



FAMILY INVOLVEMENT AND COMMUNICATION

Social Media

We encourage our families to engage with us both at our family childcare facility and online. Our Facebook, Instagram, emails, and website are excellent sources for informative updates, helpful parenting tips, and fun interactive media. These online communities are also great places to share stories of wonderful experiences with our family childcare, as well as cute pictures of your little one having fun.

Community Resources

If you are interested in family education opportunities or child and family support services, please let us know. I'm happy to provide you with information on the community services and programs available in your area, including health, mental health, oral health, nutrition, parenting programs, early intervention-special education screening, and assessment services.

Newsletters

In an effort to keep you informed of what we are doing at our family childcare, I publish a monthly newsletter with important information about child development issues, home activity ideas, and details about the curriculum. I also include announcements about upcoming activities, events, and reminders.

ENROLLMENT AND TUITION GUIDELINES

The following must be completed and/or signed prior to the first day of care:

- * A minimum of 2 visits to the facility:
 - Initial visit and 2nd transitional visit with your child
- * A tour of the facility
- * Interview
- * Review of the Parent Handbook
- * Receipt of all enrollment forms

To hold a space, a signed contract, advance payments, and required forms must be received. The contract and receipt of the Parent Handbook must be signed by each person responsible for the child(ren). Additional copies will be provided upon request.

Enrollment and Tuition

When you enroll your child with us, you are required to complete the enrollment registration information packet. These forms give us vital information about child so we can provide the best possible care. It is imperative for your child's health and safety that all forms are accurately completed before your child's first day.

Communication

Within the enrollment registration information packet, you will be asked for telephone numbers where you can be immediately reached. Please notify us if you have any changes to your contact information

Tuition

While completing the enrollment registration information packet, you will be asked to sign an enrollment agreement that explains the terms and conditions of enrollment and our fees. In addition to tuition, we require a non-refundable registration fee.

Registration Fee

A one-time non-refundable Registration Fee of \$80.00 is required when the child is registered with the Childcare. After the two weeks trial one week deposit is required this will be credited to cover one week from your last two weeks of care, when you provide your notice of termination for care.

Payments are due:

Every Friday before 4:30 pm or it will be considered late, a late fee of \$25 will be applied, unless daycare is closed on a Friday, payment is due on Thursday, if daycare is closed on Thursday payment is due Wednesday. Payments can be made by Bank transfer, Zelle, or Venmo. If you decide to make your payment through, Venmo payment is due Thursday since it takes two business days to transfer.

Early drop off/ Late pick up Fee

Parent's will be charged additional fees for early drop off or late pick up. Fees are as follows:

\$20.00 will be charged for each 15-minutes period that your child is early drop off or late pick up.

For Example if you are scheduled for pick up at 4:00 pm and arrive 4:12pm you will be charged \$20.00. If you arrive at 4:22 pm you will be charged \$40.

Payments

- If a payment for childcare is late, a late fee for \$25 per day will be assessed.

- Repeated late payments can result in termination of this agreement by the Provider.
- Any return check fees will be the responsibility of the parent/guardian. If the bank returns one check, the Provider reserves the right to demand that full payments be made in the form of cash only. A \$50 late fee will be charged to cover any charges like late fees.

CDA Subsidies Program: Parents are responsible for the weekly tuition balance CDA does not cover. Families are also responsible for any holidays, sick and vacations days that do fall under CDA qualifications.

Provider Professional Development/Sick/Personal Days

Provider will provide a yearly calendar of closed days. This calendar may be revised at will of the provider at any time.

Provider may take the following number of **paid** days per each calendar year:

1 Professional development day

5 Sick days

1 Personal days

Providers Vacation

Providers may take a vacation each year for 2 weeks.

I may provide a qualified substitute for professional development, sick, personal, vacation day or have an emergency for which I have to be away from my home. The substitute will meet all state childcare licensing regulations. When possible, you will be given an advance notice and an opportunity to meet a substitute prior to caring for the children. If it were to close for vacation, you would be notified 2 months in advance.

CHILD ABSENCES

Absences

If your child is going to be absent, you must notify me, if your child is ill, you must notify me as to the nature of the illness, particularly if it is contagious. No allowances, credits, refunds, or make-up days shall be made for occasional absences. Tuition must still be paid in full. Additionally, if your school-age child rides our car and is absent from elementary school for the day, you must notify me as soon as possible.

Reservation Fee/ Vacations

If your child is going to be absent for a full week (Monday to Friday), a reservation fee will be granted with advance notice to the provider, if possible. The reservation fee must be taken in full week (Monday to Friday) increments. If you choose to withdraw our child, he or she will only be eligible for readmission based upon space availability and if all other enrollment criteria are met, including payment of a non-refundable registration fee at the current rate. Reservation fees may not be used during a final two-week withdrawal period.

OPERATIONAL POLICIES

Hours and Days

My home is open for childcare from 7:30 AM to 5:00 PM on Monday through Friday.

Holidays

Clients will pay the normal rate for all holidays when the program is closed. If a holiday falls on a Saturday, the childcare program will be closed the day before (Friday). If a holiday falls on a Sunday, the childcare program will be closed the next day (**Monday**).

2024 HOLIDAYS SCHEDULE

Holiday	Celebrated On	Date:
M L King Day	Monday	January 15, 2024
Presidents Day	Monday	February 19, 2024
Memorial Day	Monday	May 27, 2024
Independence Day	Thursday	July 4 and 5, 2024
Labor Day	Monday	September 2, 2024
Columbus Day	Monday	October 14, 2024
Veterans Day	Monday	November 11, 2024
Thanksgiving Day	Thursday/Friday	November 28 and 29, 2024
Christmas	Tuesday/Wednesday	Dec 24 and 25, 2025
New Year's	Tuesday/Wednesday	Dec 31, 2024 / Jan 1, 2025

No allowances, credits, refunds, or make-up days shall be made for holiday closing. Tuition must still be paid in full.

PERSONAL ITEMS

Appropriate dress for school

Clothes

Children should come dressed in inappropriately sized durable play clothes. This program is designed to keep children active. I take reasonable precautions to keep the children as clean as possible and to keep their clothing from becoming damaged.

- You must leave an extra set of clothes for your child at my home that is appropriate for the season, including shirt, pants, underwear, and socks.
- During the winter, you will bring appropriate clothes for outdoor play including a jacket.
- During the summer you will bring a swimsuit, a towel, and sunscreen.
- For an infant or toddler, you must provide me with several changes of clothing, diapers, and wipes.

Tennis shoes or other closed-toed shoes must be worn at all times; flip-flops, sandals, or open-toed shoes are not permitted.

Personal items to bring to the childcare

To ensure the happiness, safety, health, cleanliness, and comfort of your child while in our care, please bring at least one complete change of clothes. Accidents and spills can happen at any age. Kindly write your child's first and last name (in permanent ink) on each article of clothing and all other personal items you bring to the childcare.

Children are allowed to bring toys from home. However, please note that I am not responsible for any toys or items brought from home, and I cannot be held accountable if an item accidentally breaks or gets lost. Please refrain from bringing candy, gum, money, or weapons to the childcare facility.

NUTRITION

Meals

Meals at our family childcare are served family-style, allowing children to participate in table setting, serving, and cleaning up, in accordance with local health department regulations. Our menus are carefully planned to provide nutritious meals that meet the daily dietary needs of the children.

ACTIVITIES

Outdoor Activities

Outdoor play is an essential part of your child's day at our family childcare. We prioritize the safety of the children by monitoring the weather conditions throughout the day. If the environmental conditions do not permit safe outdoor activities, our teachers will provide alternative indoor opportunities for physical activity.

During the summer months, children may also participate in Splash days. These water activities allow the children to run, splash, and use water tables and toys. If your child will be participating in these water activities, we kindly request that you send them to school with sunscreen, a swimsuit, water shoes, a towel, and any other necessary water-related items. Additionally, we require a signed authorization for the application of sunscreen or insect repellent.

Celebration, holidays and birthdays

Celebrating holidays and birthdays is a meaningful and enjoyable experience for children, families, and teachers. We understand that your child's birthday is a special day for them, and we are delighted to acknowledge and celebrate it with their friends. We strive to make your child feel special on their birthday.

However, it's important to note that for the safety of all children, we have specific guidelines regarding food. Healthy snacks or treats for birthday celebrations must be purchased from a licensed food provider. Homemade food items from home cannot be brought to school to ensure the safety of children with food allergies. We kindly ask that you carefully read all food labels to ensure they do not contain or are produced in facilities that handle peanuts, tree nuts, or other allergens. Additionally, please be mindful of potential choking hazards for small children.

By following these guidelines, we can create a safe and inclusive environment for all children during holiday and birthday celebrations.

Nap and Quite Time

Nap times are important for infants, toddlers, and preschoolers, and some kindergartener children. Infants sleep "on demand," according to their own schedule. For other age groups, our daily schedule incorporates a balance of active and quiet play, including rest periods. During this time, children are encouraged to rest, but not required to sleep. After a period of rest, children who do not sleep are allowed to get up and participate in quiet activities, while still respecting the quiet time so other can nap.

Transportation

It is my responsibility to protect the health and safety of the children in my care. Children should be transported in an appropriate car seat to and from childcare. If parents fail to provide a car seat and / or are under the influence of alcohol or drugs, following alternatives will be offered:

- Someone from the emergency list will be contacted to pick up the child.
- If a parent has failed to bring an appropriate car seat for the child, I will ask the parent to drive home without the child and return with an appropriate car seat.

If parents refuse to follow one of the above alternatives, the incident will be immediately reported to the police.

Field trips

Field trips are offered as part of the educational program and include walking or driving on these trips.

You will be notified when we go on a field trip away from my immediate neighborhood and required to bring your child's car seat on the days of such trips since safety seats are required by law in this state, you may be asked to contribute to the cost (if any) that might be needed for a trip or special activity. All field trips will have first aid and emergency contact numbers for all children. During a typical year field trip may be taken to a nearby park, but will notify parents when there is a scheduled field trip. By signing your contract, you are giving permission to take your child to these destinations. If your child is taken to any other destination by car, the parents will be asked to sign a written permission form.

Positive Behavior Support:

We embrace a positive behavior support model that works to prevent challenging behavior in young children. Teachers proactively help children develop self-control and social skills needed to be happy and functioning members of the community.

The true goal of positive behavior guidance is to help children acquire the skill of self-control. Children are more likely to develop self-control when they are treated with dignity and given clear, consistent, and fair limits for classroom behavior. I support positive teacher-child and child-to-child interactions by encouraging respectful communication, building a classroom community, and helping teachers understand developmentally appropriate responses as children learn how to navigate classroom and behavioral expectations.

I work with children to help them set their own limits and understand the consequences of their actions and the rationale behind classroom and behavioral expectations. I use positive methods of support and guidance that encourage self-esteem, self-control, and self-direction. We empower the children in our classroom by offering choices and encouraging them to take responsibility with classroom jobs.

When children struggle with making appropriate behavior choices, our approach is to embrace these teachable moments by helping children learn social-emotional skills through teaching, modeling, and coaching in the moment. I respond to children's challenging behaviors, including physical aggression, in a manner that:

- Provides for the safety of the child.
- Provides for the safety of others in the classroom.
- Is calm.
- Is respectful to the child.
- Provides the child with information on acceptable behavior.

Specifically, we will:

- Use encouragement of good choices or behavior rather than focusing only on unacceptable behavior
- Remind a child of behavior expectations by using clear, positive statements and modeling the desired behavior
- Use environmental modification, activity modification, and other teaching strategies to support the child's appropriate behavior
- Redirect behavior using positive statements
- Reinforce children when they make good choices

The following types of discipline are prohibited:

- Hitting, shaking, biting, pinching, pulling, pushing, physical force, or inflicting any other form of corporal punishment to hurt a child
- Restricting a child's movement by binding, tying, or any other type of physical restraint or time-out, including lifting or carrying a child
- Confining a child in any enclosed area such as a closet, locker, cubicle, bathroom, etc.
- Mental or emotional cruelty, such as humiliating, shaming, threatening, belittling, intimidating, forcing, or frightening a child
- Any other form of physical abuse, emotional abuse, or neglect

Individual Behaviors Support Approach:

For children with persistent, serious challenging behavior, our systematic approach supports teachers and families in working together to assist those children for whom positive behavior support techniques appear to be ineffective.

If your child continues to exhibit inappropriate behavior over a period of time, you may be asked to participate in a parent-teacher conversation. Children may also be invited to attend.

Failure to sign a Behavior Intervention Plan and/or to cooperate with its terms and conditions is grounds for immediate disenrollment.

SAFETY AND SECURITY

Reporting Absences

If your child is going to be absent, you must notify me, if your child is ill, you must notify me as to the nature of the illness, particularly if it is contagious. No allowances, credits, refunds, or make-up days shall be made for occasional absences. Tuition must still be paid in full. Additionally, if your school-age child rides our car and is absent from elementary school for the day, you must notify me as soon as possible.

Fire/Intruder/Emergency Drills:

Our Emergency Management plan is posted in the house and available for review at any time. We regularly conduct fire, intruder, and emergency evacuation drills.

In the event of a real fire/emergency situation, the house will be evacuated. Parents will be notified of the situation as soon as possible. If it becomes necessary to remove the children from the house property, our house also has an emergency evacuation site. In the event of an emergency evacuation, you and/or your emergency contacts will be notified, and you may be asked to pick up your child at the emergency evacuation site.

Cameras:

A camera is installed at the front door. This camera is there for the safety and protection of our children and other individuals within the family childcare setting.

INFANTS AND TODDLERS**Required items**

Please be sure you provide the school with the following (on daily basis)

- 3 changes of clothing (including socks and booties)
- If your child is sleeping in a crib: crib sheet and sleep sack
- If your child is sleeping on a cot: cot sheet, blanket, small pillow and pillowcase
- Diapers
- Wipes
- Ointments
- Enough prepared and labeled formula or breast milk
- Jar food and infant cereal
- Sweaters and/or jackets to accommodate indoor/outdoor temperature changes

All items must be labeled with the child's first and last name. Infants belonging must be taken nightly and laundered or sanitized.

Safe sleeping position

In accordance with the recommendations of the American Academy of pediatrics, we place infants on their backs to sleep in cribs with no blankets, bumpers, pillows, or wedges of any kind. Sleep sacks that do not restrict arm or leg movements may be used.

Meals and Snacks

I provide only nutritious foods in accordance with recommendations of the U.S. Department of Agriculture. If your child has special dietary needs, we recommend that parents bring their own food from home. At mealtimes, I will offer the food to the children but will not require them to eat it. I will inform you if I notice any change in your child's eating habits.

Infant Food

If your child is under one year of age, you need to bring formula, bottles, and baby food, or other food that your child eats. After his or her first birthday, I will provide the food unless your child is on a special diet. Then, you are expected to continue bringing the food.

Potty Training

If the child has had success in potty training at home for more than two weeks, the Provider may attempt to provide assistance in the potty training process at their discretion during day care. When provider and parents agree that the time is right for your child and until she/he is totally successful in his/her toileting:

NO wearing overalls or clothing with suspenders, snaps, buckles, belts, or zippers. Elastic waist pants ONLY. Anything else sets your child up for failure. In addition, your child must have several changes of clothes and several pairs of underwear.

The following methods will be used to help your child learn to use the toilet:

- bringing the child to the toilet instead of asking if the child has to go
- reading books **and watching videos about learning to use the toilet.**

The following term will be used:

- **urine will be called UT**
- **urinating will be called UT**
- **a bowel movement will be called BM**

HEALTH AND MEDICAL ISSUES

Hygiene / Health & Safety

- I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, coming in from outside and after toileting. If these skills are stressed at home also your child may remain a good-hand washer when he/she/ gets older.
- There is not a swimming pool on the premises. Children are allowed use of a wading pool during warm months.
- Please be aware that I do have a dog.

Immunizations

Licensed childcare programs are required by state law to maintain all enrolled children immunization records. You are required to keep your child immunizations current and provide a copy of the immunization's records for your child. You are responsible for keeping immunization records current with this childcare program at all times.

Prescription and non-prescription medications

Any medication brought by you for your child must be:

- In the original container
- Labeled with the child first and last name
- Labeled with the date (if prescription medicine)
- Include directions to administer the medication
- If prescribed, include the name of the physician prescribing the medication
- Currents, not expired

Developmental Screening

If there is any concern with the development of the child resources for screening will be provided to the parent.

ILLNESS

In addition to the physician's examination and immunization records required for enrollment, we will observe each child's health daily. We will document the following:

- Changes in behavior or appearance.
- Any skin rashes and itchy skin or scalp.
- Any boils or weeping skin rashes.
- Signs of fever, such as flushed appearance or shivering.
- Complaints of pain or not feeling well.
- Vomiting, diarrhea, or drainage from eyes.

- When a child has been exposed to a harmful communicable disease.

If we observe your child developing symptoms of illness during the day we will separate him or her from the other children to rest comfortably and be monitored, and call you to pick up your child. For the health and well being of your child and other, your child must be kept home if he or she develops any of the following symptoms of contagious disease until the child is free of symptoms for 24 hours or the child's physician indicates, in writing, that a child can return to the home childcare (unless otherwise directed by the local health department):

- The illness prevents the child from participating comfortably in activities, including outdoor activities, as determined by the provider.
- The illness results in a greater need for care than the provider determines they can provide without compromising their ability to care for other children.

The child has any of the following conditions:

- Appears to be severely ill-lethargy, lack of responsiveness, irritability, persistent, crying, difficulty breathing, or having a quickly spreading rash.
- A fever: Above 101 F orally or 100 F or higher taken axillary (under arm).
- Any child determined by the health department to be contributing to the transmission of illness during an outbreak.
- Campylobacter
- Clostridium difficile
- E. coli
- Giardiasis
- Haemophilus influenzae
- Hepatitis B
- Impetigo
- Lice
- Measles
- Meningitis (viral)
- Mumps
- Norovirus
- Ringworm
- Rubella
- Scabies
- Strep. Scarlet Fever
- Vomiting
- Streptococcus Pneumoniae
- * Chickenpox
- * Diarrhea
- * Fever
- * Group A streptococcal (GAS) infection
- * Hepatitis A
- * Herpes Simplex
- * Influenza
- * Lymphadenitis
- * Meningitis (Bacterial)
- * Mouth Sores
- * Neisseria meningitidis (Meningococcus)
- * Pertussis
- * Rotavirus
- * Salmonella
- * Shigella
- * Tuberculosis
- * Rash
- * Covid

If your child has a communicable disease, please inform the provider immediately so we can take the necessary precautions. We will take necessary measures to protect your child's confidentiality, and will only share the information relating to the communicable disease with those that need to know. We also will notify you if we become aware that a child in our care has contracted a communicable disease that the local health department requires us to report.

Child Accidents & Incidents

The provider will notify parents as soon as practicably possible of the incident, the incident will be documented on an incident report, which contains at least the following information: date the report was completed; child's name, date of birth, age, and gender; a description of the incident. You will be asked to sign and will receive a copy via email or text of the incident report. If your child receives outside medical attention, you will also be provided with a student accident insurance claim form. The student accident insurance is and remains the primary responsible party for payments for the cost of treatment of your child. The policy also requires a deductible for each incident and parents/ guardians have one year from the date of injury to make a claim. You are solely responsible for initiating a claim, requesting all appropriate forms, and for tracking the status of your claim. Provider cannot discuss with their parent the identity of the other child involved in the incident, nor can the provider discuss the medical history of any child involved in an incident with the other parent.

Emergency Medical Procedure

If your child becomes ill or incurs a minor injury while in our care, we will perform basic first aid to treat the illness or injury. If the illness or injury requires more than basic first aid, you will be contacted and asked to pick up our child to transport them to a medical care facility for treatment. In the event of a medical emergency, we may act under the authority of the signed Authorization for medical treatment of a minor form in the enrollment registration information packet and take the emergency measures deemed necessary for the medical care and protection of your child, including contacting Emergency Medical services. In the event that we cannot contact you, we will make continuous efforts to contact you or someone listed by you as an emergency contact. Please keep all contact information, emergency medical information, and the authorization for medication treatment current.

Children with allergies

Please notify us immediately when you learn that your child has allergies as the completion of additional documentation will be required.

LICENSING AND LEGAL REGULATIONS

Child Abuse Mandated Reporter

I'm required by law to report any suspected physical, emotional, sexual abuse or neglect. If you suspect that any child in my program is being physically or sexually abused, please talk to me immediately. If you wish to report suspected child abuse or neglect, you may contact my licensor and/ or the local child protection office.

Privacy Policy/Confidentiality

I will do all that I can to protect your family's privacy. All records and information about your child and your family will be kept private and confidential unless you give written permission to reveal specific information. In return, I ask that you also respect the privacy of my family by not sharing any information you learn about my family without my written permission.

FAMILY EXPECTATIONS

Communication

Communication between parents and the provider is essential if your child is to receive consistent, nurturing care. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussion of any kind that affect a positive outcome for the child. Your child will be happy to have the experience of the special people in his life working together and getting along with each other. This will allow your child to develop a sense of security and will allow us to develop a closer relationship. I am willing to work with you regarding any special needs or situations with your child. Please feel free to contact my telephone evenings until 7:00 PM to discuss problems or concerns. Any information you share with me will remain strictly confidential.