

PARENT HANDBOOK



Wonderwall In-Home Daycare
22530 Fosters Park Ct
Porter, Tx 77365
832-515-6158
WIHDaycare@outlook.com

Acknowledgment of Receipt of Parent Handbook

I acknowledge that I have received a copy of the parent's handbook as well as information regarding lead poisoning prevention (included in the parent handbook).

Parent/Guardian Signature

Date

Parental Visit Notice

I understand that I may visit this family child care home unannounced at any time during the hours that my child is in care.

Parent/Guardian Signature

Date

Parent Handbook

MISSION

At Wonderwall In-Home Daycare, our mission is to enhance the quality of life for children and empower individuals to reach their full potential. Our primary objective is to create a secure and nurturing environment that enables children to explore and discover the world around them.

OUR GOALS

- Establish a secure and healthy atmosphere for the children.
- Promote positive self-esteem and independence in each child, and cultivate respect for oneself and others.
- Encourage positive relationships between children and adults.
- Facilitate the development of healthy habits in children.
- Support healthy social, emotional, cognitive, and physical growth in age-appropriate ways.

PHILOSOPHY STATEMENT

Wonderwall In-Home Daycare was created to meet the developmental needs of children ages 0-12. We offer an array of engaging, hands-on experiences in creative art, scientific exploration, motor skill development, sensory activities, and dramatic play. Our aim is to introduce children to a wide range of positive and age-appropriate experiences in order to foster their natural curiosity and growth. Being a mom myself to two young children, I understand the need to creatively play to learn about life and what it has to offer these little minds.

CHILD TO TEACHER RATIO

- 1-7 children / one caregiver
- * 7-12 children /two caregivers

HOURS OF OPERATION

Wonderwall In-Home Daycare hours of operations are **Monday through Friday from 7:00 am to 5:00 pm but vary on the parents/guardians needs**. Wonderwall In-Home Daycare will provide care during the hours and days agreed upon in advance. The Parent/Guardian must notify **Wonderwall In-Home Daycare** in advance of any changes to the schedule or if the child will not attend on a scheduled day.

To secure your child's place in **Wonderwall In-Home Daycare**, you are required to financially cover a minimum fee of 3 days per week up to 5 days per week based on your initial needs, regardless of attendance.

STANDARD RATES AND PAYMENT POLICIES

- A registration fee of **\$ 100** is required to enroll each new child.
- The childcare fees vary based on the number of hours and days per week your child(ren) attends. Please see your contract for your exact fees.
- Please keep in mind that your fee is based on the days and hours agreed on in this contract. If you wish to make any changes, a new contract must be signed, and fees are subject to change. Further, we cannot guarantee care for your child outside of the days and times agreed upon in this contract.
- Payment will be given remitted the FRIDAY, via the brightwheel app, before each week of childcare. Ex: Pay Friday for the week coming up.
- Failure to make timely payments may result in termination of care services.

HEALTH AND SAFETY

Wonderwall In-Home Daycare will ensure that the child is in a safe and healthy environment at all times. The Parent/Guardian must provide a list of any allergies, medical conditions, or other health concerns. The Childcare Provider reserves the right to refuse care if the child is sick or has any contagious illnesses.

PAPERWORK AND FORMS

All childcare participants are required to have the following paperwork in their file for licensing purposes.

- Childcare enrollment forms
- Emergency contact information
- Copy of child's updated immunization records
- Authorized pick-up form
- Child's health history report
- Medical treatment form/Consent for emergency medical treatment
- Daycare contract

All forms and documents must be updated yearly. Any changes to the information, including changes to addresses, phone numbers, emergency contact individuals, and/or authorized pick-up individuals, need to be given to the Wonderwall In-Home Daycare as soon as possible.

All forms are available for parental inspection upon request.

COMMUNICATION

Wonderwall In-Home Daycare will provide regular updates on the child's activities, behavior, and progress. The Parent/Guardian must notify Wonderwall In-Home Daycare of any changes in the child's health or behavior that may affect their care.

PARENT RESPONSIBILITIES

The parent(s)/guardian(s) will provide the following (if applicable to their child(ren)):

- Change of Clothes (According to season, swim day, paint day etc)
- Formula/Breast Milk * Packed Lunch/Snacks
- Bottle/Leak Proof Sippy Cup
- Diapers & Wipes
- Blanket/Nap Mat for Nap Time
- Childs Lunch/snacks

TRIAL PERIOD

There is a **1-month** trial period before your child is guaranteed a permanent place in Wonderwall In-Home Daycare. This time will be used to determine if your child adapts well to the childcare program and that the program fulfills all of your child's needs.

VACCINATIONS

Wonderwall In-Home Daycare requires Parent/Guardian to keep the child's vaccines updated and provide the daycare with a copy of the child's updated immunization record. Your child cannot be admitted into the daycare until you comply with this requirement.

Payment for Absences:

In the event that a child is unable to attend our childcare services due to illness, vacation, or any other reason, the full tuition fee will still be charged. This policy ensures that we can maintain our staffing levels and continue to provide high-quality care for all children in our program.

- **Notification of Absences:** Parents/guardians must notify us of any planned absences 1 week in advance, such as vacations or scheduled appointments. For unplanned absences, such as illness or emergencies, parents/guardians must notify us by telephone as soon as possible.
- **Extended Absences:** In the event of an extended absence due to illness or other circumstances, please notify us as soon as possible. We will work with the parents/guardians to determine the best course of action for maintaining their child's enrollment in our program.

RATES FOR HOLIDAYS AND VACATIONS

- **Holidays:** New Years Eve/New Years Day
- Two personal vacation periods (max 1 wk per occurrence)
- Presidents Day (unless noted otherwise) occurrence with given notice to parents)
- Christmas Eve/Christmas Day* Thanksgiving Eve/Thanksgiving Day
- Any additional days/holidays that are not on here will be given 2 weeks notice min so you can preplan accordingly.

Vacation: Wonderwall In-Home Daycare will be closed for vacation 2 periods out of the year which we will provide at least 2 weeks' written notice. Parent/Guardian is not required to pay while we take these vacations. If we can, we will get a reputable substitute in so we do not put you in a bind.

OVERTIME AND LATE FEES

All late fees are strictly enforced and are due immediately after each occurrence.

- **Early drop off/Late pick up:** If the parent/guardian drops off the child earlier or picks up later than the times specified above, the following overtime rate will be charged: **\$1 per minute.**
- **Late payment:** a **\$50 fee** will be charged for every late payment .
- Wonderwall will NOT , under any circumstance, open its doors before 7am per state regulations.

ILLNESS AFTER ARRIVAL

In case a child falls sick during the day, they will be isolated from other children until the parent or authorized individual arrives to pick them up. The parent or authorized person will be promptly informed via phone that the child is unwell and must be picked up from Wonderwall In-Home Daycare within an hour.

ILLNESS, INJURY, OR EMERGENCIES

If a child becomes ill or injured, including dental issues, at Wonderwall In-Home Daycare, the staff will follow established guidelines for care, which include the following:

- If the child becomes ill or sustains an injury more serious than a minor cut or scratch, the parent or guardian will be immediately notified.
- The parent or guardian will receive a written report of the illness or injury, including the care that was given.
- Center staff will follow specific instructions from the parent or guardian over the phone regarding the action that needs to be taken.
- If the parent or guardian is unavailable and the illness or injury warrants immediate medical attention, the medical professional or hospital closest to the school will be used, taking into consideration the preferences and extent of the illness/injury and distance involved.
- If the child is ill and requires isolation, they will be separated until the parent or authorized person removes them from Wonderwall In-Home Daycare.
- In case of a life-threatening emergency, the Emergency Medical System (911) will be used.

LATE ARRIVALS

Parents agree to notify Wonderwall In-Home Daycare before 7:00 am if the child will be arriving later than 30 minutes before the scheduled arrival time. This helps us plan the morning, as we also have children we are getting ready for school and a schedule that we follow with breakfast,naps etc.

Non-Smoking Environment

Wonderwall In-Home Daycare strictly prohibits smoking within its premises. This includes all areas, such as the driveway, yard, and planters. We ask all individuals to refrain from smoking on the premises.

SIGN-IN AND SIGN-OUT PROCEDURE

To ensure the safety and security of the children at Wonderwall In-Home Daycare, every individual dropping off or picking up a child must sign the child in and out via the Brightwheel app. There will be a sign in code by the front door. Please utilize it. If you fail to utilize it, we will log your child in, but you will NOT get updates throughout the day. We pay monthly for this app and its used to keep records for the state. Please help us comply.

It is essential to keep Wonderwall In-Home Daycare informed of any changes to authorized or unauthorized pick-up persons.

Parents or guardians must escort their child to and from Wonderwall In-Home Daycare, ensuring their safety while in transit.

AUTHORIZED PERSONS FOR PICK-UP

Children can only be picked up by their parent/guardian or an individual that has previously been authorized by the parent/guardian and registered on the emergency card. ID verification will be required.

If you want to add individuals to the list of people authorized to sign in or pick up your child, we require the following information: the person's full legal name, phone number, and their relationship to the child. To ensure the safety of the children, our staff is mandated to ask for photo identification from any person picking up your child(ren) whom they do not recognize. Therefore, always have your picture identification with you when picking up your child(ren) from Wonderwall In-Home Daycare. Please note that Wonderwall In-Home Daycare will only release your child(ren) to individuals listed on the authorized form, and verbal permission over the phone is not sufficient to allow someone not on the pick-up list to take your child.

Unauthorized Persons for Pick-Up

At our site, any person who is not authorized to pick up a child must have a restraining or court order on file. Furthermore, we require all child custody papers and visitation schedules to be on record at Wonderwall In-Home Daycare. In the absence of a court order stating otherwise, Wonderwall In-Home Daycare is obligated by law to allow the child(ren) to leave with either parent.

LATE PICK-UP POLICY

If a parent is unable to pick up their child on time, they must notify Wonderwall In-Home Daycare in advance. If the parent fails to do so, they will be charged a late fee (as outlined in the overtime and late fees section), as we have a strict no-exception policy. Parents who have not informed us of their late arrival can expect the following consequences:

- Our first attempt will be to contact all authorized guardians and pick-up persons on the child's medical release.
- If we have an event we must attend and you have not picked your child up on time, your child might attend the function with us, and you will be required to pick them up from our location. As well as pay a hefty late fee of \$25. We also have families to take care of with extracurriculars and errands, this puts a damper on these events if you are late.
- In the event that no authorized guardians or pick-up persons can be reached within 30 minutes, the local police and or Child Protective Services will be notified. Your child will be taken into their custody.
- If a child is continually picked up late from the program, actions for dismissal from the program may be necessary. Parents that pick up their child late on-going will receive a "Notice of Late Pick Up," if you receive three late notices, you will be dropped from enrollment.

DRESS CODE

It is important for children to wear clothing appropriate for their environment and activities. During colder weather, it is essential to dress them in warm clothes such as a coat, hat, and socks to keep them comfortable. As children engage in messy activities like painting, playing on grass, and using chalk, it is advisable to label all personal items with their names to avoid mix-ups. Parents should provide spare clothes for their children and take home any soiled garments. It is recommended to check the child's bag regularly and ensure there are spare clothes available at all times. Additionally, parents are encouraged to clear out their child's bag of any clutter by taking home their projects daily.

OUTSIDE TOYS AND GAMES

Wonderwall In-Home Daycare offers toys and games for the children to play with. Bringing personal toys from home can lead to problems such as breakage or loss. To avoid such issues, we kindly request that parents do not allow their children to bring personal items from home unless it is for a special show and tell day, or the child is just strongly attached to it and NEEDS it. In such instances, the teacher will notify the parents in advance and request the child to bring the item with them. If your child MUST have a certain item due to attachment or it comforting them, just know , we are not liable for the toy in instances of it being damaged or getting dirty.

CHANGE OF ADDRESS

The childcare should be notified in writing as soon as possible for any change of address, phone numbers, emergency contacts, school, or any other important information.

FREE CHOICE

Children will have the opportunity to choose from several activities that encourages unstructured learning and allow the child to take the lead.

GUIDANCE AND DISCIPLINE POLICY

We view discipline as an opportunity for growth and learning. Our center employs various techniques to assist children in resolving conflicts. The methods we use depend on the age of the child and the circumstances surrounding the situation. Our teachers prioritize the development of problem-solving skills and an internalized sense of right and wrong in their approach. All parties, including parents, teachers, and Wonderwall In-Home Daycare director, agree to communicate effectively and attempt to resolve any issues or concerns that may arise. The best interest of the child will always be the primary consideration in decision-making.

Children who exhibit behavior that endangers others will be supervised separately from the other children, with the goal of providing guidance and not punishment. A teacher will help the child verbally process the issue, while another teacher will remain nearby to ensure the child's safety and assist in regaining composure. The discipline approach will be positive, constructive, and prompt, and will not involve humiliation, shame, fear, physical punishment, or verbal abuse by any staff member.

If dangerous behavior continues or significantly disrupts the program, Wonderwall In-Home Daycare will work with the child's family to find a solution, including referral for outside services or potential dismissal from the program.

BITING POLICY

We understand that biting is a significant concern and take measures to minimize this behavior. Our staff members are trained to identify triggers and prevent and reduce biting incidents. While biting is not an acceptable behavior, we recognize that it is common among young children during their early developmental stages. Children tend to explore through their senses, including orally, and may become frustrated due to communication difficulties, leading to impulsive biting. If your child is bitten or bites another child, an incident report will be provided to you and the other child's parents. Our staff will discuss the report with you while maintaining confidentiality. We believe that being aware of potential issues and having a plan of action in place can help manage the situation when biting occurs in a group setting.

CONFIDENTIALITY

We understand the importance of maintaining confidentiality and respecting the privacy of families. We will not disclose any confidential information or intrude into family life. The children's records will be kept confidential and will only be accessible to family members, program personnel, and consultants who are obligated to maintain confidentiality. In cases of abuse or neglect, we may need to disclose information without familial consent.

DAILY HEALTH CHECK

The child's teacher conducts a daily health inspection to check for any visible signs of illness. We do not accept sick children into Wonderwall In-Home Daycare. If a child has been ill, they must wait for at least 24 hours after being symptom-free before returning. A doctor's permission will be necessary for children with communicable diseases, such as chickenpox, impetigo, strep throat, head lice, measles, etc., to return to Wonderwall In-Home Daycare. Please inform Wonderwall In-Home Daycare if your child contracts a contagious illness so that we can notify other parents. If a child contracts a disease that must be reported to the Commission for Health Services, Wonderwall In-Home Daycare Director will inform the local Health Department and take appropriate preventative measures as directed by the Montgomery County Department of Public Health.

BATHROOM POLICY

To ensure the safety of the children, our staff will only allow one child in the bathroom at a time. They will maintain visual observation of the children as they enter and exit the restroom. In case of an accident, we have a changing area available, and we request that children have a change of clothes with them at all times while at Wonderwall In-Home Daycare. For potty training children, a staff member can assist your child with the steps to become fully potty trained upon request. Each child is different and requires different needs and we understand that. In the event the child is soiled and needs more than a wipe down, we will contact you and ask permission for them to wash off quickly if needed/approved.

INSPECTION AUTHORITY

The Texas Childcare Licensing Department has the power to inspect any childcare facility without prior notice. During such inspections, the Department has the authority to interview children and staff, as well as audit and examine any child or Childcare Center records without seeking prior consent.

SIGNS OF NEGLECT

The law requires us to report any sign of neglect or abuse to any child under our care. We will comply with this law in all aspects as they are related to the safety and well-being of the children in our care.

DAMAGES

Parents/guardians will be responsible for any damages (excluding normal wear and tear on toys) caused by their child to the childcare provider's property or belongings during their child's attendance at the childcare services. This includes tvs, walls, intentional damage to items etc.

GENERAL PROVISIONS

This childcare agreement and its attachments represent the complete agreement between the parties regarding the childcare services to be provided for the child(ren). Any prior agreements, promises, or negotiations not explicitly stated in this agreement are not valid or enforceable.

All modifications to the terms and conditions in this agreement will only be effective if they are in writing and signed by both parties.

WAIVERS AND SEVERABILITY

In the event that a court of competent jurisdiction finds any term of this agreement to be invalid or unenforceable, the remaining terms of the agreement will remain valid and enforceable. Waiving a right in one instance does not affect the same right in any other instance. Additionally, a waiver is only considered valid if it is in writing and signed by the party waiving the right.

ACT OF EMERGENCY

In the event that the provider is unable to fulfill her obligations under this agreement due to an emergency or any other circumstance that is beyond their control, they will be released from any further obligation to perform under this agreement.

LEAD POISONING PREVENTION

Our childcare center is committed to providing a safe and healthy environment for all children in our care. We recognize that lead poisoning is a significant threat to children's health and will take all necessary steps to prevent lead exposure in our facility.

Lead Poisoning Prevention Procedures:

1. Regular Inspection of Facilities: Our childcare center will conduct regular inspections of our facilities, including paint, water, and soil, to identify and eliminate any potential sources of lead.
2. Education and Awareness: We will provide our staff, parents, and caregivers with information on lead poisoning and how to prevent it. We will ensure that our staff is trained in identifying the symptoms of lead poisoning and the appropriate steps to take if they suspect a child has been exposed to lead.
3. Safe Water and Food Practices: We will test the water in our facility for lead levels and take appropriate measures if lead is detected. We will use lead-free pipes and plumbing fixtures in our facilities, and our staff will be trained to follow safe food practices to prevent contamination from lead.
4. Cleaning and Maintenance: We will implement a regular cleaning and maintenance schedule for our facilities, including dusting and vacuuming, to prevent lead dust buildup. Our staff will use lead-safe cleaning products and follow safe cleaning practices to prevent the spread of lead.
5. Response to Identified Lead Hazards: If a lead hazard is identified in our facility, we will take immediate action to eliminate the hazard and notify all affected parties. We will work with qualified professionals to ensure that the hazard is remediated promptly and effectively.

CELL PHONES

When dropping off or picking up your child, kindly refrain from using your cell phone so we can communicate about the day effectively.

FOOD SERVICE

Our center is committed to providing safe and nutritious food to meet the needs of the children. To ensure this, we have established the following guidelines:

- We ask that you pack your child's snacks, drinks and lunches daily.
- Snacks can/will be served by us between meals.
- Pesticides and other toxic substances will not be stored with food and locked away from children.
- Soaps and cleaning products will be stored in a locked container away from food sources.
- The kitchen and food areas will be kept clean.
- All food will be protected against contamination.
- The food served at the facility meets the nutritional guidelines set by the U.S. Department of Agriculture for the Childcare Food Program. (when/if policies change)
- Meals are served in a family-style setting where both children and staff sit down together.

FOOD ALLERGIES

Children with identified and documented food restrictions for health reasons should come with a packed lunch and snacks daily. To ensure that the child's specific needs are met, their physician must identify the food restrictions (allergies) on the medical form. Food allergy information will be posted in the classrooms to inform all staff of the restrictions.

TRANSPORTATION

- Only drivers who hold a valid driver's license will be allowed to transport children.
- All vehicles that transport children will be regularly inspected and maintained to ensure their safety.
- When transporting children, all seat belt and car seat regulations will be followed strictly.
- Parents are required to complete a Transportation Authorization Form for each child.
- In the case of field trips, parents and guardians will receive prior notification with details of the trip, such as destination, date, and time, along with a permission slip that needs to be signed for each trip individually.

EMERGENCY PROCEDURES FOR RELOCATING CHILDREN

To ensure the safety of all participants, monthly fire and emergency disaster drills are scheduled at Wonderwall In-Home Daycare. In case of an actual emergency, parents will be notified about their child's well-being as soon as possible. If the site needs to be evacuated due to an emergency, the children will be taken to the location listed on the "Emergency Care and Disaster Plan," which is posted on the Parent Board and in each classroom. During fire drills or practices, children will gather at the designated location where attendance will be taken, and the time taken to evacuate will be recorded. We will exit through the front doors, garage door, or back door and through the gate and children will wait with an adult in front of the childcare facility, away from any danger.

EARTHQUAKE DRILL/TORNADO DRILL

On a monthly basis, children are taught and become aware of the term "Duck and Cover" immediately after their teacher directs them to go under a sturdy table.

REST PERIOD

Our childcare facility understands the importance of rest and quiet time for children and will ensure that they have daily opportunities for it. We will "Rest" daily from 12pm-2pm/1pm-3pm depending on children's needs/schedules. We will put a movie on and we will have quiet time. To provide a comfortable napping experience, each child is asked to bring napping cot /mat/personal blanket if you would like them to participate. Children will not be forced to stay in the napping area longer than the normal scheduled nap time. Due to different ages of children we do ask that you make them aware of quiet time and to respect it for the younger ones.

MEDICATIONS

During program hours, any medications that a child needs must meet the following requirements:

- They should be in their original bottle, with a clear label indicating the child's name, the physician's name, the drug name, and the dosage information.
- The dosage amounts and times must be appropriate for the child's age.
- The parent must complete and sign a medication authorization form, which should also be provided.
- Medications must be picked up and taken home by the parent each day and then returned to Wonderwall In-Home Daycare
- Over-the-counter medications, such as aspirin and cough medication, will not be administered unless written instructions and dosage information are provided by the child's physician. Medications should not be left in the child's cubby.

INHALERS AND EPIPENS

Our goal is to provide a safe and healthy environment for all children, including those who require medication for asthma or severe allergic reactions.

- Parents/guardians are responsible for providing the inhaler or EpiPen to Wonderwall In-Home Daycare in its original packaging with the child's name and medication instructions clearly labeled.
- Wonderwall In-Home Daycare will store the medication in a secure location that is easily accessible to staff in case of an emergency.
- Parents/guardians must complete and sign a medication authorization form for each inhaler or EpiPen.
- Staff members will be trained to recognize the signs and symptoms of an asthma attack or severe allergic reaction and to administer medication as needed.
- If a child experiences an asthma attack or severe allergic reaction, a staff member will immediately administer the inhaler or EpiPen as directed by the child's physician.
- The child's parents/guardians will be notified as soon as possible in case of an emergency.
- After administering medication, the staff member will document the time, dosage, and any observed side effects.
- Any unused medication will be returned to the child's parent/guardian at the end of the day.
- If a child's condition requires the use of an inhaler or EpiPen on a regular basis, the child's parents/guardians must provide a new, unexpired medication when the current supply runs out.
- Staff members will follow the instructions on the medication authorization form and will not administer medication beyond the prescribed dosage or frequency.

Enrollment Forms

Please fill out these forms completely. If a question does not apply to your child, write N/A (not applicable). The forms must be in the educator's possession on or before the first day your child begins care. Please notify your educator if any of the information changes.

PHYSICAL DESCRIPTION

Photo of Child (optional)	Eye Color:	<input type="text"/>	Other Notes:
	Hair Color:	<input type="text"/>	
	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	Height:	<input type="text"/>	
	Weight:	<input type="text"/>	

GENERAL INFORMATION

Date of Admission:	<input type="text"/>	Age at Admission:	<input type="text"/>	Date of Discharge:	<input type="text"/>
Reason for Discharge:	<input type="text"/>				
Child's Full Name:	<input type="text"/>				
Home Address:	<input type="text"/>	City:	<input type="text"/>	Zip:	<input type="text"/>
Phone #:	<input type="text"/>	Nickname:	<input type="text"/>		
Primary Language of Child:	<input type="text"/>	Primary Language of Parents:	<input type="text"/>		
Allergies/Special Diets:	<input type="text"/>				
Name of Parent(s)/Guardian(s):	<input type="text"/>				
Home Address (if different):	<input type="text"/>				
Phone #:	<input type="text"/>	Email Address:	<input type="text"/>		

PARENT(S)/GUARDIAN(S) BUSINESS ADDRESS/LOCATION DURING CHILD CARE:

Parent/Guardian:	<input type="text"/>	Parent/Guardian:	<input type="text"/>
Location:	<input type="text"/>	Location:	<input type="text"/>
Telephone #:	<input type="text"/>	Telephone #:	<input type="text"/>
Cellphone #:	<input type="text"/>	Cellphone #:	<input type="text"/>
Instructions:	<input type="text"/>	Instructions:	<input type="text"/>