

Parents Handbook



Mission Statement At *A Place to Grow* children are gently encouraged to discover their individual strengths and unique talents. I believe that each child holds a wonderful capacity to learn. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun!

Hours of Operation

A Place to Grow is open from **7:00am to 5:30pm** Monday through Friday.

I accept children from 6 weeks to 12 years of age.

*If dropped off before 7:00am there will be a fee of \$1 per minute. If you are going to be late picking up, please call. Anything after 5:45pm it will be a \$1 per minute. **I will need to be paid in cash that day.**

Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. *I encourage parents to drop off their child/children no later than 830am*

700am-820am Open/Greet/Free play/Art/Book reading

820am-830am Bathroom break/Diaper change/Hand washing

830am-900am Breakfast

900am-1000am Outside play/Gross motor activity

1000am-1020am Lessons/Centers/Small group

1020am-1030am Bathroom break/Diaper change/Handwashing
1030am-1100am Morning circle/Calendar/Music/Large group
1100am-1120am Puzzles/Color/Books
1120am-1130am Bathroom break/Diaper change/Handwashing
1130am-1200pm Lunch
1200pm-230pm Nap time/Rest time
230pm-240pm Bathroom break/Diaper change/Handwashing
230pm-300pm Afternoon Snack
300pm-330pm Lessons/Centers/Small group
330pm-400pm Afternoon circle/Calendar/Large group
400pm-415pm Bathroom break/Diaper change/Handwashing
415pm-515pm Outside play/Gross motor activity
515pm-530pm Free play/Closing

Daycare Holidays/Closures:

I realize your need for reliable daycare and will attempt to give as much notice as possible whenever I must close for any reason. In order to spend quality time with my own family, I will be closed for the holidays. ***Christmas Eve I'll close at 3:30pm.**

Daycare will be closed **with pay** on the following holidays:

- **New Year's Day**
- **Labor Day**
- **Thanksgiving Day**
- **Memorial Day**
- **Christmas Day**
- **Independence Day**

Daycare will be closed **with NO pay** on these additional days:

- **New Year's Eve**
- **The day after Thanksgiving**
- **The day after Christmas**

I will also take 2 weeks (10 days) of vacation. This may be taken all at once or split up, and will most likely be taken one week in the summer (**PAID**) and one week around the Thanksgiving or Christmas holiday (**UNPAID**). I will give a minimum of 2 weeks' notice

before any closure when possible so you can have time to arrange alternative care for that period.

Also, working with exposure to many families and especially children, it is expected that I will become ill occasionally. Therefore, I reserve the right to take up to **(5)** paid sick/personal days per calendar year. I also use these days for continuing education classes in order to keep my childcare license in good standing. Of course I will give you as much of an advance notice as possible.

Inclement Weather

In the event of inclement weather, there may be a delayed start to 1-2 hours. This will give me time to get my driveway suitable for your arrival. I will announce the night before care. I will always try to be open to your convenience but you will need to make the decision for your safety.

Child's Absences and/or Vacations

If your child will not be attending daycare due to illness or another reason please let me know as soon as possible. Also no discounts will be given for your child's absences due to illness.

Vacation* If you're going to be away for a week (5days Mon-Fri) I will offer half off your weekly payment. If your vacation falls in the middle of the week (Wed-Fri) I will need a full week payment.

*My Children Illness

Running my own home daycare, my children will fall sick sometimes. If my child is severely sick I will close for that day. I will let you know the night before if that's the case. I will not take payment for days my children are sick and I close.

Sign In/Sign Out

Parents/guardians are required to sign their child in each morning and out each afternoon. This serves as a record of attendance in the case of emergency. Every time someone brings in a child or picks up, he or she must sign in/out. Please advise anyone who is dropping off or picking your child up of this policy

Authorized Release

The child will ONLY be released to the parent/guardian with legal custody or persons over the 18 who are designated by the parent on the Emergency Contact Form. I will refuse to release the child to anyone not on the list. I will require photo identification from anyone that it is not recognized. I will not release the child to anyone including the parent/guardian if I suspect the person is under the influence of drugs or alcohol, or any other substance that they feel may pose a threat to the child.

Reporting Child Abuse

As a licensed childcare provider, I am required by law to report any instances of the child abuse or neglect to the appropriate authorities. I must also report any instances in which there is a “reasonable suspicion” that abuse or neglect may have occurred. I take these responsibilities seriously and will report any actual or reasonable suspicions of abuse.

Open Door Policy

Please feel free to come and go at any time throughout the day to visit your child. However, please keep in mind that in doing so it can be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions.

Smoking

This is a non-smoking day care. Smoking is strictly prohibited on the premises. Please inform spouses or those on your pick-up list about the policy.

Privacy and Discrimination

I will abide by the state privacy law. All records and information about your child and family will be kept confidential, unless I have your written permission to reveal specific information. I also ask that you respect my privacy and that of my family by not sharing any information you learn about my family without my written permission. For example, the contents or layout of my home, vacation schedule, routines, etc.

*I do not discriminate based on race, color, gender, disability, national origin, sexual orientation, or public assistance status.

Arrival and Departure

Please send your child clean, dressed appropriately. If arriving after meal time be sure your child is fed and ready for the day. Please do not send food (half eaten breakfasts, breakfast bars, candy, etc.) Please make your goodbye brief (no more than a couple minutes) the longer you prolong departure the harder it gets for both parents and especially for your child. Never leave without telling your child goodbye.

Please be in control of your child during drop-off and pick-up times. Do not allow your child to run out to your vehicle while you are still inside or in the play yard. The safety rule is “No one goes outside without me or a parent with them.”

Drop off and pick up times are usually hectic times of the day, so this is not the time to discuss problems. If there are any problems you feel need to be addressed, please feel free to set up a time that is convenient for the both of us to discuss these matters.

Supplies Needed at Daycare

Parents are responsible for supplying the following items:

- Diapers/pull-ups
- Diaper cream
- Weather appropriate clothes and a change of clothes
- Slippers/Slipper socks. Non Skid sole

- Jacket and shoes that lace-up or Velcro and/or stay on feet (no flip-flops please)
- Pacifier (if needed)
- Bottles for infants
- Sunscreen and bug spray *preferably Bullfrog

Children sleeping on a nap mat : a crib sheet and a blanket are needed. If necessary a comfort object for rest-time. ***All bedding will be sent home at the end of the week for parents to wash and return for the following week.**

No Shoe Policy

I want each child to remove their outside shoes when they come in. They will need a pair of slippers or non-skid slipper socks for inside.

Outdoor Play

Outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 32 degrees or rises above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days, outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities.

Sunscreen/Bug spray

During the summer months, your child will have the opportunity to play outside several times a day. As the summer days are usually very hot and sunny, you will need to supply sunscreen and bug spray that can be applied to your child before he/she goes outside. Please label the bottle with your child's name. A permission form and reminder will be sent to you early spring.

Transportation

I will not transport children in a vehicle but will take walks around my yard or to the bus stop at the end of my driveway

Nap/Rest time

All children will be offered nap and rest periods. Every infant sleeps in a pack n-play, used exclusively for them. Older children sleep on a mat, with a crib sheet and comfort items from home. They will be disinfected weekly. No child is required to sleep but must take part in resting quietly. This time is between 100pm-300pm.

Infants sleep several times a day, as indicated by their behavior.

Screen Time

Younger than 2 years old may not be permitted to view any passive technology and 2 years old and older may not view more than 30 minutes a week. Any showings will be

age-appropriate educational passive technology. No screen time during meal or snack time

Diaper Policy

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. Diapers are checked frequently and changed every two hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change and hand washing of childcare provider and child is performed after each diaper change
Diaper Cream * if you wish for me to apply I need a form filled out

Toilet Training

I am more than happy to encourage toilet training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home over a weekend. Parents will be required to supply underwear and multiple changes of clothes. Communication between parents and I is important for a successful transition from diapers to toilet.

Meals/Snacks

Each day I will provide a nutritious breakfast which will be served at 8:30am. Lunch will be served at 12:00pm Our afternoon snack is at 3:00pm.
You are responsible for feeding your child if he or she will arrive after the set meal time. Milk or water is served with all the meals and snacks.

The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in my care as nutrition is a vital part of a child's health.

*Written feeding instructions are required from parents of infants, including type of formula and amount of formula and food and feeding times.

Birthday Celebration

You are welcome to have a fun celebration in honor of your child's birthday. We will work with you to make the day special for everyone. Please check with me at least one 1 week in advance. The celebration will be held at afternoon snack. You are welcome to bring in the following: One mini cupcake per child or a birthday cake for the entire class, but please limit the size. Other options are welcome also, such as fruit or cut up vegetables along with juice for the entire class.

Invitations to a child's party outside of day care are welcomed.

Cleanliness

I take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the

spread of germs. Our home is kept clean and disinfected at all times. I thoroughly clean surfaces that children come in close contact with using soap and water or disinfected solutions. Toys are cleaned and disinfected often. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day.

Comfortable Clothing

Please send your child in comfortable play clothes and shoes. Play is usually active and often messy. Outdoor play is scheduled every day as an essential part of our planned curriculum. I expect all children to be dressed appropriately. All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to have an extra set of clothing. Please bring a complete change of clothing and be sure to clearly label all items of clothing.

Behavior Management & Discipline

***See discipline policy packet that will be given to you.**

Accidents, Injury & Illness

Parents will be notified when I notice changes in the child's health, when a child experiences accidents, injuries or when a child becomes ill. Each of the following notifications will occur

- Accident, injury, or incident – parents will receive a written report that includes the time, date, nature of the incident/accident, and first aid or action taken. I will discuss it with you at pick up and parents and myself will sign the report.
- Accident, injury, or incident (**serious**) – parents will receive a phone call as well as the written report discussing the accident, injury, or incident.
- Parents will automatically receive a phone call if the injury occurs above the shoulders in addition to the written report.
- Illness – parents will receive a phone call if a child becomes ill. The parent will be required to pick up the child within one hour of the notification.

Enrollment/Conclusion

A \$25 enrollment fee and the completed state required forms are necessary to reserve your child's space. Completed forms and the enrollment fee are needed 1 week prior to admission so I can prepare for your child and for securing your space.

At the conclusion of our relationship, the family must provide a 4 week written notice. If a child leaves our care for any reason without a parents' 4 week written notice no fees are refundable, regardless of the circumstances.

Payment Option

All service is prepaid and is due Monday morning of the week of care. Payments will be made weekly or if you would like you can pay for multiple weeks. If your child will be absent Monday a payment is still required.

There are 2 payment options. You can make your payment by check or cash

\$25 charge is for a returned check.

Inappropriate Parent Behavior

Parents must be aware that adults serve as role models for children. I am responsible for protecting the children in my care, and for providing a safe place for them. Therefore, it is critical that while on my property, parents conduct themselves as professional and rational behavior at all times. I reserve the right to immediately terminate the childcare agreement if the parent behaves inappropriately.

The following actions are grounds for immediate release (please note that this is not an thorough list of inappropriate behaviors)

- Acts of violence, including assault and battery;
- Harassment or threats against myself or other parents or children;
- Possession of illegal substances
- Verbal or physical abuse of any child

Termination Policy

I reserve the right to terminate this agreement immediately, without notice to the parent if

- child care fees and/or other fees are not paid when due
- the child continued participation in the program creates a direct threat of harm to the child other children, or myself
- parent engages in inappropriate parent conduct as defined above

Health & Sick Child Policies

Because children get sick without warning, parents are advised to have a backup childcare plan in place. For the health of all children I have the right to refuse to take a sick child into my home.

Please DO NOT bring your child to care if he/she has the following symptoms

- Fever over 100.0 -101 rectal or temporally (forehead scan)
- Nausea, vomiting and diarrhea
- Eye infections (conjunctivitis, pink eye)
- Rash with a fever
- Sore throat
- Head lice
- Severe cold and/or cough
- Rapid or labored breathing
- Sores in mouth

Parents MUST notify me immediately if their child becomes contagious so that the other parents can be notified. A child presenting any of the symptoms noted above while in care the parents or emergency contact person will be notified to pick the child up immediately. Your child will be kept as comfortable as possible until you arrive. A child with a fever MUST be fever free for 24 hours before he/she will be accepted back into care. Children with mild illnesses will be welcome back as long as they are able to participate in the daily activities.

Medication Policy

All medications that need to be administered to the child by the provider must be in their original container with **the physician's directions on the label, an authorization to medicate form must be filled out.** I will administer if I have written permission from the parent and doctor. All medications are kept out of the reach of the children and locked up. This includes diaper rash medicine and sunscreen.

Photography/Video

Children are often photographed or videoed during the day of regular activities, special events. On occasion, photographs or video may be used in company promotional materials, including, but not limited to, website, ads, brochures, social media, etc. A permission form will be given for your consent.

Pet

We do have a dog but she'll not be in contact with children during the day

Contract Loyalty

This is our home as well as my business, so please be respectful of our family and home by following the policies and procedures outlined in the parent handbook. I realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. I reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application and Parent Handbook at any time. If and when I do make a change to the contract you will be given a copy.

A Final Note

Please remember that although I chose this profession because of my love of children, it is also my job. My family depends on my income as I am sure yours does also. Prompt payment, dedication to drop off and pick up times, consideration of your sick child, and consideration of my personal time is very much appreciated. I take my job very seriously and am committed to the very best care of your child. I consider it a privilege to have been entrusted with the care of your child and I will always treat him or her with love and respect. It is important that you feel comfortable with my policies and procedures. If you do not understand something, have a concern or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to me before enrolling your child in my daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If

there are any problems or concerns in the future I encourage you to talk to me about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. I look forward to a future of keeping your child smiling and safe.

Parents Signature

Date

Parents Signature

Date
