



## LUDOKIDS FAMILY HANDBOOK

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Family Child Care

Lic # 376629577

## **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, nutrition, parenting programs, early intervention-special education screening, and assessment services.

### **Parent Communication App**

In an effort to keep you informed of what we are doing at our family childcare, I publish daily in our Brighweel App. There you will be able to see pictures and videos of individual, small, or whole group activities. As well as any cute moments we catch of your child. Within the app there will also be some announcements about upcoming activities, events, and important 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 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 we will need a signed contract, advance payments, and required forms

completed and 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 your 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**

A one-time non-refundable Registration Fee of \$80.00 is required when the child is registered with the Childcare.

If you need to terminate your child's care with us, we request you give us a minimum of two weeks notice.

If you choose to withdraw your 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.

### **Payments**

Payments are due every Friday before 4:30 pm or it will be considered late and a late fee of \$25 will be applied for each day it is overdue. If for any case the daycare is closed on a

Friday or Thursday due to a Holiday, the payment will be due the day before (ie. Thursday instead of Friday and Wednesday instead of Thursday).

Payments can be made by deposit in our Brightwheel app.

Repeated late payments can result in termination of this agreement by the Provider.

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

There will be an annual increment to the weekly fee rate each August depending on the childcare's financial needs. The first payment of the new weekly fee will vary on the dates depending on the calendar days for each year.

### **Early Drop-off/Late Pick-up Fees**

Parent's will be charged additional fees for early drop off or late pick up.

A \$25 fee will be charged for each 15-minute period that your child is either dropped off early or picked up late.

For example, if you are scheduled for pick up at 4:00 pm and you arrive at 4:12 pm you will be charged \$25. If you arrive at 4:22 pm you will be charged \$50.

### **Provider Professional Development/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:

- \* 2 Professional Development Days
- \* 2-week vacation

### **Providers Vacation**

Providers may take a vacation each year for 2 weeks.

If I were to close for vacation, you would be notified 2 months in advance.

## **CHILD ABSENCES**

If your child is going to be absent due to any reason you must notify me. If your child is ill, you must notify me of the nature of the illness, particularly if it is contagious, and update me on the child's symptoms.

No allowances, credits, refunds, or make-up days can be made for occasional absences. Tuition must still be paid in full. Additionally, if your school-age/district-attending child rides our car and is absent from school for the day, you must notify me as soon as possible.

### **Reservation Fee/Vacations**

If your child will be absent for one week or more due to vacation, families are required to pay the regular weekly tuition in order to secure their child's spot in the program during the absence.

Vacation absences must be requested in advance and may only be taken in full-week increments (Monday through Friday).

Tuition paid during vacation periods may not be used as credit toward the required final two-week notice when withdrawing from the program.

## **OPERATIONAL POLICIES**

### **Hours and Days**

My home is open for childcare from Monday through Friday within the hours of 7:00 AM to 5:00 PM.

### **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 following day (Monday).

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

Our childcare year starts every July and runs through June.

## HOLIDAYS SCHEDULE 2024/2025

| <i>Holiday</i>              | <i>Celebrated On</i> | <i>Date:</i>          |
|-----------------------------|----------------------|-----------------------|
| Independence Day            | Friday               | July 4th, 2025        |
| Labor Day                   | Monday               | September 1st, 2025   |
| Columbus Day                | Monday               | October 13rd, 2025    |
| Veterans Day                | Tuesday              | November 11th, 2025   |
| Thanksgiving                | Thursday/Friday      | Nov. 27th and 28th,   |
| Christmas                   | Thursday/Friday      | Dec. 25th, 26th, 2025 |
| New Year's                  | Thursday             | January 1st, 2026     |
| Marthin Luther King Jr, Day | Monday               | January 19th, 2026    |
| President's Day             | Monday               | February 16th, 2026   |
| Cesar Chavez Day            | Monday               | March 31st, 2026      |
| Good Friday                 | Friday               | April 3rd, 2026       |
| Memorial Day                | Monday               | May 25th, 2026        |
| Juneteenth Day              | Friday               | June 19th, 2026       |

## Dress Code

### Clothes

Children should come dressed with appropriately 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 and Snacks**

Meals at our family childcare are served family-style, allowing children to participate in the 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 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.

## **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/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 Quiet Time**

Nap times are important for infants, toddlers, preschoolers, and some kindergarten 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 others 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 require you 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 trips 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

### **Individual Behavior 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**

### **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
  - \* Crib/cot sheet and blanket
  - \* 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 (with permanent ink).

Belongings must be taken daily 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.

### **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.

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.

## **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 also stressed at home 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 to use 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's immunization records. You are required to keep your child immunizations current and provide a copy of the immunization records for your child. You are responsible for keeping the most current immunization record with this childcare program at all times.

### **Prescriptions**

Prescriptions and non-prescription medications brought by you for your child must be:

- \* In the original container
- \* Labeled with the child's 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
- \* MEDICATION SHOULD NOT BE 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/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 others, your child must be kept home if he/she develops any of the following symptoms of contagious disease:

- |                            |                                          |
|----------------------------|------------------------------------------|
| * Campylobacter            | * Chickenpox                             |
| * Clostridium difficile    | * Diarrhea                               |
| * E. coli                  | * Fever                                  |
| * Giardiasis               | * Group A streptococcal (GAS) infection  |
| * Haemophilus influenzae   | * Hepatitis A                            |
| * Hepatitis B              | * Herpes Simplex                         |
| * Impetigo                 | * Influenza                              |
| * Lice                     | * Lymphadenitis                          |
| * Measles                  | * Meningitis (Bacterial)                 |
| * Meningitis (viral)       | * Mouth Sores                            |
| * Mumps                    | * Neisseria meningitidis (Meningococcus) |
| * Norovirus                | * Pertussis                              |
| * Ringworm                 | * Rotavirus                              |
| * Rubella                  | * Salmonella                             |
| * Scabies                  | * Shigella                               |
| * Strep. Scarlet Fever     | * Tuberculosis                           |
| * Vomiting                 | * Rash                                   |
| * Streptococcus Pneumoniae | * 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 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 possible of the incident. The incident will be documented on an incident report in our Brightwheel app, which contains at least the following information:

- \* Date the report was completed

- \* Child's name
- \* Date of birth
- \* Age
- \* Gender
- \* Description of the incident

Provider cannot discuss with the parents 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 parents.

### **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.