenza, pink eye, mumps, strep throat, impetigo, lice, measles, whooping cough, scarlet fever, & Covid-19. It is important that you notify me if any medication has been administered to your child within the last 24 hours. Should there be a medical emergency it is crucial to report whether the child is on medication. If your child develops yellowish or greenish mucus from their noses, please have them evaluated by their doctor to rule out a bacterial infection before returning them to care.

**Back- Up Care -** Every family needs to have someone available to provide care for their child when I am not available. I will give as much notice as possible if I do become sick or need to close for any reason.

**Medication Management -** I will not be administering any medication other than diaper cream.

**Transportation -** I will not be transporting any child at any time. In the case of an emergency, I will not transport, but will call the parents and 911, if necessary. We may go one walks occasionally, and I will always carry my phone and records when away from the home.

**CPS Reporting -** As a childcare provider, I am obligated to report to Child Protective Services if child abuse, neglect and/or exploitation are **suspected**.

**Knowledge of Policies -** It is important that the parents, and anyone who frequently picks up or drops off a child, knows each of the policies and procedures listed in this manual, including grandparents and friends.

**Cleanliness and Dress -** All children are to be bathed frequently and brought to daycare clean, dressed, and ready for the day. Please dress your child in clothing that is appropriate for play. Also dress diapered children in clothing that is easy to remove for changes.

**Important to Know:**

* There is no smoking allowed on our property at any time.
* I am responsible each morning to determine if I am able/ willing to care for the needs of your child. If your child develops needs beyond what I deem reasonable, it is possible that I may not accept your child into my care until things return to normal.
* Your child will be cared for according to the policies and procedures laid out in this manual. It is up to the parent to determine if this will be a good fit for them and their child. Parents may make a request for additional or specific care, but it will be up to me to decide if I will provide this care or not.

**By dropping off your child in my care, you are consenting to all the policies and procedures written here each day. Thank you for trusting me with your child(ren). I’m honored to be their care provider. ~ Robin Neumann**