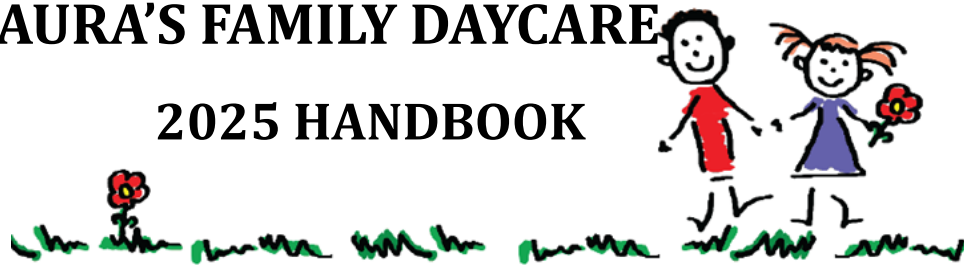


LAURA'S FAMILY DAYCARE

2025 HANDBOOK



All childcare services will be contracted.

This contract is a legal document obligating *Laura's Family Daycare* to provide a service for you and a position for your child in the home daycare, as well as obligating you to pay for such service.

There are other requirements in the contract therefore you are urged to read the contract thoroughly and acknowledge that it is legal and binding. You will be held liable for each item and clause of the contract. By signing the contract acceptance page you are accepting it in all of its terms.

Introduction

The primary care provider of this home daycare is Miss Stephanie, so why is this daycare called "*Laura's Family Daycare*" you may wonder? This business was originally opened in 2008 at the family home of Miss Stephanie by her mother, Laura! Miss Stephanie was originally the assistant, and then the substitute, and then in 2012 she became the fully licensed care provider and chose to hold on to the name her mother had given the business after her departure from it. For the last 13 years she has specialized in personal and individualized care with the goal of forming long term relationships with the families she works with. This isn't just a job; it is impacting a child's life and helping them navigate some of the most crucial stepping stones in their development. She specializes in infant care through preschool, as well as children with special needs.

GENERAL POLICIES

Laura's Family Daycare Rules

- 1) NO running, physical play or contact inside (hugging IS allowed!)
- 2) CLEAN up after yourselves
- 3) NO shoes allowed inside
- 4) PLAY kindly and share
- 5) BE nice to others
- 6) DON'T touch the babies
- 7) Have Fun!

Confidentiality

The information you supply to *Laura's Family Daycare* will be kept confidential and your privacy will be respected at all times. If a communicable disease is ever diagnosed for a child within our care that requires disclosure to other parents, we will be sensitive to the anonymity of the child as much as possible. Please understand that with such a small, tight-knit group of children, this is not always achievable. Upon the termination of this contract a child's folder and the financial records of payment are kept securely on site for seven years before being destroyed to protect privacy.

Required Items for Care

Please note: We will provide baby wipes

All items listed above should be personalized with the child's first name. Upon termination of this contract you have two weeks to collect your child's belongings. After two weeks the provider reserves the right to donate items left behind.

TODDLERS - labeled with their name

- a sippy cup of their known preference
- At least 3 complete changes of clothes appropriate to season
- jacket and hat (outerwear)
- diapers and/or Pull-Ups (*at least* one week supply)
- personal sleeping items, if desired (blanket, stuffed toy, pacifier etc)
- sunscreen and/or diaper cream with a completed copy of "Parent/Guardian Authorization for the Administration of Non-Prescription Topical Medications by Child Care Personnel" form. One per each separate item.
- bedding (linens for Pack n Play)
- medications (if prescribed, and with doctor's orders and complete label as described under the "health matters" heading above)

INFANTS - labeled with their name

- 2-3 bottles (complete with covers)
- 2 complete changes of clothes appropriate to season
- formula or breast milk(*at least* one week's supply)
- baby food, as appropriate, and only after it has been given at home first
- jacket and hat (outerwear)
- diapers and/or Pull-Ups (*at least* one week supply)
- personal sleeping items, if desired (blanket, stuffed toy, pacifier etc)
- sunscreen and/or diaper crème with the appropriate forms
- bedding (linens for Pack n Play)
- medications (if prescribed, and with doctor's orders and complete label as described under the "health matters" heading)

Discipline

No corporal punishment will be used. Children will be treated with courtesy, respect and patience. Discipline will be given according to age and understanding level. Babies and toddlers will be directed to another activity. Older children will be given time outs according to the severity of the offense, and age appropriateness. If a child becomes a persistent behavior problem, we will address it with the parent and we will try to resolve it together. At no time will a child be subject to a physical punishment or shaming, nor will frightening or humiliating methods be used nor will any meals or parts of meals be deprived to the child. For behaviors that can cause disruption or injury to other children, we have a three strike policy to encourage the installment of an action plan to change the behavior and protect all children in our care. We reserve the right to end care if a child is a safety hazard to other children with no warning if the return of the child is deemed to be a danger to other children in care. Please see the "Withdrawal from Care" section for more information.

Drop Off and Pick Up

- Park in one of the spots designated with a sign that says "daycare parking only", **please do not park in the neighbors' spots in the driveway.** If the daycare spot is not free, park on the street.
- Drop-off is on the back porch (through the brown wooden gate labeled with 61B).
- There is a Ring Doorbell, press to alert you have arrived. Not the wired house doorbell.

- (Children should not push the button to decrease germ transfers and because during outside time they tend to play ding-dong-ditch!)
- Please wait outside for the provider to open the door, as this is a private residence.
- Shoes must be removed at the door.

If you are picking up between the hours of 12:00 - 3:00pm, please text the provider to alert of your presence as the Ring Doorbell is connected to the home and announces the button being pushed quite loudly.

Updates and communication are requested to be via phone call or text during cold or hot weather to keep the temperature control of the play area at the required level and the flies out!

We will release your child only to you and to the person(s) you have authorized to pick up. If we suspect that the person picking up your child is under the influence of alcohol and/or drugs, another authorized person will be called to pick up the child. We will not release the child, even to a designated pickup person, if we suspect there are any potential safety issues to your child, including car seat installation. This is a good faith practice and never meant to embarrass or cause issues.

Court Order: If there is a court order keeping one parent or guardian away from the child, we must have a copy of the court order on file. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Open-Door Policy: You are welcome to call or come to visit anytime your child is present. You are asked to avoid visiting during lunch/rest time (12:30 – 2:30 P.M.) as much as possible. If we do not answer the phone, please leave a message and we will return your call as soon as we are finished with the current activity.

Fire Procedure

There are two fire extinguishers in the daycare. One is located in the kitchen and one in the daycare play area. The provider's home is also equipped with several dual smoke/carbon monoxide detectors. If there is a fire that cannot be extinguished quickly, the children will be evacuated before calling 911. We will practice fire drills so the children will be prepared in the event of a fire quarterly.

Power or Water Outage

If the power goes out during hours of care, we will follow the below procedure;

- After 15 minutes, if the power does not return, alert parents of potential closure
- We will not operate more than two hours without electricity or running water as it is neither hygienic or safe to do so.
- If the power is out for more than 24 hours, the Department of Health does NOT permit the daycare to operate. You will need to arrange alternative care for your children. The weekly contracted rate will still be due, regardless of the status of the daycare.

Transportation

At this time, *Laura's Family Daycare* does not provide transportation.

Pets

We have two female cats named Tank and Ripley, as well as a male dog named Kiko. All are very gentle with children and have excellent, stable temperaments. They are kept current with all immunizations, and have NEVER bitten or harmed anyone.

Infant Care General Note

We are aware that small infants rarely have a fixed feeding and sleeping schedule. They will be fed when hunger is indicated, and rest as needed. A sleepy baby will be allowed to rest, and an alert baby will be removed from his/her crib. As the baby develops a schedule (around six months), meals and naps will be more consistent and a routine schedule will be instilled.

It is not practical in a group setting to expect that an infant be held consistently, nor is it beneficial to the infant. Infants are included in group activity whenever possible, sitting in a staff member's lap for story time, playing on the floor during free play, rocking during quiet time. **At no time will it be allowed, even at parental request, that an infant, especially a newborn, "cry it out" for long periods of time.** All babies will be attended to when they indicate the need.

Dress Code

There is a **NO SHOE** policy for children *and adults* in the daycare. You are welcome, and encouraged, to leave a pair of slippers or slipper socks here for your child.

Please dress your child appropriately as our activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting, we will spend time outdoors. You **MUST** supply *at least two complete* changes of clothes in the case of an accident requiring a clothing change. Please ensure these outfits are season appropriate as the seasons change and include all layers appropriate for the age of your child.

If there is a special occasion that calls for special clothing (a visit, party, recital, photography appointment etc. right after daycare), please send the special clothing with your child and we will clean them up and get them dressed prior to your picking them up. You are also expected to provide diapers, and/or Pull-Ups for toilet training, for your child. These items are all stored in designated bins in the daycare changing room, specific to the child they belong to.

Activities

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and time of day. We offer times for outside play, stories, games and naps appropriate to the child's ages, interests and abilities. We provide your child with tender loving care, understanding, patience and guidance in a happy family setting. Free play is an important part of a child's early years. It is here that they learn social skills that will be needed the rest of their lives.

Water Play

We have a toddler water table, sprinkler and splash pad to use in the hot weather. You are asked to provide a bathing suit and swim diapers as well as a container of your preferred brand of sunscreen, labeled with your child's name, and a completed "Topicals Consent" form for that sunscreen.

Television

Viewing of PBS Sprout, Noggin, Nickelodeon Jr., Baby First TV, Disney Channel and Cartoon Network is allowed. On occasion the children are allowed to pick a child appropriate video to watch.

Holidays and Birthdays

We honor major holidays in a secular manner and all children's birthdays. If you would like to bring a special treat for the children, please arrange this with the daycare staff as we would love to celebrate!

Meals

Laura's Family Daycare participates in a CT state food program. This program monitors the meals and snacks we provide and assures that your child is given well-balanced and satisfying food in accordance with the CAFCP and USDA standards. All meals (except infants) and snacks (one mid-morning and one mid-afternoon snack) are provided. Food allergies will be accommodated; however, it may be necessary for you to provide special dietary foods.

- Infants will be fed formula or breast milk only (supplied by parents) for the first 4-6 months, unless directed otherwise by a doctor. All babies will be held or placed in an infant seat during bottle feedings. We will start feeding the babies solid foods, provided by the parents, when requested by the parent. You will also need to supply bottles/cups. We will supply the iron fortified infant cereal. A cup can be introduced around 6 months if desired. Formula and jar food will be discarded in 24 hours if not used. It is preferred

that you send powdered/concentrated formula to be left here and replenished as needed. We will mix and store the formula. It is required that four complete bottles be left here for this.

Rest Period

All children under the age of 5 are required to have a rest period. No child is forced to sleep, however, they must remain quiet during "Quiet Time". Please try not to schedule pickups or visits during this time to lessen disturbance to the resting children.

- **Infants**

- Infants will be allowed to nap in a PACK AND PLAY. They will be placed on their back or side to go to sleep. Sleeping on their tummies will be discouraged. The bedding will be washed weekly or when needed. They will NOT be confined to their bed while awake. The baby will be moved about to different areas throughout the day to play, be rocked, held or carried.

Toilet Training

We will assist you in toilet training your child with the understanding that it will be successful only if we work together. We will use Pull-Ups supplied by the parent. You will send your child ONLY in easy on/easy off clothing until they are completely able to undress and dress themselves. We require at least two complete changes of clothing, though more is encouraged for those in training. Soiled clothes will be sent home in a plastic bag. Please replace any clothing sent home the next day. A separate toilet training fact sheet is available for those parents that feel it is time to begin!

Movement and Play

Infants who can crawl or scoot will be allowed to do so freely in the daycare playroom. If another activity is planned in the daycare which may not be deemed appropriate for an infant, they will be placed in an appropriate, safe area (such as an exersaucer, infant seat, high chair etc.) to play. Older children are NOT allowed to pick up/touch/ or roughhouse with or around the babies. However, the use of hugging, snuggling, rocking, singing and smiling will be abundant!!

We will go outdoors as often as possible, weather permitting. Infants will be placed in an appropriate area (such as swing, stroller etc.) and in the shade. Please dress your child for the predicted weather, and include outer clothing which you may leave here at the daycare.

Matters of Health

Up-to-date Records

You are required to provide the daycare with updated information regarding your contact info and your child's information as it changes, this includes up to date vaccination and physical records as soon as they are available to you.

Germ Control

Germ control is always a priority. All toys are sanitized, noses are wiped as quickly as possible, and the provider's hands are constantly washed and sanitized. Although it can be stressful for parents when their child is ill, we will do everything possible to reduce germ transfer. Please realize that all germs cannot be removed from an area. Children's hands are frequently cleaned with wipes and sanitizer, especially during the cold season. Disinfectant spray is routinely applied to surfaces, after hours or while the children are sleeping. The daycare is given a complete sanitization and thorough cleaning weekly.

Illness

Under no circumstance is a sick child to attend daycare. The children should be allowed to recover fully from an illness in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the home. Though we are very sensitive to the difficulty it can cause for a child to need to remain out of daycare, if you are unable to remain home with your child, it is your responsibility to make substitute child care arrangements.

With acknowledgement that it is not possible to prevent the spread of all illness; we try to minimize exposure and provide good hygienic practices in the daycare home so that we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

Children who have exhibited ANY symptoms of infectious disease within the proceeding **24 HOUR** period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to:

- fever of 100°F measured orally or 101°F measured rectally,
- nausea, vomiting, diarrhea,
- sore throat, loss of voice,
- hacking or continuous coughing,
- yellow or green runny nose, (please also consider that a runny nose that is constant enough to be on their hands due to a need to be constantly wipe, is allowing bodily fluids to get on toys and other kids)
- draining eyes or ears,
- rash
- or head lice

IN CONCLUSION: If a child has had any of the above symptoms, 24 hours symptom free (unaided by fever reducing medication and the like) must pass before they can return to daycare. If a child is put on antibiotics, 24 hours must pass from the time of the first dose in addition to the relieving of symptoms. If ever in question - if body fluids that should be IN the body are coming OUT of the body - the child should stay home!

Laura's Family Daycare reserves the right to determine whether a child should remain in the daycare when illness is a consideration.

- Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.
- If a child is sick throughout the night, the child **CANNOT** attend the daycare the next day.
- Any child sent home from daycare due to fever, vomiting or diarrhea must be kept home from daycare the entire day following dismissal and may only return when they are diarrhea, vomit and fever free.

In the event that your child is ill and will not be attending, please alert daycare staff as soon as possible.

Medications

All staff of *Laura's Family Daycare* are certified in Medicine Administration and EpiPen usage. No child will be given ANY medication, prescription or over-the-counter, unless written permission is given by the parent AND the child's doctor. ALL medication must have a label indicating the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, and the date and directions for administering. The medication must be in the original container as dispensed by the pharmacy. Administration of any medication will be logged on a Medication Administration Record. It is only if these specific restrictions are followed and the appropriate form is submitted by a doctor, even for OTC medications, that we may administer medication to your child at any time.

Medical Emergencies

Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children etc. If the child is injured in a non-life threatening way, a certified First Aid and CPR trained staff member will assess the child and provide home first aid. If the injury is more serious, staff will call 911 for transport to the nearest ER. Then the children's guardians will be contacted after help has been summoned.

All costs associated with injuries to the child will be the responsibility of the parent. You or your family insurance is responsible for the cost of medical help, treatment, and/or transportation due to accidents.

Hours of Operation

The daycare is open from 7:00 A.M. until 5:00 P.M. Monday – Friday with *contracted* hours.

All childcare services will be contracted. This contract is a legal document obligating *Laura's Family Daycare* to provide a service for you and a position for your child in the home daycare, as well as obligating you to pay for such service on time and in full prior to service rendered. Please do not bring your child *before* the contracted arrival time, or pick up your child *after* the agreed upon pickup time.

Laura's Family Daycare is closed the following days in 2025

- **JANUARY 2025**
 - New Year's Day
 - Wed 1/1
 - Martin Luther King Jr Day
 - Mon 1/20
 - PTO
 - Tues 1/21
 - Wed 1/22
 - Thurs 1/23
 - **FEBRUARY**
 - President's Day
 - Mon 2/17
 - **MARCH**
 - PTO
 - Tues 3/11
 - **APRIL**
 - Good Friday
 - Fri 4/18
 - **MAY**
 - Memorial Day
 - Mon 5/26
 - **JUNE**
 - Juneteenth
 - (observed) Fri 6/20
 - **JULY**
 - Independence Day
 - Fri 7/4
 - **AUGUST**
 - TBD
 - **SEPTEMBER**
 - Labor Day
 - Mon 9/1
 - **OCTOBER**
 - PTO
 - Fri 10/10
 - Indigenous People's Day
 - Monday 10/13
 - **NOVEMBER**
 - Veteran's Day
 - (observed) Tue 11/11
 - Thanksgiving Day
 - Thurs 11/27
 - Black Friday
 - Fri 11/28
 - **DECEMBER**
 - Christmas Eve
 - Wed 12/24
 - Christmas Day
 - Thurs 12/25
 - PTO
 - Fri 12/26
 - Mon 12/29
 - Tues 12/30
 - New Year's Eve
 - Wed 12/31
-
- **JANUARY 2026**
 - New Year's Day
 - Thurs 1/1
 - PTO 2026
 - Fri 1/2

2025 PTO Days Planned/Used: 8/14

The above are paid holidays if they fall on a contracted day for your child. If the holidays should fall on a weekend day, the provider will substitute a weekday for the holiday, given advance notice. **Please have a backup child care provider for these occasions. *Laura's Family Daycare* is not responsible for finding alternative**

care for your child. We follow the Enfield Public School calendar for closures, with the exception of snow and emergency delays and closures.

Vacation/PTO

Laura's Family Daycare may close for 14 working days per calendar year in addition to the holidays listed above as PTO (paid time off). These days will include any sick days the staff may be required to take for health reasons. **We aim to notify of these closures at least 30 days in advance to enable you to find alternative childcare for these days.** Sick days, of course, can be very sudden and you will be alerted, via text if it is very late/early when the decision is made. For mutual convenience, and in the best interest of the children, we will attempt to schedule PTO days during school holidays, and/or in combination with the above paid holidays.

Year-round enrollments

YOU are entitled to one week of FREE vacation time per year after 6 months! During this "free" week, however, the child is expected to NOT attend daycare. This may coincide with *Laura's Family Daycare* vacation time, if you wish, or may be taken in any way you see fit. Please keep track of these days for bookkeeping purposes.

Matters of Money

All payments are due by Monday morning at 8:00am for the week of service provided. Bounced checks will be subject to a \$35 bank fee and late payment fees. **Childcare fees are due regardless of whether or not your child attends. You are paying for a position as well as a service. A position will be considered open until the first week's fees are received.**

Changes to Policies or Rates

Changes may be made to policies as needed, with two weeks given notice, unless the policy being enacted is based on safety, which can take immediate effect. Rates are subject to change.

CARE 4 KIDS

Laura's Family Daycare accepts the CT CARE 4 KIDS financial aid program. You are responsible for payment of the difference between the daycare's rates for your child and the amount CARE 4 KIDS pays the daycare. Until accepted by CARE 4 KIDS at the daycare, YOU will be expected to pay your child's rates as per this contract. You will be reimbursed the applicable funds after the daycare is paid by CARE 4 KIDS for the backlogged time.

Late/Early Fee

We have a three strike policy. You are allowed two warnings before we will begin to **charge you \$10.00 per 15 minutes** unless pre-arranged. We understand that things happen; please stay in contact with us when an incident occurs. Repeated instances may result in the removal of the child from care.

Late Payment Fee

We have a three strike policy. You are allowed two warnings before we will begin to **charge you \$10.00 per day** that payment has not been received. Repeated instances may result in the removal of the child from care.

WITHDRAWAL OF CHILD FROM CARE

Upon signing the contract for the first time a family is on a trial period, as is the care provider. During the first two weeks, if for any reason, the family is not happy with the care provider, or the provider does not believe the child is a good fit for the daycare based on lack of respect to staff, the provider's home, behavior of the child, or aggressive behavior towards the other children, the contract can be terminated. After the first two weeks, a two week notice of end of care is required and any and all unpaid debts must be settled.

The parent also agrees to pay any and all legal costs in collecting an unpaid debt to the Provider.

Laura's Family Daycare Rates

Effective for all new clients as of March 2, 2025

	FULL TIME+ (40-50 hours/week)	FULL TIME (30-39.5 hours/week)	PART TIME+ (20-29.5 hours/week)	PART TIME (10-19.5 hours/week)	HOURLY (0-9.5 hours/week) <i>Based on space availability</i>
INFANT (6 weeks – 23 months)	\$225	\$215	\$185	\$135	\$14/hour
TODDLER (2 years – 5 years)	\$215	\$205	\$175	\$125	\$12/hour
SUMMER CARE* (5 years and up as of July 1)	\$210	\$200	\$170	\$120	\$12/hour

Sibling discount: 5% per child (for as long as two or more children are enrolled).

Referral discount: 3% to each party (new client and daycare parent for as long as both parties remain enrolled).

Summer Care: Only available if space allows and is for children that only attend for the school system's summer break. These children are contracted with an intended end date as they return back to school.