

AUNTIE
LLANA'S
DAY CARE



PARENT HANDBOOK
2020 -2021

91-1158 HOOWALEA STREET
EWA BEACH, HI 96706
(808)465-5301 | WWW.AUNTIELLANAS.COM

Parent Handbook

~ WELCOME ~

Meet the Owner

Kallana Johnson is a stay-at-home mom with a 1 and 4 year old daughters. She is originally from Omaha, Nebraska and holds a Masters in Finance and Human Resources Management. As a child, Kallana was raised in a 24-hour daycare facility owned by her parents called Horton Hears a Hoot Child Care. She later served as the Assistant Director for that facility for 6 years. The center provided care for children from ages 0 to 10 years of age. Kallana loves working with children and providing them with the tools they will need to be successful in life.

When Kallana found out that she was pregnant she began the child care search. At the time, she was working as an accounting assistant and realtor. Her husband was stationed off island and child care was going to be essential. However, even after her daughter's birth, there were no military facilities available and limited availability in the established facilities near her home that would fit her work schedule.

After prayer and discussion with her husband, it was decided that she would stay at home with Jewel. Spending time with Jewel and watching her learn brings Kallana so much joy! She also has close friends that were having similar child care issues and Kallana decided that she could help fill that need. So far, it has been a very rewarding career choice and Kallana looks forward to being able to provide child care assistance for families in the future.

Open Door Policy:

Parents and governing officials are invited and welcome to visit our facility at any time. You are asked to avoid visiting during Rest Time as much as possible. Parents are also free to call, text, or email at any time. If I do not answer, please leave a message, and I will call you back as soon as we are finished with the current activity.

Smoking Policy:

Our facility is a non-smoking facility.

~ OPERATIONS ~

Ages of Children Accepted

We accept children from age 6 weeks old to 6 years old. We are currently able to provide care for up to two children up to age one year per staff member. The total number of children allowed under the laws of the State of Hawaii for a family child care home is six children.

Hours of Operation

Auntie Llana's is open from 6:00 AM until 5:30 PM Monday through Friday. Extended hours will be available only with prior permission by Kallana Johnson. Hours of care will be contracted from child to child. No childcare will be provided on Sundays or on the following holidays for the 2020 Year:

New Year's Day*

Memorial Day*

Independence Day (July 4th)*

Labor Day*

Veteran's Day

Day Before Thanksgiving – Close at 4pm

Thanksgiving Day*

Day after Thanksgiving

Day Before Christmas – Close at 4pm

Christmas Day*

Day after Christmas

The paid holidays are denoted by an asterisk. In addition, please have a backup child care provider for these occasions. I am not responsible for finding alternate care for your child.

Personal/Sick Days

Each year I will be allotted seven paid personal/sick days per year. These days will be used for an emergency or illness only. Parents will be notified at minimum 24 hours in advance that the facility will be closed.

Child Care Vacations

Each year I will close for family vacation. These trips will be planned as far in advance as possible. Parents will receive a minimum of 30 days' notice of the dates that I will be closed and these days will be unpaid.

Enrollment Requirements

Before enrolling your child in Auntie Llana's Day Care there are several things you must do:

1. Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.
2. All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.

- a. Enter your child's personal information, emergency contact information, and your contact information.
- b. A copy of your child's immunization records must be provided to me pursuant to State of Hawaii requirements.
- c. Signed Handbook Receipt form acknowledging receipt of these policies.
- d. Signed Emergency Evacuation Parent Letter.
- e. Signed Transportation Consent Form.
- f. Signed Photo/Video Release Form.
- g. Signed Fees Agreement Form.
- h. Signed Safe Sleep Policy and Log.

Definitions:

Full Time: Childcare contracted on a set scheduled time slot 5 - 10 hours per day or 4 - 5 days per week.

Part Time: Childcare contracted on a set scheduled time slot less than 4 hours per day or 3 days per week or less. Part Time Child care occupies a Full-Time position.

Drop In: Any childcare that is not through a signed contract for weekly or monthly care, is considered drop in care. There is a \$10.00 per hour charge and it is subject to daily availability.

No Show: If your child will not be attending, a minimum of one-hour notice prior to the scheduled start time is required to receive a credit for the unused prepaid day. If notice is not received based upon this guideline, no credit will be given.

Drop Off/Pick Up:

1. Please do not leave your car running and unattended in the driveway.
2. Your child must exit my home with you.
3. Please do not allow your child to play near the vehicles at any time.
4. I assume responsibility for your child only while he/she is on my property.
5. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list, without written permission from the parent. Telephone permission will not do! Anyone unfamiliar to me will be required to show a Photo Identification. Please make the alternate pick up person aware of the requirements.
6. It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your child goodbye.

7. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart.
8. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.

Custody Rights:

If there is a court order keeping one parent or guardian away from the child, I must have a copy of that in my file. Otherwise, I cannot prevent the non-custodial parent from picking up the child. If custody dispute issues arise, I will contact the Honolulu Police Department for assistance to maintain the safety of all involved.

Transition to a New Facility or School Setting:

Provision shall be made to assist the child in making the transition from the child care setting to a new child care, kindergarten, or school setting. Provision shall be made for cooperation between the caregiver and parents, guardians, or kindergartens when information is requested which may assist a child to adjust to a new environment as allowed.

Daily Activities:

I plan activities per the age and developmental level of each child in care, and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures, and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself. Some of examples of possible activities include:

- Language development: Books, music, story time, fingerplays, flannel board stories
- Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
- Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music / instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress self for outdoors
- Literacy skills: Books, story board, alphabet and writing games

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual

needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

School-age children will have a quiet place to study or relax, access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation. Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather

Outdoor play space is currently in the process of being designed and implemented. It is our expectation that our personal play area will be completed by the end of August 2017. In the meantime, children may be taken on field trips to Holomua Park. Field trip permission slip forms will be obtained prior to any of these trips being taken.

I do not include religious instruction or practices in my daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum. We celebrate the following occasions: Christmas, Easter, and Halloween. Please understand that these practices are to avoid conflict with personal beliefs of both the provider and the parents.

An example of daily activities:

6:00AM – 7:45 AM: Free Play or cartoons.

7:45 AM: Clean up. Toilet time. Handwashing.

8:00 AM: Breakfast

9:15 AM: Learning Time

11:30 AM: Clean up. Toilet time. Handwashing

12:00 PM: Lunch

1:00 PM: Rest Time.

2:30 PM: Clean up. Toilet time. Handwashing

3:00 PM: Outside or Free Play.

3:30 PM: Afternoon Snack. Toilet Time.

4:00 PM: Study Time for older children. Story Time, puzzles, coloring, games.

5:00 PM: Free or Outside Play.

Curriculum

Infants: Age 6 weeks to 12 months

Social Interaction

We encourage our infants to learn to play both alone and with the providers. We focus on basic social skills such as: eye contact, responding to their name, imitation of sounds.

Mobility

We encourage infant mobility based upon their age. This includes rolling over, sitting up, head/neck support, scooting, crawling, standing, and walking. All infants participate in tummy time daily. We also try to safely include the infants when group activities are being done with the other students as we find other children are great motivators.

Toddlers: Age 12 months to 3 years

Math - Numbers and Geometry

- * Learning to count up to ten.
- * Visual Recognition of numbers.
- * Beginning tracing of numbers.
- * Learning to recognize basic shapes.
- * Beginning tracing of basic shapes.

Language

- * We encourage toddlers to use basic words and sentences.
- * We learn the alphabet and begin phonetic sounds by focusing on a letter a day.
- * We learn to visually recognize both upper and lowercase letters.
- * We begin basic tracing of letters.

"Protecting Me"

- * Learning their full name and birthdate.
- * Learning their parents' name.
- * Learning their phone number.
- * Learning their address.
- * Learning the basic parts of the body.
- * Stranger Danger
- * Emergency Personnel
- * Safety Basics

Art

- * Learning the primary colors.
- * Encourage imagination through drawing and coloring opportunities.
- * Age appropriate crafts

Preschool: Ages 3 to 5 years

Math - Numbers and Geometry

- * Learning to count up to 25 at minimum.
- * Ability to write numbers without assistance.

- * Ability to draw shapes without assistance.
- * Ability to recognize various shapes within pictures. For example, a triangle and square making up a house.
- * Basic addition and subtraction.

Language

- * Encouraging complex sentences.
- * Encouraging basic reading of preschool books.

Art

- * Be able to recognize the alphabet and the respective phonetic sounds in words.
- * Beginning spelling of basic words.
- * Able to write both uppercase and lowercase letters without assistance.
- * Encourage imagination through drawing and coloring opportunities.
- * Age appropriate crafts.

Guidance:

Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be to helping children develop self-control, self-esteem and respect for the rights of others.

I understand that there will be times when a child will become distraught, fussy or won't quit crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary.

I do use "time-outs" to deal with unacceptable behavior. A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time outs will never exceed five minutes and will not be used with children under three years of age. When used, the time out will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the time out and will be helped to rejoin the group.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care.

In accordance with Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Meals:

I provide breakfast, lunch, mid-afternoon snack, and dinner (if requested). Please do not send any food or drink with your child without prior approval through the provider. If your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Meals and snacks are served family style. Children are encouraged to use this time to share their experiences

with each other. Manners are taught, and practiced during this time as well. The State of Hawaii requires that any food allergies or diet restrictions that a child may have be in my files. If your child needs a special diet, the parent may be required to furnish these foods. Meals will be provided based upon USDA nutrition guidelines.

Dress Code:

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident; I do not supply clothing for day care children. If the child has no spare clothing, the parent will be called to bring some. If there is a special occasion that calls for special clothing, (a visit or party right after child care or a trip to the photographer) please send the special clothing with your child and I will help them clean up and get dressed prior to your picking them up at the end of the day. Water Play: I have a sprinkler for summer water play. I require a permission slip signed before the child can play in the water if I use a small wading pool. A swimsuit and towel may be requested for these days.

Confidentiality:

Information pertaining to an individual child or parents or guardians of the child shall not be disclosed to persons other than the facility personnel unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises.

Child Abuse/Neglect:

In accordance with the State of Hawaii, I am required to report any suspected child abuse or neglect of any child. When it appears to me that a child in my care is being physically, sexually or emotionally abused, neglected or exploited, I am required to notify the proper authorities.

Americans with Disabilities Act:

It is this home's policy to not discriminate against persons with disabilities based on disability and to provide children and parents with children with disabilities an equal opportunity to participate in the center's/home's programs and services in compliance with state law and the Federal Americans with Disability Act.

Toys:

Please do **NOT** send any toys from home with your child as it often creates conflict with other children. If your child needs a special toy or item for sleeping, a small one will be allowed, but it will remain put away until Rest Time. I am **NOT** responsible for lost, stolen, or broken toys from home. Should the child deliberately destroy my toys or other property through misuse or willfulness, the parent will be required to replace it.

Program Material and Equipment:

Materials and equipment are safe and kept clean and in good repair, are not recalled, are stored in an orderly way, and arranged to allow children to select, remove, and replace the materials and equipment either independently or with assistance, as appropriate to their age development.

Rest Period:

All children under the age of 5 are **REQUIRED** to have a rest period by the State of Hawaii. No child is forced to sleep; however, they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pickups or visits during this time to lessen disturbance to the resting children.

Sleep Environment:

Safe Sleep Policy- The American Academy of Pediatrics has established safe sleep environment strategies that reduce the risk of sleep-related infant deaths that occur during sleep. If your child is under the age of one year of age, I will:

1. Place any baby on their back (i.e. supine position) for any period of sleep, including naps, or in accordance with the written instructions on file from a healthcare practitioner for alternate sleep positioning;
2. Physically monitor and periodically check on sleeping children;
3. Move any child to a crib or playpen who falls asleep in a location or equipment other than a crib or playpen;
4. Use cribs or playpens that have not been recalled by the Consumer Product Safety Commission, provided that a recalled item may be used only if repaired in accordance with manufactures standards and the child care facility maintains a record of the repair;
5. Remove soft bedding, bumper pads, and other objects from the crib or playpen;
6. Keep sleeping environments ventilated and at a safe temperature;
7. Bed-sharing is not allowed for any child less than one year of age.
8. Develop and maintain a written operation policy regarding safe sleep practices used by the homeand;
9. Review the child care home’s written operation safe sleep policy with all caregivers, household members, employees and volunteers of the child care home, start of care, or start of residence and on an annual basis.
10. All employees, household members, and volunteers of this child care home will complete training in safe sleep practices that is approved by the Dept. of Human Services, upon hire and on an annual basis. I will also keep a record that I reviewed my policies and trainings completed by all employees, household members, and volunteers of this child care home.

For children one year and older, I will provide a nap mat for each child who rests in my home and a clean sheet or cover to go over it. All sheets will be laundered daily by our facility.

Guidelines for Infant Care:

I am aware that newborns 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: breakfast, morning nap, lunch, afternoon nap, and snack.

It is not practical in a group setting to expect an infant to be held continuously. It is also not beneficial to the baby. Infants are included in-group activities whenever possible: sitting in my lap for story time, playing on the floor during free play, rocking during quiet time. AT NO TIME, WILL I ALLOW, EVEN AT PARENTAL REQUEST, AN INFANT, ESPECIALLY A NEWBORN, TO *CRY IT OUT*. ALL BABIES WILL BE HELD OR ATTENDED TO WHEN THEY INDICATE THE NEED.

Infants will be fed formula or breast milk only (supplied by parents) for the first 4 months, unless directed otherwise by a doctor. All babies will be held during bottle feedings until they can hold the bottle on their own. Between four and six months, I will start feeding the babies solid foods when approved by the parents.

A sippy cup can be introduced around 6 months if desired. All formula, bottles, and food will be labeled with the child's name and date. Formula will be discarded in 24 hours if not used. Jar food will be kept for 24 hours before discarding the unused portion.

Diapers will be changed every 2-3 hours or more often if necessary. If the use of medically required creams, powders, or ointments is requested, you will need to supply those. The children will be diapered on an individually provided pad that will be sanitized after each use. My hands will be washed and sanitized after each diapering. Infants will be allowed to nap in a crib, playpen, or portable crib. The bedding will be washed when needed and twice weekly.

Infants who cannot move around will be kept on a clean blanket when awake. Other children will not be allowed to walk on the blanket or play with the toys to reduce germ transfer.

They will NOT be confined to a crib/playpen while awake. The baby will be moved about throughout the day to different areas, or be rocked, held, or carried about to prevent boredom. Older children are NOT allowed to pick up or roughhouse with the baby including siblings. The use of hugging, snuggling, rocking, singing, and smiling will be abundant.

Infants who can crawl or "scoot" will be allowed to do so freely in the living room or main play area. Playpens will not be used to discourage this time of exploration and movement. If an activity (such as painting or movement) is planned that is not appropriate for an infant, they will be placed in the exersaucer, jumper, swing, or high chair to play. This is for the baby's safety.

We try to play outdoors every day, weather permitting. Infants will be placed in an appropriate area (swing, exersaucer, etc.) outdoors, in the shade whenever possible. Please dress your child for the predicted weather, including socks/shoes and outer covering (jacket, sweater, hat, and mittens).

Older children enjoy field trips, but trips away from home can be difficult for babies. Therefore, we try to schedule trips when your

infant is not here. If you will be staying at home unexpectedly, please let me know as soon as possible so we can make plans.

Illness is inevitable at some point. Although it can be stressful for parents when their infant has a cold, I will do everything possible (see below) to reduce germ transfer. Please realize that not all germs can be removed from an area.

Germ control is a priority when infants are in care. All toys are sanitized after they are mouthed, and at least daily. Noses are wiped as soon as needed, and the provider's hands are washed and sanitized afterwards. Children's hands are frequently cleaned with wipes during cold season. Disinfectant spray is routinely applied to surfaces (after hours, not during the normal child care day).

All infants will be placed on their backs to sleep to decrease the risk of SIDS until the baby can turn over on his/her own.

Breastfeeding is strongly encouraged. If you are nursing your baby, please discuss this with me and arrangements can be made concerning nursing in my home.

Toilet Learning:

I will assist you in toilet training your child with the understanding that it will be successful only if we work together. I will supply the pull-ups. Send your child **ONLY** in easy on/easy off clothing until they can completely undress and dress themselves. I require at least two complete changes of clothing during Toilet Learning. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

Transportation:

At times, we may plan a field trip or it may be necessary for me to transport your child by car. A permission form is provided upon enrollment regarding emergency transportation. Field trip permission slips will be sent on when necessary. All traffic and safety laws will be followed to include use of the appropriate safety restraints. I do have an infant seat, convertible seat, and booster seat for use. No child will ever be left unattended in a vehicle.

Holidays/Birthdays:

We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please arrange this with the provider.

~ FEES AND RATES ~

Payment Procedures.

Rates:

1. All rates are billed per child.
2. All monthly rates are computed as 23 days at the daily rate. Any additional days will be billed at the applicable daily rate.
3. All weekly rates are computed based upon care for 5 days a week. Any additional days will be billed at the applicable daily rate.
4. Parents with multiple children receiving daytime care under a contract, will receive a 50% discount on each additional child's rate. This discount will not be applicable to Drop-in Rates or Kindergarten Half Day rates.

Infant (Age: 6 Weeks to 14 Months)			
	Regular Rate	\$1000.00 per month	\$500.00 semimonthly
Toddler (Age: 14 Months to 4 Years)			
	Regular Rate	\$850.00 per month	\$425.00 semimonthly
Kindergarten Half Day (Age: 5 Years+)			
	Regular Rate	\$500.00 per month	\$250.00 semimonthly
Drop-in Care (All Ages) is billed at \$15.00 per hour			

Other Fees:

Late Payment Fee: \$10.00 per day that payment is not received

Insufficient Funds Fee: \$25.00 per transaction

Payments and Credits

1. All payments are due upon receipt and will be billed via the portal. After 8:00 PM the following day, the late fee will be assessed. (\$10.00 per day). If payment is not made within three days, your child will not be accepted into care until payment, including all late fees, is made. If a period of one week passes without payment received, the contract will be terminated, the position filled, and the collection process begun. You will be responsible for any costs related to collection of the child care fees.
2. Parents with contracted care will be given the option to pay Monthly (1st of the month), Weekly (Monday of each week),

Semimonthly (1st and the 15th of the month). Your chosen payment schedule will be locked into the system and can only be changed by speaking directly with me. All drop-in care will be required to be paid at pickup of the child. Please adhere to your respective pay schedule.

3. You may pay via cash, check, visa, master card, bank draft, or Zelle. There will be a \$25.00 insufficient funds fee for all returned payments to include credit card, checks, and bank drafts. In addition, parents will be liable for any bank fees accrued because of the returned payment. After the second insufficient funds payment, only cash will be accepted.
4. All childcare services will be contracted. The fee agreement is a legal document obligating me to provide a service for you and obligating you to pay me for that service. **A deposit equal to one week of care based upon your contractual rate will be required to confirm your spot. This deposit will hold your spot for up to two weeks.** I urge you to thoroughly read all policy materials and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it and all its terms.

Sick/Vacation Days:

If your child is ill and needs to miss a day, please call, email, or text at minimum 1 hour before arrival time.

Termination of Care:

After a TWO-WEEK TRIAL PERIOD, either party can only terminate care with 2 weeks' notice. I reserve the right to immediately end care for non-payment, failure to respect me, my home, my neighborhood, behavior of the child which is harmful to the physical or emotional well-being of the other children, or failure to abide by my policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether your child attends. Please be advised that you will be charged your scheduled rate until you notify me that your child will not be returning.

~ DISASTER PLAN ~

Emergencies:

Fire:

There is a security system located in my home. If there is a fire, the children will be evacuated immediately and the monitoring station will send authorities. We will practice fire drills monthly so the children will be prepared in the event of a fire. Children will leave in

an orderly fashion, under my supervision, and rapidly (not running) walk single file to the mailbox. In the event my home is damaged by fire and not habitable, I will care for your children at the Laulani Shopping Center. I will call you for you to pick up your child as soon as possible.

Tsunami Warning:

My home is not located in a tsunami evacuation zone. I will not need to evacuate if a tsunami warning is issued. However, in the event of a **TSUNAMI WARNING** where evacuation is necessary, the following procedures will be taken:

- a. If a warning is issued while we are at home, we will evacuate to a higher level such as Holomua Elementary School. I will remain with the children, feed and take care of them until you can safely pick them up. You don't need to leave work or rush to my home. If you are in or can get to a safe area close to your workplace, it is recommended you remain in the safe area until the "All Clear" signal is announced. This will help to avoid contributing to unnecessary traffic on the roads and streets.
- b. If a **TSUNAMI WARNING** is issued before our day normally begins, my child care program will be cancelled. My home will be closed. See the "Rule of Thumb" comment shared later in this document for determining whether I will be open or closed.

Hurricane/Tropical Storm:

Hurricane or Tropical Storm Watches are issued by the National Weather Services (Oahu: 973-4381) 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm Warnings are issued when one of these storms could affect our local area in 24 hours or less.

When a watch is issued, I will monitor the storm and make decisions to close before the issuance of a warning. The timing of the closure of my child care program will generally coincide with the end of a normal working day and should not inconvenience you if you are at work.

The Hurricane/Tropical Storm public evacuation shelter closest to my home child care is Ewa Elementary School. I will take the following precautions:

- a. I will make sure that you know where I am taking your children.
- b. I will take the following survival kit supplies with us: First Aid Kit, blanket, water, food, and flash light.
- c. I will use the following means of transportation: My vehicle.

PLEASE NOTE: I cannot rely on Police, Fire, Ambulance, or other Civil Defense support in accomplishing an evacuation for me. My Evacuation Plan is meant to be self-sufficient.

Earthquake:

Should an earthquake of significant magnitude occur at 6.1 to 6.9, my home could be damaged. We can also anticipate considerable disruption to our road networks. If your children are at my home, you may not be able to get to them even if you may be close by. In preparation for an earthquake event, I will periodically conduct drills in conjunction with the sounding of the Civil Defense sirens. If indoors, we will stay indoors and take cover under desks, tables, supported doorways, etc. If outdoors, we will stay outdoors and

move towards the open area staying low, away from electrical lines, tall trees and buildings.

Option 1:

If my home is structurally sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions. I have made necessary preparations for us to survive for up to 72 hours without outside assistance:

Option 2:

If my home is damaged or could sustain damage from aftershocks, I will gather the children and my survival kit and attempt to move to higher grounds or an open area in the neighborhood. I will sustain us the best way I can, until defense assistance can be provided by civil defense authorities.

PLEASE NOTE: Oahu Civil Defense also notes that Public Evacuation shelters will not be opened in the event of an earthquake, unless they also have been inspected for structural integrity. Although such inspections are of high priority, delays can be expected due to damaged road systems or other hazardous conditions. Shelter openings will be announced over the Emergency Broadcast System.

Flooding:

My home is not located in an identified flooding zone. However, if water begins to rise around my home, or in the event I am advised to evacuate, I will immediately move the children to the second floor of my home or to an evacuation shelter at Ewa Elementary School or to another shelter designated by Civil Defense.

Power outage: There are flashlights located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement, you will be called to pick up your child.

In summary, please be assured that I will take good care of your children during any emergency or disaster. Here are several helpful suggestions:

- a. A good "Rule of Thumb" regarding closures: If it is announced over the radio or television that the public schools are closed or will be closing, I will also follow the same procedure and close my child care program. However, under no circumstances, will I close my program unless all the children have been picked up by their parents or by authorized persons (people with parent's written permission to act on their behalf).
- b. Please do not call my home during emergencies. Keep the telephone lines open and available for those who have urgent needs.
- c. In the event of a local earthquake or very heavy rainfall, Kaneohe/ Wahiawa/Nuuanu Dams could fail. My home is not located in any of the dams down channel inundation zone. After the initial earthquake vibrations stop, I plan to undertake a precautionary evacuation to Ewa Elementary School.

- d. It is essential that you establish individual and family plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include: where shelters are located and how you and your family members will travel to them if evacuation advisories are issued; what you plan to do if the family is separated; what type of survival supplies your family will need, etc. Such information can be obtained from your local Civil Defense Agency at Oahu: 723-8960

~ Health Matters ~

Illness:

Under no circumstance is a sick child to attend the 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. If you are unable to remain home with your child, it is your responsibility to make substitute child care arrangements. Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices in the daycare home are means by which 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 illness 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 100F measured orally or 101F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice. I reserve the right to determine whether a child should remain in the home where 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. This means if a child is sick throughout the night, the child CANNOT attend the daycare. Also, if a child is too sick to go to school, the child is also too sick for Daycare.

Medications:

No child will be given any medication, prescription or over the counter, unless written permission is given by the parent. Prescription medication shall have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, 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.

Medical Emergencies: Although supervision is constantly given, I cannot be by the child's side always to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non-life-threatening way, I will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office. (I.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent, unless I have been found to be negligent. In case of a medical emergency, I will attempt to contact you immediately. If I am unable to reach you, I will start calling the people designated as your emergency contacts. If I am unable to reach you or your emergency contacts, I will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, I will take appropriate action including calling 911 and having your child transported to the Hospital.

Liability Insurance:

Our facility does not carry liability insurance. You or your family insurance are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

Reporting:

I will report to the Department of Health and Human Services, within one working day of occurrence, the death of a child, household member, or employee, and any illness or injury received at the child care facility that results in a child's hospitalization, which includes emergency room admittance.

The Day Care House Rules

1. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
2. No intentionally breaking anything.
3. No running, jumping, wrestling, climbing, etc. in the house or on the furniture.
4. No picking up babies or toddlers.
5. No leaving the house or yard without permission (no one is allowed outside without adult supervision, even when parents are here).
6. No name calling, yelling, foul language or teasing—everyone deserves to be treated with respect.
7. All food and drink will remain in the dining room/kitchen area.

Changes to Policies:

Changes may be made to these policies as needed with 30 days' notice. The policy, contracts, consents, and forms will be reviewed and updated, yearly in January. The parent portal system will send you a notification that a policy or form has changed and needs your review. Please make sure that you update the parent portal system as necessary with any changes that you might have.

AUNTIE LLANA'S DAY CARE
91-1158 HOOWALEA STREET
EWA BEACH, HI 96706
(808) 465-0618 | www.auntiellanas.com

ACKNOWLEDGMENT OF HANDBOOK RECEIPT

I have received and reviewed the written policies of Auntie Llana's Day Care, including the safe sleep policies, and I understand and agree to the facilities written policies.

Name of Child in Care: _____

Child's DOB: _____ Date of Enrollment: _____

Name of Child in Care: _____

Child's DOB: _____ Date of Enrollment: _____

Name of Child in Care: _____

Child's DOB: _____ Date of Enrollment: _____

Name of Parent/Guardian: _____

Parent's Signature: _____ Date: _____

Provider's Name: _____

Provider's Signature: _____ Date: _____

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EMERGENCY TRANSPORTATION CONSENT

*** Please choose one option**

I give the staff of Auntie Llana's Day Care permission to transport my child(ren) listed below in the case of a medical, fire, or weather related emergency.

I give the staff of Auntie Llana's Day Care permission to transport my child(ren) listed below in the case of a fire or weather related emergency only.

Name of Child in Care: _____

Child's DOB: _____ Date of Enrollment: _____

Name of Child in Care: _____

Child's DOB: _____ Date of Enrollment: _____

Name of Child in Care: _____

Child's DOB: _____ Date of Enrollment: _____

Name of Parent/Guardian: _____

Parent's Signature: _____ Date: _____

Provider's Name: _____

Provider's Signature: _____ Date: _____

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EMERGENCY PROCEDURE LETTER TO PARENTS

Dear Parent/Guardian(s),

I believe it is important that you are aware of the major natural disasters we may need to face and the procedures I will follow should one occur. I am providing this information, not to cause you undue alarm, but to inform you that I am making necessary preparations for the safety and welfare of your children.

For your information, I have several brochures on emergency preparedness that will explain in detail what we need to know and do in the event of emergencies. You are welcome to borrow them. If you would like your own copies, please contact our local Civil Defense Agency (on Oahu: 723-8960). They will mail copies to you.

When and if a disaster or emergency should occur, it is important that our children understand the importance of purposeful behavior and cooperation. Your assistance in encouraging your children to always obey my instructions will be most beneficial should an emergency occur.

While I am present in my home, I will direct all needed emergency actions.

EMERGENCY PLANS:

1. FIRE

The signal for a drill or actual fire is a fire alarm. Drills will be held periodically. Children will leave in an orderly fashion, under my supervision, and rapidly (not running) walk single/ double file to the mail box. In the event my home is damaged by fire and not habitable, I will care for the children at the **Laulani Shopping Center**. I will call you for you to pick up your child as soon as possible.

2. TSUNAMI WARNING

My home is not located in a tsunami evacuation zone. I will not need to evacuate if a tsunami warning is issued. In the event of a TSUNAMI WARNING and evacuation is necessary, the following procedures will be taken:

- a. If a warning is issued while we are at home, we will evacuate to higher level such as **Holomua Elementary School**. I will remain with the children, feed and take care of them until you can safely pick them up. You don't need to leave work or rush to my home. If you are in or can get to a safe area close to your workplace, it is recommended you remain in the safe area until the "All Clear" signal is announced. This will help to avoid contributing to unnecessary traffic on the roads and streets.

b. If a TSUNAMI WARNING is issued before our day normally begins, my child care program will be cancelled. My home will be closed. See the "Rule of Thumb" comment at the end of this letter for determining whether I will be open or closed.

3. HURRICANE/TROPICAL STORM

Hurricane or Tropical Storm Watches are issued by the National Weather Services (Oahu: 973-4381) 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm Warnings are issued when one of these storms could affect our local area in 24 hours or less.

When a watch is issued, I will monitor the storm and make decisions to close before the issuance of a warning. The timing of the closure of my child care program will generally coincide with the end of a normal working day and should not inconvenience you if you are at work.

The Hurricane/Tropical Storm public evacuation shelter closest to my home child care is Ewa Elementary School. I will take the following precautions:

- a. I will make sure that you know where I am taking your children.
- b. I will take the following survival kit supplies with us: First Aid Kit, blanket, water, food, and flashlight
- c. I will use the following means of transportation: My vehicle.

PLEASE NOTE: I cannot rely on Police, Fire, Ambulance or other Civil Defense support in accomplishing an evacuation for me. My Evacuation Plan is meant to be self-sufficient.

4. EARTHQUAKE

Should an earthquake of significant magnitude occur at 6.1 to 6.9 home could be damaged. We can also anticipate considerable disruption to our road networks. If your children are at my home, you may not be able to get to them even if you may be close by.

In preparation for an earthquake event, I will periodically conduct drills in conjunction with the sounding of the Civil Defense sirens. If indoors, we will stay indoors and take cover under desks, tables, supported doorways, etc. If outdoors, we will stay outdoors and move towards the open area staying low, away from electrical lines, tall trees and buildings.

Option 1:

If my home is structurally sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions. I have made necessary preparations for us to survive for up to 72 hours without outside assistance:

Option 2:

If my home is damaged or could sustain damage from aftershocks, I will gather the children and my survival kit and attempt to move to higher grounds or an open area in the neighborhood. I will sustain us the best way I can, until defense assistance can be provided by civil defense authorities.

PLEASE NOTE: Oahu Civil Defense also notes that Public Evacuation shelters will not be opened in the event of an earthquake, unless they also have been inspected for structural integrity. Although such inspections are of high priority, delays can be expected due to damaged road systems or other hazardous conditions. Shelter openings will be announced over the Emergency Broadcast System.

5. FLOODING

My home is not located in an identified flooding zone. However, if water begins to rise around my home, or in the event I am advised to evacuate, I will immediately move the children to the second floor of my home or to an evacuation shelter at **Ewa Elementary School** or to another shelter designated by Civil Defense.

In summary, please be assured that I will take good care of your children during any emergency or disaster. Here are several helpful suggestions:

- a. A good "Rule of Thumb" regarding closures: If it is announced over the radio or television that the public schools are closed or will be closing, I will also follow the same procedure and close my child care program. However, under no circumstances, will I close my program unless all the children have been picked up by their parents or by authorized persons (people with parent's written permission to act on their behalf).
- b. Please do not call my home during emergencies. Keep the telephone lines open and available for those who have urgent needs.
- c. In the event of a local earthquake or very heavy rainfall, Kaneohe/ Wahiawa/ Nuuanu Dams could fail. My home is not located in any of the -dams down channel inundation zone. After the initial earthquake vibrations stop, I plan to undertake a precautionary evacuation to **Ewa Elementary School**.
- d. It is essential that you establish individual and family plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include: where shelters are located and how you and your family members will travel to them if evacuation advisories are issued; what you plan to do if the family is separated; what type of survival supplies your family will need, etc. Such information can be obtained from your local Civil Defense Agency at Oahu: 723-8960.

Sincerely,

Kallana L. Johnson
Auntie Llana's Day Care

I have read and understood the above information:

Parent Signature: _____ Date: _____

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FEE AGREEMENT

This agreement contains the financial terms for childcare for the following child(ren):

_____ ; _____ ; and _____ ; which are agreed between Auntie Llana's Day Care, and their parent(s)/legal guardian(s): _____ ; and _____. The hours and days agreed upon for care are as follows:

DAY	FROM (AM/PM)	TO (AM/PM)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Notification must be made, in writing, if any changes are needed to these hours. Two weeks' notice is required for permanent changes in schedule. Parents agree to pay childcare rates per schedule.

Parent(s)/Legal Guardian(s) have agreed to pay \$_____ per _____, on a drop-in / weekly / semimonthly / monthly basis for childcare. Drop-in care is subject to availability. Payments may be made in either cash, check, or credit card. Please be advised there is a \$25.00 charge for all insufficient funds returns. You will also be responsible for bank fees.

The Agreement terminates or may be renewed on December 31, _____. Failure to comply with the terms set forth in this Agreement may, at Provider's discretion, result in immediate termination of Child's enrollment and forfeiture of the security deposit. A two week written notice is required for any party to terminate this Agreement prior to December 31, _____. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether your child attends. Please be advised that you will be charged your scheduled rate until you notify me that your child will not be returning.

Parent/Guardian's Signature: _____ Date: _____

Childcare Provider's Signature: _____ Date: _____

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PHOTO/VIDEO CONSENT

*** Please choose one option**

I give the staff of Auntie Llana's Day Care permission to use photographs and video of my child(ren) listed below on the company website and Facebook page for advertisement purposes.

I do not give the staff of Auntie Llana's Day Care permission to use photographs and video of my child(ren) listed below on the company website and Facebook page for advertisement purposes.

Name of Child in Care: _____

Child's DOB: _____ Date of Enrollment: _____

Name of Child in Care: _____

Child's DOB: _____ Date of Enrollment: _____

Name of Child in Care: _____

Child's DOB: _____ Date of Enrollment: _____

Name of Parent/Guardian: _____

Parent's Signature: _____ Date: _____

Provider's Name: _____

Provider's Signature: _____ Date: _____

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SAFE SLEEP POLICY

Safe Sleep Policy- The American Academy of Pediatrics has established safe sleep environment strategies that reduce the risk of sleep-related infant deaths that occur during sleep. If your child is under the age of one year of age, I will:

1. Place any baby on their back (i.e. supine position) for any period of sleep, including naps, or in accordance with the written instructions on file from a healthcare practitioner for alternate sleep positioning;
2. Physically monitor and periodically check on sleeping children;
3. Move any child to a crib or playpen who falls asleep in a location or equipment other than a crib or playpen;
4. Use cribs or playpens that have not been recalled by the Consumer Product Safety Commission, provided that a recalled item may be used only if repaired in accordance with manufactures standards and the child care facility maintains a record of the repair;
5. Remove soft bedding, bumper pads, and other objects from the crib or playpen;
6. Keep sleeping environments ventilated and at a safe temperature;
7. Bed-sharing is not allowed for any child less than one year of age.
8. Develop and maintain a written operation policy regarding safe sleep practices used by the home and;
9. Review the child care home’s written operation safe sleep policy with all caregivers, household members, employees and volunteers of the child care home, start of care, or start of residence and on an annual basis.
10. All employees, household members, and volunteers of this child care home will complete training in safe sleep practices that is approved by the Dept. of Human Services, upon hire and on an annual basis. I will also keep a record that I reviewed my policies and trainings completed by all employees, household members, and volunteers of this child care home.

For children one year and older, I will provide a nap mat for each child who rests in my home and a clean sheet or cover to go over it. All sheets will be laundered daily by our facility.

I have read and understood the above information, as well as, received a copy of the current safe sleep training log and certificate:

Parent Signature: _____ Date: _____

Provider’s Name: _____

Provider’s Signature: _____ Date: _____