



Signed, sealed and protected

Introduction:

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Agenda

Introduction

Sample contracts and policies

Activity to apply at your child
care center

Review Sample Contract Agreement





What should a policy manual
contain??

Philosophy, Mission, and Vision

- Describe your work as a child care center.
- Your beliefs about child care.
- How they will ensure the safety of children.
- How they will support children's growth, learning, and development.

Sample Statement

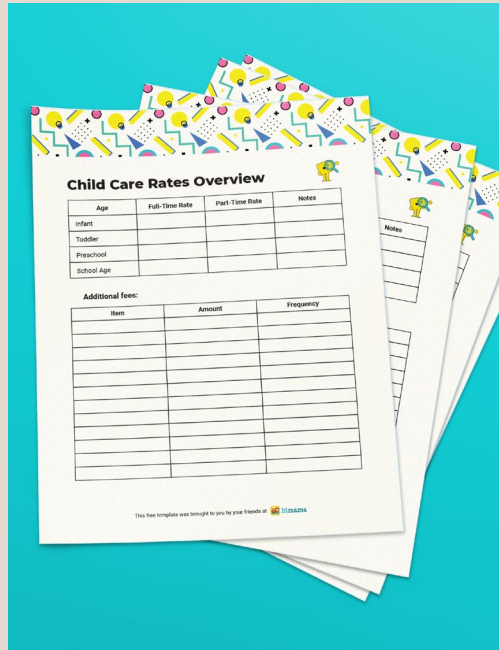
Talk at your table about
your philosophy, mission,
and vision.



General information in the Policy Manual

- Forms Needed Before Enrollment
- Hours of Operation
- Child Care Standards
- State Licensing and Regulations
- Provide DCF Information
- Ages
- Nutrition
- Activities
- Emergency Contact
- Paid Vacation
- Contagious diseases





Rate Sheet

- PART-TIME AND FULL-TIME PAY RATES
- RATES FOR DIFFERENT AGES
- LATE PICKUP PAYMENTS

Parent-Provider Contract

- Provider Information
- Hours of Operation
- Who pays?
- Costs



Daily Schedule

Why do we need a schedule?

- State Licenses
- Feeding Program
- Parents

Name of Preschool	
DAILY SCHEDULE	
7:00 - 8:00	Arrival and free play
8:00 - 9:00	Circle time
9:00 - 10:00	Learning centers and small groups
10:00 - 10:30	Snack time
10:30 - 11:00	Outdoor play
11:00 - 12:00	Story time
12:00 - 1:00	Lunch
1:00 - 1:30	Quiet activities and transition
1:30 - 2:30	Nap or rest time
2:30 - 3:30	Snack and freeplay
3:30 - 4:00	Art or music activity
4:00 - 4:30	Outdoor play
4:30 - 5:00	Closing circle
5:00 - 5:30	Departure

Ensure that all documents
are aligned with each other



Questions?



Contact Information

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