

Welcome  
to  
Miss Amy's  
Home Daycare

Owner Amy Marker  
769 Salem Rd  
Burlington, NJ 08016  
(609) 932-8625

# Policy & Procedures

Effective  
November 1, 2019

## **Table of Content**

### What To Expect

- a. What a parent should expect
  - b. What a childcare provider expects
1. Welcome
  2. Admissions
  3. Environment
  4. Hours, Tuition, Fees
  5. Drops Off/ Pick ups
  6. Late Pick Ups/ Fees
  7. Transitions
  8. Pick Ups by someone other than parent
  9. Immunizations
  10. Administration of Medication
  11. Schedule
  12. Curriculum
  13. Daily Report
  14. Supplies
  15. Proper Dress
  16. Potty Training
  17. Food from Home/ Toys
  18. Discipline
  19. Supervision-Inside
  20. Supervision - Nap
  21. Supervision - Outside
  22. Visits and Phone Calls
  23. Smoking & Alcohol Use
  24. Field Trips
  25. Holidays, Vacations, Sick Time
  26. Substitutes, Assistant Providers
  27. If I am sick
  28. If your child is sick
  29. Medical Emergency
  30. Child Abuse
  31. Termination of Care
  32. Permission to photograph/video child
  33. Contract
  34. Inclement Weather
  35. Emergency Procedure
  36. Weapons
  37. Parent Signature Page

## **What To Expect**

### **What A Parent Should Expect**

When your child is cared for by a family childcare provider in her home, you should be able to expect certain things.

1. Open Communication.

Providers should give you frequent and full updates on your child's progress and problems. They should welcome your questions and ask you questions about how they can help your child.

2. Open Access to their home or center during business hours.

Parents should be welcome to drop in any time. Providers should also allow parents to make a reasonable number of phone calls to check on their children's well being, in case of illness or if there's a special concern such as separation anxiety.

3. Safety for your child.

Providers should take all possible precautions to keep children safe.

4. Honestly and confidence.

Providers shouldnt make commitments that they can't or don't intend to keep. They shouldn't cover up problems or accidents that occur.

5. Acceptance of parent's wishes.

Providers should abide by the parents wishes on matters such as discipline, TV watching and potty training. If providers feel that they cant abide by the parents wishes, they need to tell the parents before agreeing to care for the children.

6. Advance Notice of any changes.

Since it is often very difficult to find adequate care, providers should tell parents well in advance if they are going to stop or limit the time of caring for a child. Parents need adequate time if a provider is no longer going to care for a child. Parents should be given at least two weeks notice even if the provider will not be available for just one day, unless there is a personal emergency.

7.No Interferences in the child's family or family problems.

Providers shouldn't talk to children about their family's problems, lifestyle, or values. Likewise, the provider should be careful not to take sides in any family disputes such as custody battles.

8. No advice offered unless asked for and no judging of parenting practices.

Providers shouldn't criticize or advise parents on child rearing unless parents ask for their advice. If the provider sees something that is seriously wrong with how parents are raising their children, such as abuse or signs of neglect, they should discuss the problem with the parents and, if needed, contact legal authorities.

9. Assurance that everyone in contact with the child is trustworthy and supervised.

Providers must be responsible for everyone who enters or visits the home.

10. No Surprises.

This means that your family childcare provider won't suddenly tell you that she is taking a job next week.

### **What Your Provider Expects**

A childcare should be able to expect certain things from you.

1. Open Communication.

Explain clearly and carefully your wishes and expectations about how your child will be cared for. Also, provide updates on problems and progress that your child is making. Give the provider information about your child's routine, activities and preferences. Good communication helps parents and providers work together in the best interest of the children.

2. Agreement and Trust.

This includes being honest about how you believe the arrangement is working, whether your child is happy with the provider and whether you are. Although, you need to be vigilant in order to safeguard your child, you should still trust your childcare provider to do the best for your child.

3. Agreement on terms or arrangements.

You should fully understand the expectations of the provider and what you as a parent are agreeing to.

**4. Advance Notice of agreement and any changes.**

**Providers have to earn a living too so they deserve advance notice if you are going to change and or stop using their services or to take a vacation that will affect their pay.**

**5. Pick up on time and follow through with arrangements.**

**Providers have personal lives too, and they should be able to expect that you will pick up your child at the agreed upon time. If it takes you 15 minutes a day longer than you expect to get home or if you find it more convenient to stop at the grocery store before picking up your child which makes you 30 minutes late picking up your child three times a week then you need to make other arrangements to be here on time or late fees will occur.**

**6. Sick children.**

Agree with your childcare provider in advance about when you can and cannot bring a sick child. Then abide by that agreement. You must call out of work, so I need you to also notify me that your child won't be coming.

**7. Payment on time.**

Childcare providers have bills to pay, food to buy etc, so make arrangements that they get their payments on time.

**8. Respect.**

Realize that taking care of children is a job and the childcare worker is a worker, just as you are. A childcare provider is not "just a babysitter." She is one of the most important people in your child's life.

**9. No Surprises.**

Your childcare provider shouldn't learn on Friday that you have decided to take next week off of work or switch jobs. Parents should provide a 2 weeks advance notice.

## **1. Welcome**

*Welcome to Miss Amy's Home Daycare.* My name is Amy Marker, I am a certified licensed daycare through BCCAP and the state of New Jersey.. I am also CPR & First Aid certified, fingerprinted and background checked.I have an Associates Degree from Camden County College. I have been working with children in various fields throughout my entire life. Over the course of 15 years I worked with children both in the public school setting as well as in daycare centers. The last 5 years I have done Home Daycare and recently became state licensed, as mentioned above.

Children are tender, curious, wonderful beings who need a safe and enriching environment to grow and thrive. I will do my best to ensure safety, comfort, health, and happiness of all my children in my care at all times. I will present them with the opportunity to learn at their own pace.

I will also strive to keep the lines of communication open between myself and the families I serve. Please feel free to discuss your needs or concerns with me at all times.

Please read this handbook thoroughly, it covers very important policies and procedures that pertain to the care of your child and to your family. Thank you for choosing Miss Amy's Home Daycare. Please feel free to contact me with any questions, comments, or if you need clarification on any of the policies in this handbook.

## **2 Admission**

***Miss Amy's Home Daycare*** serves up to 5 children, 6 weeks through 13 years of age. No child will be denied admission on the basis of his/her race, religion or disability. All information provided is kept confidential and for my records only.

The safety, security and emotional well being of all the children in my care is my ultimate directive. Initial interviews with all parties must be conducted outside of care hours unless otherwise discussed or arranged. No person will be allowed access to a child other than one of their legal responsibilities until and unless I feel completely comfortable. Our environment is one of community and collaboration. The relationship between myself, the families, is very important and highly regarded. This is created through time and communication.

### **3. Environment**

I will strive to provide a safe, comfortable, fun, educational environment in my home with a semi-structured day plan. Activities will include, free play, structured play, large motor skill play, small motor skill play, story time, arts and crafts, music, nature awareness, nutrition and cooking, cultured activities, and other educational fun activities.

I will provide a nutritional snack and encourage good personal hygiene and manners.

The television will rarely be on during regular care hours and then only to watch an educational program or activity that I have pre-screened to be appropriate for the youngest viewers.

My home is very child proof and child friendly.

### **4. Hours, Tuition, Fees**

#### **Hours:**

**Monday through Friday 6:30am-6:00pm**

**Saturday Upon Request**

#### **Tuition:**

##### **Infants to 2 years of age**

**Full Time** : 5 Days \$225 per week

4 Days \$180 per week

3 Days \$135 per week

2 Days \$90 per week

**Part Time:** 5 Days \$160 per week

4 Days \$130 per week

3 Days \$100 per week

2 Days \$70 per week

##### **2 years old and up through school age**

**Full Time:** 5 Days: \$200 per week

4 Days: \$160 per week

3 Days \$120 per week

2 Days \$80 per week

**Part Time:** 5 Days \$150 per week

4 Days \$120 per week

3 Days \$90 per week

2 Days \$60 per week

Part time and Full time rates are based on the number of hours of care needed (per contract), not on attendance.

**\*\*Payments are due every Friday\*\***



**\*\*Payments are due regardless of child's absence, attendance, no shows, holidays and vacations\*\***

\*\*Payments can be made by cash or Venmo. (*I prefer Venmo*) My venmo is *@Amy-Marker-3* \*NO personal checks

\*\* sibling discount\*\*

\*\*Late charges begin at 6:06pm Friday at \$10 with additional fees for each additional day payment is late.

## **5. Drop Offs/Arriving**

*Miss Amy's Home Daycare hours are as mentioned above 6:30am -6:00pm unless other accommodations have been discussed with 24 hours advance notice.*

- My lights will remain off and my door will not open until 6:30am.
- If you arrive before 6:30am please remain in your car until 6:30am. (I will not open the door at 6:24am or 6:26am.
- Please do not knock on my door or ring my doorbell if you arrive before 6:30am, as this upsets my dog.
- Please respect my home and business as if you are pulling up to your favorite department store.

Children should arrive in a clean, dry diaper and seasonal appropriate clothing. Breakfast is served between 7:30-8:30 please pack finger food as we often eat at the bus stop.

The latest Miss Amy's Home Daycare will accept a child is 9:30am. The child is expected to be dry and fed at that time. No child will be admitted past 9:30am unless prior arrangements were made with 24 hour advance notice.

## **6. Late Pick Ups/ Fees**

- Any child not picked up by 6:00pm
- \$1 a minute late fee
- I will begin making phone calls for ETA at 6:01pm
- Late fees are to be paid upon arrival
- These fees will NOT be added to the weekly tuition

## **7. Transitions**

Children learn patterning, telling time, etc, through consistent routine. The most important routine to them is drop off and pick up times. When this routine is change they become upset. Even if it is dad picking up when mom usually does so. It is also their

understanding that if a parent arrives after drop off, then it must be time for pick up. This is the routine.

Transition times can be stressful for some children. In the morning they may want to say goodbye to you and at pick up they want to stay because they are involved with a fun activity. This is a natural occurrence and may vary with your child's age, developmental stage, and amount of sleep.

To ease the situation, I encourage parents to take a minute to help their child feel comfortable and to adjust by offering different positive statements.

If your child misbehaves during transition time, please correct the behavior. My house rules apply from the time they walk in until the time they walk out.

When leaving please DO NOT allow children to run out to your car without you. Our safety rule is "no one is allowed outside without an adult with them."

### Parking

Please DO NOT park on the grass

Please park behind my vehicle

Please use the extra paved space in front of the garage and the rock covered area to make a K turn.

## **8. Pick Up By Someone Other Than Parent**

I will not under any circumstances release your child into the custody of anyone other than his or her parent or person(s) on their emergency contact form. If you wish to have someone else pick up your child, you will need to add them to the child's consent form in advance. I will require ID from them at pick up. Anyone picking up your child must have an appropriate car seat for your child or I will refuse to release the child into their care. Please advise anyone picking up your child not to take offense at these policies. It is to ensure the protection of you, your child, and all parties involved.

If your family is experiencing a divorce or other legal situation which would effect, who is allowed to pick up your child, please let me know immediately. You will need to provide court papers indication who no longer has custody of your child. Unless these papers are provided, I will have no choice but to release your child into the custody of anyone currently on your list.

## **9. Immunizations**

Due to having infants and children here, and sometimes immune-compromised children, for the sake of children in my care I must follow the state mandated laws for immunizations.

Immunization forms must be completed by the child's doctor and returned within the first 30 days of starting care. If the forms are not completed in 30 days then the child can not attend childcare until the forms are completed and handed in.

## **10. Administration of Medication**

Due to state regulations all medications must be prescribed by a doctor and have a pharmacy label on them for a childcare provider to administer them. This includes Tylenol and cold medications. I CAN NOT administer Tylenol and cold medication without a doctors note. All medication must be clearly labeled and the medication form completed.

A written log of all medication administered will be kept.

## **11 Schedule**

Infants will follow their home schedule for feedings and naps. During awake time they will be engaged with activities to promote the social, emotional development as well as their fine and gross motor skills.

Toddlers through school age children will follow our daily routine that includes breakfast, outside time, snack, fine and gross motor play, lunch, nap/ quiet time, independent play and arts and crafts. I more detailed schedule will be given out late.

## **12. Curriculum**

Infants will be provided age appropriate activities to promote developmental skills needed to reach milestones.

Toddlers through school age children will be provided age appropriate activities that will include a weekly letter, colors, numbers, shapes, theme and other age appropriate skills.

### **13 Daily Reports**

Daily reports will be sent home every day to ensure effective communication between childcare and the parent about their child's day. How many diapers, bottles, naps, special activities etc..

### **14. Supplies**

#### **Infants - bottles**

- Diapers
- Wipes
- Formula
- 3 sets of change of clothes
- Pacifier
- Lovey
- Sheet
- Blankets
- bibs/ burp cloths
- formula/ breast milk

#### **Toddlers - sippy cup**

- diapers/pull ups
- wipes
- 3 sets of change of clothes
- pacifier
- lovey
- sheet
- blanket
- breakfast & lunch
- bibs

### **15. Proper Dress**

Clothing worn to daycare should be appropriate for the day's weather and play. Please do not send your child to daycare wearing anything new or special. I teach the children creativity, problem solving, and pride to their skills. Sometimes (often) these values get a little messy. Onesies or shirts that snap at the crotch (great for infants only), too tight shoes, belts, buttons and snaps tight jeans, belts or snaps that the children can not handle alone are not appropriate in a childcare situation. Children take pride in being able to care for themselves.

If potty training your s/he needs to be ONLY in pull up elastic waist pants to ease their success. Please send in 6 sets of clothes and underwear during training.

**Shoes with laces are a choking hazard for infants.** therefore please send your child in with velcro or elastic shoes.

Infants to 12 months can be sent dressed in a sleeper however, once they start walking these become fall/slipping hazard. Once your child starts to walk please transition from sending them dressed in sleepers for their safety.

The state mandates that we go outside for 30 minutes to an hour each day. Please make sure your child has weather appropriate outside clothing, for outdoor play.

## **16. Potty Training**

The decision on when to start to potty train your child is a personal one. When the time comes I will be happy to assist you and your child with this transition. However, your child must be showing signs that s/he is ready. This might include the following; s/he can pull his or her pants on or off themselves, they have a dry diaper for long periods of time, they can verbally express their need to use the bathroom. Children must be able to stay dry in underwear (accident free) for at least 3 days in a row at home before wearing underwear in daycare. Please keep in mind what children do at home and daycare sometime varies.

## **17. Food from home/ toys**

Absolutely no candy, gum, lollipops, etc should be brought from home. Especially since these are choking hazards for small children. Please don't put me in the position of taking them away from your child.

Infants- Parents are responsible for providing baby food, formula, baby safe snacks.

Toddlers through school age - Parents are responsible for packing a nutritious breakfast and lunch.

Toys are fine as long as they are not a choking hazard or could become a choking hazard. Miss Amy's Daycare is NOT responsible for toys brought from home such as if they get lost by mistake. Please keep track of what your child brings and to keep it safe put it in their bookbag upon arrival.

## **18. Discipline**

Punishment that is humiliating or frightening for a child such as hitting, spanking, shaking, verbal, or sexual abuse, withholding food or forcing food or forcing punishment are prohibited..

Your child will receive respect in my care. Your child will not experience any form of physical, mental or emotional abuse.

Guidance will be given immediately and consistently. I make it a point to use redirection and positive reinforcement while teaching the children the following;

-nice touch

- bodies to ourselves
- walk inside
- cars on the floor
- sit in seats
- only food in for mouth

Some behaviors warrant an automatic “time out:”

- Hitting
- Kicking
- Biting
- Pushing
- Eloping

To a point, kids will be kids. It is my responsibility to ensure emotional; and physical safety of all of the children in my care is protected. In the rare instance that I feel any child in my care has a serious discipline problem, I will request a conference with the parents. If an understanding cannot be reached, I reserve the right to terminate our contract with as much notice as possible in order to guarantee the comfort and safety of the other children in my care.

## **19. SUPERVISION - INSIDE**

Childcare will be conducted on the first floor of my home only. This supervision plan will be followed by myself and any substitute or emergency provider.

I will ensure that supervision is provided as necessary to protect the health, safety, and well being of each child in care. I will keep a close watch of all the children at all times. I shall be aware at all times the location of each child and the activities in which the child is engaged in. I shall perform the following:

- Interact with the child and attend to the child's needs
- Respond immediately if the child is crying or in distress in order to determine the case and to provide comfort and assistance.
- Investigate immediately any change in the activity or noise level of the child.
- Respond immediately to any emergency that could impact the health , safety, and well being of the child.
- Shall not engage in business, personal, social activities that interfere with the care and supervision of the children.

## **20. SUPERVISION - NAP**

SIDS prevention: all infants will be placed on their backs to sleep with NO exceptions. Infants will be placed in a pack -n-play with nothing more than a plain pacifier if used. No child will be allowed to go to sleep with a bottle. (This is a state law).

All children will nap in the room with me and will be checked every 15 minutes. When a child wakes up and is ready to get up, I shall attend to them and help the child transition to another activity.

Parents are to provide sheets, blankets, loveys. These things must go home every Friday to be washed and returned on Monday. By state regulations loveys and pacifiers that are attached to blankets or stuffed animals are NOT allowed.

Infants follow their own napping schedule. Once children are a certain age and can handle one nap a day, I will transition them to our regular napping schedule (12:00-3:00).

As per state regulations ALL children must nap. School age children will be provided with a quiet activity or movie for (rest time).

## **21. SUPERVISION - OUTSIDE**

When any child is outdoors, I shall ensure that all of the following requirements are met.

For children under 5 years of age, I will be outdoors and remain within sight of and in proximity to each child, watching and directing the activities.

For children older than 5 years of age, I may permit the child to be outside unattended to our outdoor play area. I will remain within hearing distance of the child and visually check on them and respond as necessary to meet the needs of the child.

## **22. Visits and Phone Calls**

You are welcome to visit your child during the day, but please keep in mind that this often disrupts our routine.

Since I am frequently busy with the children, it is hard for me to answer the phone during the day. The easiest way to communicate with me during the day is through text message or facebook messenger. I will answer these messages during nap time and unstructured play or after hours.

### **23. Smoking & Alcohol Use**

Smoking is NOT allowed in my home at any time. Please do not leave cigarette butts in the driveway or grass. Alcoholic beverages will not be served or occurred by myself during business hours.

If at any time a parent attempts to pick up a child from my care under the influence of alcohol or illegal drugs. I will attempt to arrange other transportation for your child. If this is not possible, I am legally bound NOT to release the child and to contact the proper authorities.

### **24. Field Trips**

The number and types of field trips will depend upon the mix of children I have at a given time. Parents will always be given advance notice of field trips with the options to meetup.

### **25. Holidays, Vacations, Sick Days**

Although I will do my best to be available every business day, it is conceivable that I may be forced to close occasionally due to vacation, illness, or other emergency. I realize your need for reliable daycare and will attempt to give as much notice as possible if I must close my home for care for any reason. It is your responsibility to arrange for back up care for emergencies such as illness.

In order to spend quality time with my family, I will be closed on the following holidays with pay:

- Memorial Day
- July 4th
- Labor day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- New Year's Day

I will also be taking

- 5 vacation days
- 6 reserved paid personal days off if needed for illness, training or appointments



I work an average of 60 hours a week. With all the behavioral, teething, sleeping, developmental and home issues the children bring in, it is rare that everyone is happy and well behaved. Handling these issues brought in by the children and families can be very stressful. I need time away to re-charge and come back with a fresh perspective and renewed love for my job.

Working with exposure to many families and especially children, it is expected that I will become ill occasionally. Additionally, there may be family or daycare business that I must personally attend to during the week. Therefore, I reserve the option to take up to six (6) paid personal days per calendar year. I will always attempt to give as much notice as possible when I am forced to close my home.

Additional vacation/close time will not be paid

## **26. Substitutes Providers/ Assistance**

There may be times when I maybe utilize a substitute or an assistant to provide care for the children while I step out for an appointment, school meetings etc. I try to make these appointments/meetings during nap time so that they don't disrupt our routine.

## **27. If I Become ill**

I will do my best to prevent the spread of illness through good hygiene and housekeeping, but total avoidance of illness is impossible. I will not close the daycare if I am mildly ill due to a cold or allergies. I will however, notify you as soon as symptoms appear in me or any of the children so that you can decide whether or not to have your child in care. I cannot offer any discount for any days that you choose not to bring your child. If I should become ill with more than a standard cold, such as flu, a stomach virus, or other fever, I will attempt to notify you as soon as possible. I will close the daycare until I am fever free for 24 hours per this contract. I will be paid for up to 6 personal days per calendar year.

## **28. If Your Child Becomes ill**

I will attempt to alert you at the first signs of any illness. In order to protect the health of all children in my care, I will call you and request that you pick up your child within one hour if h/she exhibits any of the following symptoms:

- Fever of 100 degrees fahrenheit for more than one hour
- Excessive diarrhea for 2 consecutive diapers or toileting
- vomiting
- Pink eye

- Persistent complaints of ear or stomach pains
- Bleeding other than minor cuts
- Head lice
- Excessive greenish nasal discharge

**In the event your child is sent home for any of the above conditions, h/she will not be allowed to return to daycare until they have been symptom free, without the assistance of medication such as Tylenol or Pepto, for a full 24 hours, or until accompanied by a signed note from your child's doctor.**

This policy is intended to help prevent the unnecessary infection of the other children in my care. Although it may seem inconvenient when your child is sent home, you will appreciate knowing your child's exposure is minimized when other children become ill. I will not send a child home for the common cold, unless it is accompanied by a fever, rash or other symptoms. If your child reaches a point where h/she requires constant attention, will not play, cries continuously, whines and wants to be held constantly etc, then I will call or text you to pick them up.

Please advise me whenever a member of your family has an illness so that I can be alert to the possibility of symptoms developing in the childcare group.

### **29.. Medical And Other Emergencies**

I am certified in Infant/Child Adult CPR and First Aid. Minor cuts and abrasions suffered while at daycare will receive proper care, specifically; they will be washed and properly bandaged. I will tell you how and when the injury occurred.

If a medical emergency arises, I will try to make contact according to the contact list you have provided, unless doing so endangers the child's life.

In the event of a fire, we would evacuate the house immediately and gather at the back yard. This is practiced once a month so the children are familiar with the procedure. A written evacuation plan is posted in the kitchen and alternate escape route to a designated meeting place outside the home.

### **30. Child Abuse**

Please know that I am a mandated reporter by the state and I will not allow any form of abuse of any child in my care at any time. If I notice any signs of abuse at any time, I will document, alert the child's parents and or the proper authorities if warranted.

### **31. Termination Of Care**

Our contract may be terminated at any time for any reason by either party with proper notice. Proper notice will consist of written notice ( form provided by the provider); *a minimum of two weeks notice per a child to be terminated.*

If you choose to terminate with less than proper notice, 2 weeks tutions is due upon notice of termination of care.

Regular /consistent violation of policy, late payment, unscheduled early arrival/late pick up or any policy contained herein or as amended, will be grounds for terminations.

Immediate termination will be reserved for safety and behavior issues that are blatant violations that could cause dramatic impact to myself, my family, or to other parents and the children in my care. For instance, clients making threats, child causing harm, knowing bringing in a sick child, client lying to the provider, client being found mentally or physically unstable or danagrous etc..

### **32. Permission To Photo & Video Tape**

By signing a contract with Miss Amy.s Home Daycare, you grant permission for your child to be photographed and/or video taped. Photographs will be sent to parents so they can see what goes on during childcare hours or see how their child is doing. For example, what activities their child is enjoying.

### **33. Contract**

Every family will be given a contract at admissions to Miss Amy's Home Daycare. The contract will include: tuition rate, committed number of days enrolled, number of hours enrolling, payment expectations as well as other expectations. Miss Amy's Home Daycare is state licensed and monitored by the state. Due to this I must follow the state regulations for ratios. Which means families CAN NOT change the days they are contracted for without giving advance notice and receiving permission. For example, if a family is contracted to bring a child on Tuesday and Thursday. If they decide they want to add a day or change a day, due to state ratios I CAN NOT make those accommodations without advance notice to ensure that I remain within state regulations. If a family shows up on a day that they ARE NOT contracted for I reserve the right to turn them away. I WILL NOT do anything to jeopardize my license.

Full time care is 4 to 10 hours of care. Part time care is anything up to 4 hours of care. Full time tuition is based off a 10 hour day. If a family needs 12 hours of care then there will be an additional cost.

### **34. Inclement Weather**

I am required to stay inside with the children at all times. Thus, I can not ensure that the sidewalks and driveways will remain clear of ice and snow during the hours of care. Please use caution accordingly. Please wear appropriate footwear to safely transfer your child from the car to the house.

Ice melt will be made available by the back door. Parents are encouraged to make use of this if need be to safely transport your child to and from the car.

Due to state regulations prohibiting me from properly keeping the sidewalks and driveway clear during snow and ice, Miss Amy's Home Daycare is NOT liable for any weather related accidents that are outside my control while on the premises.

### **35. Emergency Procedure**

In case of any emergency situation, the children and their paperwork will remain with me when at all possible. Parents will be notified when at all possible and will have the option of removing their child to another location.

**BOMB THREAT -EVACUATE-** bomb threats must be treated as viable until proven otherwise. We will walk across the street to Save A Lot area or relocate to the Niagra Firehouse on High Street in Burlington City.

**FIRE - EVACUATE-** in the event of a fire, we would evacuate the house to the backyard then go across the street to SAVE A LOT area.

**FLOOD -** we are not in a flood zone.

**MISSING CHILD -** if a child should appear to be missing, a thorough search of the home and grounds will be made. If the child were not located then the police and parents will be notified immediately.

**Severe WEATHER - SHELTER IN PLACE-** if severe weather arises we will shelter in place.

**UTILITIES AND MAINTENANCE WORK - SHELTER IN PLACE/EVACUATE-** if the issue does not pose a health risk , then we will continue our day as normal. If maintenance workers are working on the property then we will shelter in place. If the issue poses a health hazard, parents will be notified to pick up their child. Such hazards as lack of water or heat for an extended period of time.

**VIOLENT SITUATION- LOCKDOWN/EVACUATE-** terrorist threats, local man hunts, trespassers, arrival of non-custodial parents or inappropriate parent behavior will cause a lock down. During a lockdown the children will be moved to the basement. All doors and windows remain locked until the threat is removed. The children will be provided a busy bag of toys and books to play with during this time.

### **36. Weapons**

It is against state regulations to have any weapons on these premises unless it is securely locked away in an appropriate gun safe, away from children.

Absolutely no weapons are allowed to be brought on these premises by parents. Violation of this policy demands immediate police involvement and removal from the property as well as immediate termination of care.

**37. Parent Signature Page**

This handbook is intended to inform you of the program at Miss Amy's Home Daycare. **It also serves as one of your contracts with the program. It is your responsibility to read, understand and accept the Child Care rules as outline in this handbook.**

**Your signature is required on this form for participation in the program.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent Signature \_\_\_\_\_

Child's Name \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

