



PARENT HANDBOOK OF POLICIES

Welcome

The purpose of this Parent Handbook of Policies is to outline the policies and procedures under which I operate as a Director Licensed home childcare provider that privately cares for infants to children 6 years of age. These policies were last updated in July 2024.

Registration Checklist

Children may be enrolled from 4 months and up, regardless of race, creed, or religious beliefs. The following forms are required by Texas Health and Human Services and Lil' Dandy Lions Daycare that need to be read, completed and/or signed prior to enrollment:

1. Parent Handbook of Policies (read/sign/date. I will give you copy)
2. Admission Information (complete/sign/date)
3. Immunization Record and Statement of Health (Physician provided or I can copy)
4. Child Assessment Form (complete/sign/date)
5. Contract (sign/date)
6. Permission to Photograph (read/complete/sign/date)
7. Food Allergy & Anaphylaxis Emergency Care Plan (if needed)
8. Liability Waiver (read/sign/date)
9. Disciplinary and Guidance Policy

State Licensing

Lil' Dandy Lions Daycare is Director Licensed by Department of Health and Human Services to provide and complies with all applicable licensing regulations and standards. These standards relate to our home, household members, animals, health, safety procedures, nutrition, caregiver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by the state, CACFP and licensing officials. There is also a filed copy of Minimum Standards at the daycare you can review any time. You may also contact the local licensing office at 940-381-3400. To file a complaint by phone 800-252-5400 or by website for Tx Abuse/Neglect at www.txabusehotline.org

Occupancy

Lil' Dandy Lions Daycare is Licensed to operate a listed family home. The children's ages usually range from birth~ 4 years old.

Policy & Contracts

These policy's run January to January of each year. Every year the policies will be looked over for changes, minimum standards additions, and possible increase of rates. This is our home as well as business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, **please keep your Parent Handbook of Policies accessible so you can**

periodically review our policies and procedures, as necessary. You are also able to view them on our website at (www.lildandylions.com)

I reserve the right to amend any portion of the Parent Handbook of Policies & Contract, Contract and Enrollment Application at any time.

Daycare Hours

The daycare is Licensed to be open 7:30am – 5:30pm Monday through Friday, with the exception of Thursdays, I am open from 1:30pm-5:30pm. All other hours and days are based on availability. I accept full time contracted students, drop-in care, and after school care **if** ratio allows, with exception of the holidays listed below. **Your hours are based upon your contracted days and hours only.** You will be responsible for fees outside of your contracted hours paid no later than with your next weekly tuition payment. Do not arrive before your contracted time or after your contracted time without prior approval.

Interviews

For the safety and privacy of currently enrolled families, interview and tours for new students are by appointment Monday through Friday after 5:30 and on weekends. A deposit of one week or one month (drop-in excluded) tuition for the first week's or month's (depending on your enrollment choice) attendance is required to hold a spot.

Payment Policy

Contracted student payments are due every Friday before 6pm for weekly students, and the last Friday of the month before 6pm for monthly students. First payment is due at enrollment and then every Friday to hold your child's spot for the following week. If payment is received after Friday, there will be a daily late fee of \$20 per contract, per child you have in care, per day. It is not the responsibility of the provider to remind the parents when payment is due. If tuition and fees are not received when due, it will be cause for suspension of services until full payment is made. Failure to pay the past-due amount will result in legal action being taken against you. This includes your normal weekly rate, overtime, late fees, and legal fees. Should daycare be closed for a holiday on your pay date all payments must be received the day before 6:00 pm. If your child is absent on your pay-date, you are still required to make your payment. Your specific hours, dates and rates are outlined in your childcare contract. I accept cash, Zelle, Venmo and personal checks. Tuition payments can be made for weekly, bi-weekly and/or monthly care. Enrollment is based on holding your child's slot, not on the child's attendance. No refunds are given for late arrivals/early departures, parental vacations, or exclusion due to illness. **Closings due to health and safety protocols or closings due to road conditions deemed hazardous by our local school transportation department, is paid time off and does not count toward paid personal days.**

If your child is contracted full time or part-time you are still responsible for paying for holidays, sick/personal days, child absences from: sickness, being late, being picked up early or vacations.

Fees are required regardless of whether your child attends or not. I will not substitute for hours or days missed.

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. *

Deposit

A nonrefundable deposit equal to one week of childcare cost is due at time of enrollment to secure your child's spot for their first week of enrollment. Your child's spot is **not secured** until I have received the deposit. The deposit will be credited towards the first week of your child's verbal enrollment date.

*** If you choose to not enroll your child, the deposit is not refunded. If you need to change the enrollment date to later, you are responsible for all days from the first enrollment date to the later.**

Tuition Fees

6 months ~ 6 years: \$180 per week

\$725 per month

****Tuition subject to change. I will give you two weeks' notice of any changes and during that time you may accept the changes or give your notice****

Drop-In care & After School care

Zelle, Venmo or cash payment made upon reserving the day. Reserved drop-in days, if the child cannot attend, payment is still due. Reserved days/times are for your child and cannot be filled.

Drop-In Day rate: \$60

***Payment is due for all reserved days even if child does not attend. That day is held for your child and payment is due.**

Hourly Care: \$12.00 per hr. for first child and \$7 per each additional child

Maternity & Holding Position

If there is an available spot, you have the option of paying tuition at 50% to hold this spot for your child. I cannot hold spots longer than 6 weeks without full payment thereafter. If you wish to hold a spot, you will need to pay the 50% weekly rate each Friday to continue the hold. At the end of the 6-week period, you will be required to pay 100% of the weekly fee to continue a hold or you forfeit the position and lose all monies paid until that date. This is a nonrefundable payment to secure a spot for your child until enrollment.

Late Pickup Policy

Late fees are charged case by case because I understand unavoidable circumstances occur. However, they will be implemented at any point if there is excessive tardiness. Late pick-up should be rare and beyond parents' control. Habitual late pick-ups breach the cooperative relationship between provider and clients and may result in termination of contract. The late

charge is assessed of \$1.00 for every one minute late if this is more than an occasional occurrence. Remember your weekly tuition amount covers 10 hours per day. If a recurring late pickup occurs, we may need to adjust your child's contracted hours of care and weekly tuition amount. **Please be courteous and arrive on time. After hours is time with my family.**

Non- Sufficient Checks

A check is always an acceptable form of payment until you present me with a bad check. You are responsible for all charges I may incur from my bank because of your bad check. You will also be charged a fee of \$30 for your NSF check and childcare late fee per day. Childcare will be halted until you reimburse me the amount of the check, all expenses that have incurred and late fees. Reimbursement will be in cash only. Future payments will be required to be made in cash. In the event you do not pay for this NSF check, you can expect to be taken to small claims court to settle the dispute.

Filing Taxes

All payments made towards your child's account for tuition, late fees, and NSF fees are all kept track of by me as a courtesy. Also, by courtesy, you will receive an itemized statement with all payments made, my signature and my Tax ID number to turn in with your taxes by the end of January following the new year.

Paid Holidays

Contracted paid holidays (bank holidays) consist of these days:

* New Year's Day * Martin Luther King Jr. * Presidents Day * Good Friday
* Memorial Day * July 4th * Labor Day * Halloween * Veterans Day * Thanksgiving Day * Day after Thanksgiving * Christmas Eve * Christmas Day * New Year's EVE

Note: If the holiday falls on a Saturday daycare will be closed the Friday before. If the holiday falls on a Sunday daycare will be closed the Monday after. I reserve the right to make changes to this depending on my needs at the time around the holidays. I also reserve the right to be open on holidays for additional fees.

Note: Parents are responsible for finding back-up care.

Paid Sick/Personal Days

As strong as my immune system has become over the years, unfortunately I still get sick from time to time. Because of this I allot ten sick/personal days per year. Of course, I will give you as much notice as possible. Closings due to health and safety protocols or closings due to road conditions deemed hazardous by our local school transportation department, are paid time off and do not count toward paid personal days.

Note: Parents are responsible for finding back-up care.

Health/Weather Related Closures

For the safety of children in care, our facility will follow the Denton Independent School District

and or Denton Health Department for any closures due to inclement weather or health safety reasons. Listen to local radio or television stations for school closure or by texting me. Closings due to health and safety protocols or closings due to road conditions deemed hazardous by our local school transportation department, it is paid time off and does not count toward paid personal days.

Note: Parents are responsible for finding back-up care.

Vacations

If I should ever take a vacation, days will be posted at least one month in advance.

Regular payment rates apply for your vacations, weeks with holidays, child illnesses, closings due to health and safety protocols or closings due to road conditions deemed hazardous by our local school transportation department and provider's sick/personal days. These are paid time off and do not count toward paid personal days. **Note:** Parents are responsible for finding back-up care.

Tuition Covers

- ~ Meals* (Breakfast & Lunch. Dinner if contracted for later)
 - ~ Afternoon snack*
 - ~ Drinks*
 - ~ Curriculum and craft supplies for child when they are ready (daycare hours only)
 - ~ Pack N Play, mat or cot & blanket (no blanket for infants)
 - ~ Feeding supplies, cups and bottles
 - ~ Wipes
 - ~ Use of lights, water, AC/ heater, cleaning supplies, updating toys, replacing toys, my trainings, taxes, social security and the list goes on
- (*See special diet section)

Supplies Needed at Daycare

Parents are responsible for supplying the following items:

Infants/toddlers: Formula/breast milk, bottles, diapers/pull-ups (side openings only), diaper creams, powders, weather appropriate clothes and a change of clothes, jacket, **shoes that lace-up or Velcro and/or stay on feet (no flip-flops please)**, pacifier (if needed)

Older children: shoes, jacket, change of clothes, water bottle. **There** is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. Furthermore, we suggest that you write your child's name on the tags of their clothing (especially socks and underwear) to prevent any clothing mix-ups. It is the parent's responsibility to bring appropriate clothing for their child for weather permitting outdoor play.

Note: Please periodically check your child's locker/cubby to make sure they still have all their necessary items needed at daycare. Furthermore, as the weather changes throughout the year, so

do your child's items needed at daycare. **We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all their necessary belongings with them at daycare. This way we can care for your child in the best possible way.**

Liability

By signing this policy and contract, I understand that Lil' Dandy Lions Daycare Is not responsible/liable for any expenses due to any bodily, facial, or other injuries that should occur to my child while he/she is under care. This includes her home/ premises or vehicle. I agree and understand that I will not sue for medical expenses/damages, dental expenses, ambulance and etc. due to any accident/incident that occurred while my child is under the care of Lil' Dandy Lions Daycare. I also understand she does carry a liability insurance policy.

Discontinuation of Services Notice

If you will no longer be needing my childcare services, two weeks advance notice needs to be given to me. **Whenever possible even more notice is better.** This helps me tremendously make future arrangements with new families inquiring about daycare for their child. Also, will allow me to leave a positive note for your future provider in our area.

Termination Policy

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. **After the first two weeks of enrollment, a two-week written notice from parent or provider is required to terminate the contract,** except for gross misconduct on part of the provider, parent, or child. This is the grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred. **If a parent terminates this contract without notice, they will be billed for two weeks even if the child is not in care.** *I reserve the right to immediate terminate services without refund for the following reasons (but not limited to):*

- *Lack of compliance with handbook rules and regulations
- *Lack of compliance with the enrollment agreement.
- *Lack of parental cooperation
- *Failure to complete required forms
- *False information given by the parent either verbally or in writing.
- *Consistent late/early arrivals
- *Failure to pay or not paying on time
- *My inability to meet the needs of your child
- *Disrespect to my family and I as well as our home
- *Physical or verbal abuse of any person or property

Current Information

Please remember to notify me of any changes to contact numbers, emergency contact numbers and physician information as this is how I will notify you and others in case of any emergency or illness with your child. It is the parents' responsibility to notify me of any changes in addresses and numbers of contact.

Open-Door Policy/Parents Participation in Operation Activities

I have an open-door policy for all parents. This means you can stop by during business hours to observe your child, program activities, the home, the premises, and equipment without having to secure prior approval. Of course, for safety purposes, my door will be locked. Parents are also free to call or text to check on their child at any time. Parents also have the right to access their own child's record at a scheduled parent conference. As stated before under State Licensing heading, parents also can ask to review a copy of the child-care home's most recent Licensing inspection report and/or access online at www.dfps.state.tx.us/child_care/, You may also contact the local licensing office at 940-381-3400. To file a complaint by phone 800-252-5400 or by website for Tx Abuse/Neglect at www.txabusehotline.org

Sign-In Sheets

There is a sign in sheet on the entry table. Please sign your child in and out each day. If you have more than one child attending, please sign in one child per line to help with accountability of children in care.

Arrival & Departure of My Home

Children are to arrive clean and ready for the day. It is normal for some children to have difficulty separating from their parents. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-by kiss, and a reassuring word that you will be back are all that is needed. Children are always quick to get involved in play or activities as soon as their parents are gone. Please be brief at pick up times as well. This is a time of testing, when two different authority figures are present (parent and provider). All children will test to see if the rules still apply. Please be in control of your child during these times. Because of **State licensing** "All children under the age of school-age must be within sight and or sound of the provider and or parent / guardian." Please do not allow your child to go out the door without you. If we are outside, please do not allow your child to go out of the gate without you. I also ask that your child stays by you while walking to the car. **Please do not allow** your child to bring food (half-eaten breakfasts, breakfast bars, candy, or gum) and or beverages to consume upon arrival. This is a disturbance and may cause other children to become upset.

Release of Children from my home or Emergency Transport

No one other than the parent or person designated by you will be allowed to pick up your child without **advanced written, texted, or verbal permission indicating the person's name and**

relationship to your child. If there is a court order keeping one parent away from the child, we must have a copy of that order in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child. Also, we would like a four-digit code kept in the child's folder. The code will only be shared with the person who is to pick up the child. Proper identification will also be required, a picture of that ID/license will be taken to place in the child's folder.

Health Check

A visual or physical assessment upon arrival will be done on your child/children. This is to identify potential concerns about your child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. If need be, it will be noted along with any changes during the day in their file.

Animals

We have dogs and cats in our home. They all receive yearly vaccinations and have signed veterinary documents that they are free of diseases and safe to be around children. I keep the dogs in another area of the home during the day while the kids are here. The cats of course are a little harder to keep out but stay outside of the gate for most of the daycare hours. The outdoor daycare play area is separated from the dog area.

Cleanliness

I take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. Also committed to keeping our home and the children in it as clean as possible, to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected. We thoroughly clean surfaces that children come in close contact with using soap and water, and bleach/water, etc. The highchairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Diaper Policy

It is the parent's responsibility to provide diapers/ training pants (side open), diaper cream and powders for your child. Creams and powders must have the children's name printed on them. Diapers are checked frequently and 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 the childcare provider and child is performed after each diaper change.

Toilet Training

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups.

Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilets. This includes wiping with toilet paper and handwashing. All in preparation for kindergarten where children are responsible for selfcare.

Guidelines - What Is Asked of Children

- *All food and drinks must be kept in the kitchen/Daycare area.
- *No playing in the bathroom.
- *No coloring on anything but paper.
- * Help clean up.
- *Name calling and foul language or yelling is not allowed.
- *No hitting, kicking, pushing, pinching, biting, spitting, or pulling hair.
- *No pulling or picking of bugs, plants, grass, trees, or flowers.
- *No picking-up, pulling, poking, or squeezing of babies or animals
- *All kitchen and bathroom cupboards are off limits to daycare children.
- *Take turns and share.
- *Laugh, smile, play, and be happy.

Damages

If your child intentionally damages my property through destructive behavior or roughness, you will be liable for 100% of the damages. Parents are responsible for any item that is broken or damaged intentionally by their child. This includes but is not limited to toys, curriculum, furniture, books, baby gear, pack and plays and interior walls and doors. Parents will have 5 school days from the date the item was damaged to replace it with the exact item that was broken or to pay the amount it will cost for the provider to replace the item. Failure to adhere to this policy is grounds for immediate termination. If the item is not replaced within 5 business days a \$50 loss of use and repair charge will be added to your tuition bill which must be paid in full before care is rendered.

Discipline and Guidance

I believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. I also try to teach the children in my care manners, kindness and to be respectful to others. One of the ways in which I do this is by the example as a provider set. I understand that actions and reactions speak much louder than words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to

understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

* **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.

* **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.

* **Time-Out:** The child is separated from the group for an age-appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

* **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care. Additionally, a signed Discipline and Guidance form provided by licensing is signed upon enrollment.

TV Viewing

We don't use our class television unless for educational purposes. It would be used for indoor exercise or for additional extended learning experiences. I may also use YouTube and the Scholastic website for additional educational purposes during preschool time. Children are never required to sit and watch TV.

Breastfeed Babies

Breast milk is welcomed frozen or liquid in bags for their child, as well as bottles. The bags must be labeled with the child's name and date bagged. Unused breast milk will be frozen and stored for the infant's later feedings. Multiple bags are welcome.

Meals/Snacks

We provide morning breakfast from 8- 9:00am, lunch from 11-12:00pm and afternoon snack at 3:00pm. If your child arrives after a meal has already been served, you are responsible for feeding your child. You are also welcome to pack allergen free meals and snacks for your child if you prefer, just make sure to inform me if you would prefer to pack their meals. Milk and water are always served with breakfast and lunch. Milk, water, or juice is served with snacks. Your child will also have a water cup accessible to them all day in case the parent forgets to pack one. Formula and baby food must be provided by parents. The meals and snacks for each week constantly vary to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health and immunity. Children need to eat well-balanced meals to meet his or her daily energy needs and to help them build a strong

body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in young children. **We are NOT a “Peanut-FREE Zone.” So please advise of ALL Peanut/Other Food Related Allergies. Also Notify of any special diet.**

Immunizations/ Exemptions

Each child in care must have current and up to date immunizations and then continue to meet applicable immunization requirements specified by Texas Department of State Health Services. This requirement applies to all children in care from birth through 14 years. With each immunization, I will need a current copy for my records. This includes any immunization exemptions or exceptions. I recognize and affirm parents’ rights to determine their children’s medical care, including decisions related to immunizations and vaccines and to allopathic, homeopathic, and chiropractic medical care. A client’s preference for non-western approaches to medicine, including conscientious objections to vaccinations, must be fully discussed with the provider before care begins — preferably at the initial interview. Parents’ failure to be transparent regarding all potentially relevant medical information may be considered intentional and result in terminated care.

Bug Spray and Sunscreen

Bug spray and sunscreen will not be applied. This is the parent or guardian responsibility before arrival.

Over Counter Oral/Cream Medication

I do not give over counter oral/cream medications to the children. If your child needs to be medicated to get through the day and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend daycare.

Physician Prescribed Medication

The provider will not administer the first dosage of any medication. Parents must give the first dose of medication to their child at least 12 hours before being brought to daycare to ensure there are no adverse allergic reactions. If the child has taken the medication before, parents may waive the 12-hour period but must still administer the first dose of a newly filled prescription. Parents must not medicate their child to make them appear well at drop-off, especially when a child is contagious. Should this be found to occur, I will immediately and permanently terminate the childcare agreement. The provider will only dispense medication brought in its original container, with a fully intact label, and with the supplied dosing device. For each separate medication, parents must provide written permission to medicate and instructions for accurate dosing. The provider will log each dosage given. Unused medication will be returned to the parents. If you're not sure if we will administer a certain medication or not, please feel free to ask.

Emergency Epinephrine auto-injectors (Epi pens)

My daycare home **does not** have or keep unprescribed epinephrine auto-injectors in case of anaphylaxis. If a child has an epinephrine auto-injector prescribed by a doctor, the provider will securely store it out of children's reach in its original manufacturer's packaging and with the child's name on it with the first aid kit. If a child requires use of their auto-injector, the provider must call 911, will follow all instructions given by 911 operators, and will then call the parents at the earliest opportunity. Used prescribed Epi pens will be given to parents for proper disposal or given to EMS if need be. Child's allergy plan must be on file.

Food Allergy & Anaphylaxis Emergency Care

If your child has an allergy to food, insects etc. you must have your child's physician fill out a Food Allergy & Anaphylaxis Emergency Care Plan, sign, and date. **If your child needs an Epinephrine injection or medication in case of allergic reactions, the parent is responsible for purchase of medication for childcare or in bringing one daily to and from childcare.** A copy of your child's plan will be placed in my files and in my car. The original will be privately placed on the wall, under an allergy alert sheet, for volunteers to see and/or household members in case of an emergency. Your child cannot attend daycare unless he has an up-to-date epi pen, or any additional medication needed for a reaction assigned by your doctor. If a child has an epinephrine auto-injector prescribed by a doctor, the provider will securely store it out of children's reach in its original manufacturer's packaging and with the child's name on it with the first aid kit. If a child requires use of their auto-injector, the provider must call 911, will follow all instructions given by 911 operators, and will then call the parents at the earliest opportunity.

Transportation Medical Emergency

Lil' Dandy Lions Daycare does not transport children in medical emergencies or injury emergencies. The provider will call 911 and emergency personnel will transport the child to a local hospital if necessary. I will remain at the daycare with the other children. Copies of Enrollment documents and information on file that would pertain to the child in an emergency will be given to ambulance personnel in a **RED** envelope.

Illness While in Care

For the health and safety of your child and all the children in care, **please do not bring your child to daycare sick.** In which case, I in turn may become sick, making it difficult to care for the children to the high standards that I have set. The state will only allow me to care for children with allergies like symptoms that are otherwise feeling and acting well. Allergy-like symptoms are clear, runny nose, slight cough, no fever and able to participate in our class activities. If you are not sure if your child should be brought to daycare, then please call and check with us. The child must be feeling well enough to participate in our daily schedule. Continuous excessive crying or I feel the child is uncomfortable, the child will need to be picked up. If a child becomes

ill during daycare hours: the child will be moved away from the other children, the parents will be contacted to pick up their child and I will continue caring for the sick child and healthy children until the parent arrives. Making sure I wash my hands between the two groups. In addition, parents need to pick up their sick child within one hour of being notified. If parents are not available, the emergency contact person will be notified. **Note:** Once the child is removed from daycare due to illness, **they may not return to daycare until symptoms requiring removal are no longer present.** The child must be fever free without the help of medication for 24 hours. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Guidelines for Children Requiring Exclusion from Daycare

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics only if he or she has no fever (under 100F), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. **Signs of illness include the following;** unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash.

Any child with a fever of 101 degrees or above orally (in the mouth), 100-degree axillary (under the arm) tympanic(ear), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted. ***Parents must not medicate their child to make them appear well at drop-off. This is cause for immediate and permanently terminate the childcare agreement.**

Activity 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, temperament and needs of the children.

7:30 - 8:00 Welcome Children; Structured/Free-Play; Active/Quiet Play; Child-Initiated Activities; (Individual or Group)

8:00 - 9:00 Breakfast; Clean-Up/Wash-Up

9:00 - 9:30 Morning Songs; Circle-Time; Calendar; Weather and Pledge (Active Group Play & Care-Giver Initiated Movement)

9:30 - 10:15 Preschool, arts and crafts, story-time, various learning games (Care-giver initiated)

10:15 - 11:00 Recess

11:00 - 12:30 Lunch; Structured/Free-Play; Active/Quiet Play; Child-Initiated Activities; (Individual or Group Play)

12:30 – 2:30 Naptime and/or quiet-time

2:30 - 3:15 Snack; Structured/Free-Play; Active/Quiet Play; Child-Initiated Activities; (Individual or Group Play)

3:15 - 4:00 Recess

4:00 - 5:30 Parent Pick-up; Preschool; Structured/Free-Play; Active/Quiet Play; Child-Initiated Activities; (Individual or Group Play)

Indoor & Outdoor Physical and Developmental Planned Activities

We encourage and include all age participation in our activities as each child is different.

Children will not be forced to participate in our activities but encouraged. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program.

Infants are given multiple opportunities daily to explore and participate in activities that are unrestricted and out of their play yard. We offer opportunities for physical activity with tummy time, reaching, grasping, pulling up, creeping crawling, and walking. Opportunities for visual stimulation with soft books, washable toys, unbreakable mirrors, and Tummy time mats. Opportunities for auditory stimulation with age-appropriate equipment or activities with verbal communication, soothing music, and musical or sounding toys. Opportunities for sensory stimulation with soft fabrics, textured toys, washable toys, and toy animals. Opportunities for small-muscle development with busy blocks, rattles, teethingers, grasping toys, shaking, or squeezing toys, or cloth toys. Also, opportunities for large-muscle development with floor blankets, tummy time, crib, and play gyms. Whichever developmental stage your child happens to be in at the time. Infants and toddlers will also learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, other age-appropriate toys, listening to music and much more. **Because this is a multi-aged group, the fun continues with opportunities for your child to be a part of activities done with our pre-kinder group.**

Outdoor activities are weather permitting, and we play outside two times a day with individual mesh gyms, tummy time, outdoor bouncers and playing with age-appropriate toys.

Toddlers are given multiple activity opportunities daily. Opportunities for thinking skills and sensory development with age-appropriate equipment or activities that include shape or item sorting toys, stacking, or nesting toys, puzzles with less than six pieces, washable board books, washable blocks, snapping and take apart toys. Opportunities for small-muscle development that are age appropriate with large-size washable crayons and markers, variety of paper and art materials, large paintbrushes, non-toxic playdough, toddler-sized washable cars and trucks, toy animals, and toy people. Opportunities for large-muscle development with age-appropriate equipment or activities that includes: Low climbing structures, small riding toys, toys for pushing or pulling, variety of light-weight balls for indoor and outdoor play, and rhythm.

instruments. Opportunities for moderate to vigorous active play, both indoors and outdoors. Examples of age-appropriate activities include music, songs, simple games and dramatic or imaginary play that encourage movement such as dancing, running, climbing, stretching, walking, and marching. Opportunities for language development. Examples of age-appropriate equipment or activities include washable, soft animals or puppets, simple picture books, and pictures of familiar items and places. Opportunities for social and emotional development. Examples of age-appropriate equipment or activities include dress-up clothes and accessories, housekeeping equipment, unbreakable mirrors, washable dolls with accessories, items for practicing buttoning, zipping, lacing, and snapping, and baskets, tubs, and tote bags (not plastic bags) for carrying and toting. Also, opportunities to develop self-help skills such as toileting, hand washing, and self-feeding. **Because this is a multi-aged group, the fun continues with opportunities for your child to be a part of activities done with our pre-kinder group.**

Outdoor activities, weather permitted, two times daily and listed below under preschool and in extreme weather. *Pre-K/Kinder children*, aged 3-6 years old, participate in a structured preschool curriculum. Daily professionally planned and themed preschool curriculum offered September through May and review through the summer. *Scholastic My Big World* are weekly themed magazines with planned activities and stories that is offered September through May.

The above programs are blended alongside my personal program. This is to ensure the children are receiving even more opportunities that will help to prepare them for kindergarten in proper behavior, self-hygiene, education, and social skills. All programs are entertaining and educational activities designed to meet the individual needs, developmental levels and for all ages of children in care. Activities integrate all children with or without special care needs. It is designed to use both small and large muscles and balance of active and quiet play that incorporates group and or individual activities. Your child will enjoy activities ranging from art and craft projects, games, songs, finger plays, storytelling, creative dramatics, exercises, science, nature, math and reasoning activities, music and movement, language and reading activities, story CDs, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. We know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience.

We know that children also learn through play and because of this, we do not underestimate the importance of opportunities to help the growing child's mind, body, and spirit. Therefore, the children have opportunities for both child-initiated/free-play activities and structured caregiver-initiated activities and the promotion of movement throughout each day. During structured-play/free-play we primarily have only one group of toys or activity out at a time, to allow the children to concentrate fully on each thing they do. Activities can be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages and needs. Additional daily activities include at least the following: Opportunities for outdoor play, weather permitting, 2 times daily. Opportunities for thinking skills and sensory development with

age-appropriate equipment or activities that includes sand and water play, blocks, framed puzzles with up to 30 pieces, variety of large stringing beads, and simple board games. The opportunities for small-muscle development of age-appropriate equipment or activities that includes large non-toxic crayons, markers, paint, watercolors and various size brushes, collage materials, nontoxic play dough and tools, round-end scissors, glue and paste, different types of music and videos, rhythm instruments, and fingerplays. The opportunities for large-muscle development that is age-appropriate equipment or activities include small wagons, light-weight balls of all sizes, small wheelbarrows, tricycles, push toys, slides, climbing equipment, and outdoor building play scrapes. Opportunities for moderate to vigorous active play, both indoors and outdoors and age-appropriate active play include active games such as tag and hot potato, dancing and creative movement to music and singing, simple games and dramatic or imaginary play that encourages running, stretching, climbing, walking, and marching. Children's opportunities for language development of age-appropriate equipment or activities include flannel board stories, puppets, and variety of storybooks, writing materials, and stories on CD. Opportunities for social and emotional development examples of age-appropriate equipment or activities include dress up clothes and accessories, mirrors, dolls, kitchen, indoor playscape, puppets, transportation toys, toy animals, and table games. We also provide opportunities to develop self-help skills such as toileting, hand washing, returning equipment to storage areas or containers, and serving and self-feeding.

Outdoor activities include all sorts of fun activities that use both small and large muscles and balance of active and quiet play that incorporates group and or individual activities. This includes climbing, drawing with chalk, playing in the outdoor schoolhouse, riding in cars, bikes, scooters, sliding, jumping, running, balls, hoops, racing, parachute, catch, bubbles, follow the leader, ride-on toys, wagons, tunnels, neighborhood walks, exploring nature/weather, soccer, teacher lead movement and yes falling. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the number of times this occurs with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. Weather permitting, we play outdoors every day two times a day. Appropriate clothes and shoes ensure safe participation in daycare activities. Parents should dress their children according to the day's weather forecast (hot, cold, rain) and anticipated weather changes (layers, jackets, coats). Outfits for the day should ensure mobility without possible tripping. Children able to walk must arrive every day with regular shoes appropriate to the weather.

Extreme weather days

When bad weather occurs, children will have several options to replace outdoor physical activity time that will make use of both small and large muscles with balance of active and quiet play that incorporates group and or individual activities. With music time, indoor slide/playscape, coloring, drawing, children can match the speed and movements of their bodies to the tempo of the music, integrating exercise with numerous skills. Indoor Simon Says and Hot/Cold games

also combine physical activity with listening and following instructions and Teacher Lead Movement and indoor stretching (yoga) provides fun exercise and musical movement. Texas Health and Human Services Minimum Standards require two opportunities for children to play outside each day, weather permitting. Unless there is rain, snow, substantial mud, or ice on the ground, children will go outside when the temperature is above 45° and the highest temp, is up the comfort of children. Young children cannot determine when they are too cold, hot or air quality, their safety and needs determine when and for how long children are outside each day. Usually, outdoor play is about 30 minutes or more per outing. If we know we will have a weather change later in day, then we usually adjust our morning outing longer.

Summer Fun

Wet Wednesdays~ Water Activities

For children who are old enough and weather permitted, during the summer months of June through August, we have Wet Wednesdays. We will utilize the use of sprinklers, kitty pool, sprinkler pads and water table play. On these days if you would like your child to have sunscreen, it will need to be applied before drop-off. I provide towels but each child would need to bring some sort of clothing or suit to wear on our wet days that can be kept in their cubie. Diapered children will need water diapers. Always bring your child dressed for the day and we will change into our wet clothes when it's time to go out.

Fun Fridays~

For children who are old enough, during the summer months we have Fun Fridays. Our outside fun is extended with a bounce house, bubble machine and fun summer music playing. For lunch pizza & popsicles are served.

Inclusive Services

Children with special care needs with daycare recommended accommodations must have a health-care professional note. Or written plan from qualified professional affiliated with local school district or early childhood intervention program . We will utilize adaptive equipment that is provided for the child's use. I am not responsible for the maintenance, repair or liable for breakage of any adaptive equipment. If the child receives early intervention services or special education services, can receive those services in my home if the need be. Activities here integrate children with and without special care needs.

Nap Time

Infants sleep in provider provided Pack n Plays. I follow the Safe Sleep guidelines.

Infants sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.

Infants placed on a firm mattress, with a tight-fitting sheet. Infants who are younger than 12 months of age have no items such as blankets, linens except tight fitting sheets. Do not use sleep positioning devices. Ensure that sleeping areas are ventilated and at a temperature that is

comfortable. If an infant needs extra warmth, use sleep clothing: such as sleepers or footed pajamas as an alternative to blankets. Only one infant in a crib to sleep. Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal. If the infant falls asleep in a restrictive device other than a crib/pack N play (such as a bouncy chair or swing or arrives to care asleep in a car seat), we move the infant to their pack N play immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional. Actively observe sleeping infants by sight and sound. If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position. We do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.

Toddlers & Preschoolers sleep on the playroom couch or nap mats.

My goal is to have the two different age groups (24 months and older & younger than 24 months) sleeping on the same afternoon nap schedule. Nap time for children 24 months and older is during the time between 12:30pm and 2:30 pm each day. Typically, children 24 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 18 months and 24 months. Typically, children 6 months and younger may need a third nap during the day, which can be incorporated into their late afternoon schedule. **Texas Health and Human Services requires that all children under the age of five at least have a rest period every day. No child will ever be forced to sleep; however, they are encouraged to remain quiet and on their mat during this time.**

Teacher/Parent Communication

It is important that you feel comfortable with our policies, procedures, and your child's care. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child. I'm always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, I encourage you to talk to me about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need my attention during business hours. Also, so I can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. **It is only through good parent/provider interaction that good quality nurturing care can be achieved.** I am available for face-to-face communication, phone, or texting while your child is in my care.

Reporting Child Abuse

Everyone in my household is required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent. You may also contact the local licensing office at 940-381-3400 or 1-800-252-5400 or file a complaint by website for Tx Abuse/Neglect at www.txabusehotline.org

First Aid, Illness and Dental Emergency Procedures

Emergency information is kept on file at the daycare and in my vehicle in case of emergencies. In case of illness or injury parents will be notified by phone at the telephone number that is on file with me. **For children who sustain a minor injury or illness that may require medical attention,** I will take the following steps:

1. First aid will be administered, as
2. The parents or authorized person will be contacted
3. In the event that a parent or authorized person cannot be reached;
 - a.) The child's physician will be consulted for assistance;
 - b.) 911 will be activated, if necessary;
4. An Incident report will be completed, with one copy to you and one placed in your child's file and if the child did need medical attention, incident report turned in to Texas Health and Human Services.

For Children requiring prompt medical attention, I will follow the following steps'

1. CPR and/or First Aid will be administered, as necessary;
2. 911 will be activated if the injury is serious or life threatening
3. The parents or authorized person will be contacted
4. The physician listed on the child's emergency information will be contacted if directed to by EMS.
5. An incident report is completed, and a copy is given to the parents as well as a call to Texas Health and Human Services.

It is very important and your responsibility as the parent/guardian to update me with all emergency contact information and is correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Emergency Preparedness

Lil' Dandy Lions Daycare has written policies and procedures, which are practiced with the children, for dealing with emergencies and natural disasters. Our file box of parent information is always on the desk by the door for easy access and movement in case of an emergency. Parents will be notified of any emergencies as soon as children are safe, by phone at the telephone number that is on file with me. Evacuation plans and proof of drills are posted in the daycare. During an evacuation, relocation, or sheltering/lock-down my first responsibility in any emergency is to move the children to a designated safe area or alternate shelter known to all household members, caregivers, parents, and volunteers. During all emergencies your child will be treated as my own and surrounded with positive words of encouragement until all children are reunified with parents.

Evacuation: Fire/Gas- My culdesac and further if needed.

If by foot: After each child is accounted for, by using the parent sign in sheet, I will retrieve enrollment documents by door, then the children's birth-24 months will be carried or held by hand and led to the culdesac and the older children will walk. I then can assist children in

strollers, wagons and lead them away from the area. Once we are all safe, 911 will be alerted, parents will be notified by my phone and so will the Department of Health and Human Services.

In the event of an evacuation by vehicle it will be done using Mrs. Kaitlyn's vehicle. After each child is accounted for by using the parent sign in sheet, children birth-24 months will be carried or held by hand and led to the car and the older children will walk to the car and use the emergency transporting routine. The transportation guidelines will be in place: attaching name tags, face checking/counting children, placing each child in seats. Reverse steps when exiting. 911 will be notified as soon as children are safe. Parents and the Department of Health and Human Services will be notified by phone once we are at a safe location.

Sheltering/Lock-down: Kitchen pantry (tornado box also located). Unless told otherwise from emergency personnel. After each child is accounted for by using the parent sign in sheet, I will grab my file box and assist children birth-24 months by carrying or held by hand and led to the pantry and the older children will walk. 911 will be notified of my home daycare if need be, Parents will be notified by phone once we are safe of the situation. The Department of Health and Human Services will be notified if need be.

Parents Rights

Senate Bill 1098 from the 88th Legislative Regular Session introduced Section 42.04271 to the Human Resources Code. This section grants the parent or guardian of a childcare facility the right to:

1. Enter and examine the child-care facility during its operation and without advance notice.
2. File a complaint against the child-care facility.
3. Review the child-care facility's publicly accessible records.
4. Review the child-care facilities' written records concerning the parents or guardian's child.
5. Receive inspection reports and information about how to access the child care facility's online compliance history.
6. Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child.
7. Be given the contact information for the child care facility's local Childcare Regulation office.
8. Obtain a copy of the facility's policies and procedures handbook.
9. Review the facilities staff training records and any in-house training curriculum
10. Exercise these rights without receiving retaliatory action from the facility.

Thank you!

Thank you for the opportunity to work with you and care for your little one. I look forward to a future of keeping your child smiling and safe.

Note: By signing the Policies/ Handbook, Parent-Provider Contract/Enrollment Application, it is understood that all the policies and procedures of Lil' Dandy Lions' handbook have been read, understood, and agreed upon. I understand this is a legal and binding contract. ALL agreements must include a wet signature (no e-signatures).

Parent/Guardian Signature:

Sign:

Date:

Provider Signature:

Sign:

Date:
