



Parent handbook





Parents & Guardians Handbook

Welcome to Houser's Little Tree House Daycare!

We are delighted to have you and your child as part of our community. This Parent Handbook is designed to provide you with essential information about our center's policies, procedures, and expectations. Please take the time to familiarize yourself with its contents and feel free to reach out to us with any questions or concerns.

CENTER OVERVIEW

At Houser's Little Tree House Daycare, we believe in fostering a nurturing and stimulating environment where children can learn, grow, and develop to their full potential. We emphasize the importance of play-based learning, social interaction, and the holistic development of each child in our care.

HOURS OF OPERATION

The childcare facility will operate during the following hours:

Full-Time Care Facility:

Monday to Friday: 6:00 am to 5:30 pm

Closed on weekends & major holidays

Part-Time Care Facility:

Morning Session: Monday to Friday: 8:00 am to 12:00 pm

Afternoon Session: Monday to Friday: 1:00 pm to 5:30 pm

Closed on weekends and major holidays

Cut-Off Time for Drop-Offs:

Monday to Friday: 9:00 am

Parents/Guardians must give notice **before** dropping the child off after 9:00 a.m.

Any child dropped off after 9:00 a.m. without notice **will not** be accepted for the day.

All notices must be submitted the day before closing to avoid late drop-off.

ENROLLMENT INFORMATION

We welcome children from newborn to 12 years old.

To enroll your child, please complete the enrollment form and the daycare contract (The Childcare Agreement) and provide all necessary documents:

Child's birth certificate
Immunization records
Emergency contact information
Any necessary medical information

The enrollment process includes completing the necessary forms, providing up-to-date medical records, and paying the required fees.

We encourage parents to schedule a tour of our facility and meet our staff before enrolling their child.

Spots **will not** be held by verbal contract;
the security deposit must be paid in advance
to secure a spot for you and your child.

EVACUATION PROCEDURES

In case of an emergency (fire/flood/otherwise), all children and staff members will be evacuated to the Delphi Pentecostal Church (The Sanctuary) parking lot across the street at:

401 East Monroe Street Delphi, IN 46923

Emergency contact information will be transported along with us, and parents/guardians will be notified and contacted immediately to come pick up their child at this alternative location.

TRANSPORTATION/OUTINGS

For any field trips or outings that require transportation, parents/guardians can volunteer to drive their children and stay for the outing, then return their children home or back to the center. If we arrange transportation for the children, or if the parent/guardian cannot attend, and we need transportation to and from a location, we will use our vehicles. Our vehicles are up to date, covered with proper insurance, and outfitted with the appropriate car seats.

If any parent or guardian is uncomfortable with this method, they can transport their child or keep them at the center with the other providers.

**No child will be permitted
to go on an outing
without written parental consent!**

FEES AND PAYMENT POLICIES

Payment is due every Friday.

Weekly or Bi-weekly (selection made in contract)

Forms of payment that are currently accepted:

Cash

Check*

Debit/Credit

(Subject to a processing fee)

Facebook Pay (@ Jessica Houser)

Cashapp (\$JHouser34)

Venmo (@Houser34)

Payments can also be made via our website:

<https://houserslittletreehousedaycare.godaddysites.com/payment>

(Subject to a processing fee)

- If you wish to receive an automatic invoice, please inform the staff upon enrollment.
- Please make **all** checks out to: Jessica Houser.
- Checks are subject to a charging penalty if unable to be processed. This fee will be added to your tuition balance & checks will no longer be an accepted form of payment.
- Payment Arrangements are available upon request.
 - An arrangement request can be denied/rejected if it is not requested promptly.
 - Payment Arrangements must be requested as early as Wednesday before payment is due that Friday.

LATE FEES AND OVERTIME

Parents/guardians are responsible for dropping off and picking up their children within the designated hours in the agreement/contract.

Overtime Charges: If a child is picked up after the scheduled closing time, an overtime charge of **\$20/15 minutes** will be applied. Overtime charges compensate our staff for the additional time and resources required to care for your child beyond regular operating hours.

Late Pick-Up Notification: We understand that unforeseen circumstances may arise, leading to a late pick-up. In such cases, parents/guardians must notify the staff as soon as possible about the delay.

Consistent Tardiness: If late pick-ups become a recurring issue, the staff may need to discuss the matter with the parents/guardians to find a solution that minimizes disruptions to the child's routine and ensures proper staffing. If tardiness continues with no solution, this could result in the termination of services.

Unplanned Overtime: In the event of unexpected situations that prevent parents/guardians from picking up their child on time, the childcare facility will make every effort to accommodate the situation. However, overtime charges will still apply.

Late Fees: A \$20 late fee will be applied to overdue payments for childcare services. Payment of Overtime and Late Fees: Overtime charges and late fees will be billed separately and are due upon receipt of the invoice. Timely payment of these charges is essential to maintaining the smooth operation of our childcare facility.

SIGNING IN AND OUT/ATTENDANCE RECORD

Staff members will sign children in and out upon arrival and departure.

We want parents/guardians to let the staff members know if the child or children do not attend care like usual before 9:00 am. This will help the staff members plan activities for the day.

Children will **not** be accepted after 9:00 am.

If a child does not attend daycare, the parent/guardian must call the center before 9:00 am to inform the staff and explain why. Please leave a brief message/text message if we cannot accept your call. If it is a communicable illness, the staff must document it in case other cases break out.

If someone other than the parent or guardian will be picking up a child, please let your staff members know when they arrive. The individual picking up the child will need to provide a photo ID.

No child will be released to unauthorized individuals. When someone arrives to pick up a child, the staff will contact the parent or guardian to confirm. The individual picking up the child will be asked to provide a photo ID for identity verification.

ALL doors will remain **locked** during the hours of operation!
6:00am - 5:30pm

Surveillance cameras are in use inside and outside of the facility 24/7

PERSONAL BELONGINGS

Each child should bring a labeled bag containing a change of clothes, diapers, wipes, and any necessary comfort item (pacifier or blanket).

Please refrain from bringing toys from home.

This will prevent any potential conflicts regarding lost or damaged items.

PARENT INVOLVEMENT OPPORTUNITIES

We encourage parents to participate in special events, celebrations, and volunteer opportunities within the center. Please refer to our Event Calendar for upcoming activities.

POTTY TRAINING

We strive to support your potty training efforts at home right through the day here at daycare. However, there are some key signs to look for before we can help you train your child at the center. The key signs of readiness for potty training include:

- The child can pull down and up their pants, underwear/pull-ups independently with little or no assistance.
- The child can communicate with you when they need to go to the bathroom.
- The child's diaper is dry after naps and for long periods during the day.
- The child can hold their bowels and bladder until they reach the potty once they realize they need to go.

If these signs are absent, your child is not ready to potty train at daycare, as we cannot have a potty in each room for them – it is against public health sanitation policies.

When your child does potty training, we ask that you provide extra clothing and remove soiled clothing daily. If we run out of clean clothes and underwear, the parent/guardian will be contacted to provide these necessary items.

SICK POLICY

If a child is too sick to attend daycare, **please** keep them home.

We do not have a “sick room” at the daycare, and the best place for a child to recuperate from an illness is at home.

The child’s symptoms may also prevent them from participating in everyday activities. If your child is experiencing any of the following symptoms, please keep them home until they are gone entirely or the child is well enough to participate in normal daily activities.

SYMPTOMS

Fever greater than or equal to 100.4 °F

Excessive drainage (clear or discolored) from mouth, nose, eyes, or ears

Red discoloration to the whites of the eye(s)

Skin rashes of any kind (see a physician to diagnose)

Severe abdominal pain, vomiting, or diarrhea

A deep, hacking cough

Difficulty breathing or untreated wheezing

Yellow discharge from the eyes

Unusual yellow coloring of the skin or eyes

Cuts or openings on the skin that are pus-filled or oozing

Lice or nits

Health Note

PARENTS/GUARDIANS NOTICE

If a child is sent to daycare with any of the listed symptoms or develops them during the day, they will be sent home immediately.

Children should never be given medication, such as Tylenol, to reduce a fever and sent to daycare.

All sick children will have their temperatures checked before entering the facility, ensuring they are not still sick. If a child is sent to daycare medicated beforehand, child-care services will be **suspended** or **terminated** (if this is a reoccurring issue).

Please note that *teething* does not cause fever, diarrhea, diaper rash, or runny nose. A fever is typically a sign of something else which could require medical attention.

Parents or guardians should arrange backup care when their child is sick.

Full payment is still required, even if the child is absent due to illness.

Safety

Medication Administration:

1. The administration of any required medication will follow strict protocols, including obtaining written consent from the parent/guardian, ensuring proper storage, and maintaining accurate records of administration.

Nutrition and Allergies:

1. The child care facility will provide nutritious meals and snacks, taking into account any dietary restrictions or food allergies that children may have. Menus will be shared with parents/guardians to ensure transparency.
2. Any known allergies of the children will be prominently displayed in the facility, and staff will be trained to recognize and respond to allergic reactions.

Emergency Preparedness:

1. The child care facility will conduct regular emergency drills to prepare for various scenarios, including fire evacuations, lockdown procedures, and natural disasters.
2. Staff members will be trained in first aid and CPR, and first aid kits will be readily accessible and regularly checked to ensure they are well-stocked and up to date.

Safety

Safe Environment:

1. The child care facility will be equipped with age-appropriate furniture, toys, and play equipment, regularly inspected for any potential hazards, and maintained in safe working condition.
2. Outdoor play areas will be securely fenced, and all play equipment will meet safety standards set by relevant authorities.

Supervision and Child Safety:

1. Staff members will maintain constant supervision of children to prevent accidents and ensure their safety during indoor and outdoor activities.
2. A strict sign-in and sign-out policy will be implemented to ensure that only authorized individuals are allowed to pick up children from the facility.

Abuse or Neglect Policy

Abuse/Neglect:

If there is any abuse or neglect suspected of any children in our care, we are required and obligated to report it to Social Development according to the Child's Victims of Abuse and Neglect Protocols.

Please be aware also that children will **NOT** be released under any circumstance to impaired individuals. If we have reason to believe that any person picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child.

The incident will also be reported to Social Development according to the Child's Victims of Abuse and Neglect Protocols.

Discipline Policy

Discipline Policy:

At Houser's Little Tree House Daycare, we believe in teaching discipline and guidance through respect and responsibility. We expect each child to be respectful and responsible in their actions.

This includes cleaning up after themselves, using good manners, and speaking politely to staff, parents, and other children.

We use a 1-2-3 time-out procedure. The child will receive two warnings for the first and second instances of unsafe or disrespectful behavior.

If the unacceptable behavior continues, the child will receive a third warning and a time-out. We explain to the child that they must take a break when they are not safe or respectful.

During time out, the child will be asked to sit on a chair within the same area but away from the group. The issue will be documented, and the parent/guardian will be notified.

Termination

Termination of care may occur for various reasons, and we strive to make the process as smooth and respectful as possible. The following guidelines govern the termination of care at our childcare facility:

Notice Period: If parents/guardians decide to terminate their child's enrollment, a minimum of two weeks advance written notice is required, or the Termination of Contract needs to be signed. This notice allows us to plan accordingly and helps facilitate a seamless transition for the child.

Childcare Facility Discretion: The childcare facility reserves the right to terminate care in exceptional circumstances, including but not limited to situations where the child's well-being, safety, or the well-being of other children or staff is at risk. In such cases, reasonable notice will be given whenever possible.

Outstanding Payments: All outstanding payments, including tuition fees, late fees, and any other charges, must be settled before the termination of care. If we cannot obtain the required outstanding payments, including tuition fees, late fees, overtime fees, and any other charges accumulated, the balances will be sent to the Small Claims Court to obtain the necessary payments, including court costs and Interest fees.

Return of Personal Belongings: Upon termination of care, parents/guardians are responsible for collecting their child's personal belongings from the childcare facility. Houser's Little Tree House Daycare will not be held liable for any item loss or damage.

Liability

While the childcare facility takes every precaution to ensure the safety and well-being of the children in our care, parents/guardians acknowledge that certain inherent risks may be associated with childcare activities. Therefore, by signing this contract, parents/guardians agree to the following:

Assumption of Risk: Parents/guardians acknowledge that the child may participate in various activities during childcare, and there are inherent risks associated with these activities. Parents/guardians assume all such risks.

Waiver of Liability: Parents/guardians waive any claims, demands, or actions against the childcare facility, its staff, or representatives for any injury, loss, or damage that may occur as a result of the child's participation in childcare activities.

Medical Emergencies: In the event of a medical emergency, parents/guardians authorize the childcare facility to seek medical attention and treatment for the child when they cannot be reached promptly.

Responsibility for Personal Belongings: The childcare facility is not liable for the loss, theft, or damage of personal belongings brought by the child to the facility.

Acknowledgment Form

I, _____, acknowledge that I have received and reviewed the Parent Handbook provided by Houser's Little Tree House Daycare. I have read and understood the policies, procedures, and expectations outlined in the handbook and agree to abide by them during my child's enrollment at the center.

I understand that the information provided in the Parent Handbook is essential for ensuring the safety, well-being, and development of my child while in the care of the center. I also recognize that any failure to comply with the policies and procedures may result in the termination of my child's enrollment.

By signing below, I affirm my commitment to working collaboratively with the staff at Houser's Little Tree House Daycare to provide the best possible care and educational experience for my child.

Parent/Guardian's Name: _____

Child's Name: _____

Date: _____

Please sign and date the acknowledgment form and return it to the center's administration to confirm your understanding and agreement with the policies and procedures outlined in the Parent Handbook.

Thank you for your cooperation and support in creating a safe, nurturing, and engaging environment for all children at our center.

Contact Information

Contact Information:

Phone number: 765 . 308 . 3341

Call or Text!

Email: HouserDaycare@icloud.com

We will do our best to answer any questions or concerns you may have as soon as possible.

If there is an emergency please hang up and dial 9-1-1

We hope this Parent Handbook provides you with all the necessary information about our center. We look forward to a meaningful and collaborative partnership in nurturing and supporting your child's growth and development. Please sign the acknowledgment form at the end of this handbook to indicate that you have read, understood, and agreed to the policies and procedures outlined herein.

Sincerely,
Houser's Little Tree House Daycare Team



Houser's Little Tree House Daycare

