**Busy Bee's Daycare**

Daycare Provider's Name: Brandy Mausbach

Address: 339 Memorial Dr. NW, Blooming Prairie, MN 55917

Phone: (Home) 507-242-2011

 (Cell) 507-360-3125

**License Capacity**

12 children total, including my own children ages 6 weeks through 10 years.

**Ages Allowed**

With 1 adult caregiver, maximum of 10 children under kindergarten age, of the total under kindergarten, a combined total of no more than 2 shall be infants and toddler. Of this total no, more than 1 shall be under 12 months.

**Hours**

Monday-Friday 7:00 am-5:30 pm

**Days of Operation**

Monday-Friday except for the following holidays which are paid holidays; New Year’s Day, Martin Luther King Day, President’s Day, Good Friday closing at 12 PM, Preschool Graduation Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day. If the holiday falls on a Saturday I will be closed the Friday or and if falls on a Sunday, I will be closed on Monday.

**Meals and Snacks**

I currently participate in the food program with provider’s choice. I will provide parent’s choice advantage formula and baby food. I will be serving a well balance breakfast, lunch, and afternoon snack. If a parent misses the meal times, feeding the child will be the parents responsibility, although flexible schedule will be provided for infants and toddlers. Breakfast will be served from 7:00-8:00am, Lunch 11:00-11:30 am, and PM Snack 3:00-3:30. I will be making a cake on each child's birthday for snack time. If you bring treats for your child's birthday, please make sure there is enough for all children.

**Labeling**

All food, clothing, and other items brought from home must be clearly labeled by the parent with child’s first and last name. If food is brought from home, it must be ready to serve, and any special instruction must be written form. I ask that an extra full set of clothing be kept in each child's cubbies at daycare.

**Sleeping Arrangements**

Each child will be laid down from 1-3 pm for nap or rest and will be provided with blanket, pillow, and safe and comfortable place to nap. A parent may opt to provide the daycare with a child's own sleeping items. If the child is an infant, they will be sleeping in a pack n play or crib with only their pacifier no blanket will be allowed, and they will not be allowed to sleep in a bouncer, swing or car seat (if they fall asleep in one of these they will be moved to the pack n play or crib). If you would like your child to be wrapped, you can supply a swaddle blanket sack or halo sack. Please discuss with me before bringing to make sure it is the correct type that can be used, and you will be required to sign a waiver sheet giving me permission to use. Infants will be placed on their backs to sleep.

**Non-Discrimination**

As a licensed daycare provider, I shall not discriminate in relation to admission based on race, creed, national origin, religion, sex, or disability.

**Care of Ill Children, Disease Notification, Medication Administration**

* I shall notify the parent immediately when a child develops any of the following symptoms: oral temperature of 100 or over, vomiting, diarrhea, rash (other than mild diaper or heat rash). If your child is sent home with one of these symptoms they can't return until 24 hours later from being symptom free and last does of fever reducer.
* Parents are required to let me know within 24 hours of the diagnosis or serious contagious illness or parasitic infections, so I may notify the other parents.
* A supply of “permission to administer medication” forms will be given to each parent. Please complete one of the forms whenever you are requiring prescription drugs or other medication to be administered. I require that you supply the over the counter Tylenol or Ibuprofen that you want used.
* Written permission is required to use diapering products, sunscreen lotions and intestine repellents. Additionally, I require these products to be supplied by the parent. I prefer disposable diapers.
* If it becomes necessary to notify a parent of illness, the parent is expected to pick up child (ren) within 1 hour of notification.

**Emergency, Fire, And Storm Plans**

Monthly fire and storm drills will be conducted followed by a group discussion. We will meet on the north side of the house by the fire hydrant for fire drills, and in the basement back room with egress window for tornado drills. If it becomes necessary to notify a parent of a family emergency, the parent is expected to pick up child (ren) within 1 hour of notification.

**Seatbelts and Transportation**

At the current time, it is up to the parent to get the child to and from school and activities. I have taken the training to be able to transport children depending on the number of children in my care at the time.

**Fees**

Rates: Fulltime: $125.00 a week for up 47 hours, $130.00 for 48-50 hours and $135.00 for 50-52.5 hours; Part-time rate 3 days a week $105.00 and drop in rate is $35.00 a day. Frequency of payment: Payment for service is due weekly on Friday, unless other arrangements have been made. Late fees: a late fee of $5.00 per day will be charged to all payments past due unless authorized previously. 5 days late and the child (ren) will not be able to come to daycare until payment is made. Also, there will be a $35.00 fee for checks returned for non-sufficient funds.

Vacation: 1 week per year shall be permitted for vacation time at which each family will pay the normal rate payed throughout the previous 12 months.

Personal Time: I will have 6 PTO days to use a year. Additional time taken to attend personal appointments shall be notified 2 days in advance unless circumstances arise to prevent this, in this event parents will be notified as soon as possible.

Slot Reservation: If you want to have a spot held for you the rate will be 1/2 of the weekly rate per week until the child(ren) start.

Rates Will be Adjusted at the end of the fiscal year which will run May 1st to May 1st.

**Trial Enrollment**

It is important that the child, the family and the provider all work towards making the transition into this childcare situation a successful one.Not all children and providers and groups of children make a successful match. Therefore, a two-week trial period will be given as an adjustment period. During this two-week period, the family or the provider may decide to terminate care without prior notice. All final payments are to be paid in full at the time prior to the last day of care.

 **Termination Procedures**

A 2-week written notice of termination is required, and fees will be charged for that time at your normal weekly schedule. In addition, if a child exhibits threatening or inappropriate behavior which endangers other children in the daycare, services for that child will be terminated immediately and an explanation of behaviors that warrant termination will be discussed with the parent.

**Substitute for Emergencies**

Parents should have back-up daycare of plan in case my children or I are sick. I will have my husband Jerry Mausbach as a substitute depending on what type of emergency will arise if it is an emergency regarding my family you will need to have back up daycare.

**Pets**

There are no pets in my house and there are no plans in the future right now to get any except maybe fish for the children.

**Smoking Policy**

State law prohibits smoking in the home during daycare hours.

**Insurance**

I do carry liability insurance. (A copy may be provided upon request)

**Discipline Procedures**

No child shall be subject to corporal punishment or emotional abuse. I will mainly use the re-direction method, which means that the children will be reminded of the rules and given a chance to change the behavior. If the behavior doesn't change the child will take a break away from the other children but in my sight always. The break will be appropriate for the age, and parents will be informed at pickup time.

Grievance Procedures

Any concerns or questions regarding the care of your child (ren) should be directed to me. If this does not resolve a grievance or complaint, Bernadette Metzgar, Steele county child care licensor, can be contacted at 507-431-5711. (See complaint/grievance procedure include with this packet)

**Drug and Alcohol Policy**

People “under the influence” of alcohol or drugs that impair the ability to care for children, are not allowed to provide care and all caregivers will be trained regarding this policy. (See drug and alcohol policy in this packe

**Mandated Reporting Information**

I am mandated reporter. (See information regarding mandated reporting which is included in this packet)

**Availability of Regulations**

A complete copy of regulations which govern licensed daycare is available upon request from the office of Steel County Human Services, 630 Florence Ave. Owatonna, MN 55060. Phone 507-431-5711. A summary of the licensing regulations is included with this packet.

**Drop Off and Pick up**

Please use the door to the garage and come in the house and bring your child (ren) down stairs. If someone else beside you are picking up, please let me know.

Revised April 14, 2020