

PARENT HANDBOOK



A Guide to our Daycare Policies

Kidz 1st Choice Daycare Handbook /Policies

Welcome to Kidz 1st Choice Daycare, the purpose of this Parent Handbook is to outline the policies and procedures under which we operate as licensed child care providers.

Enrollment Policy



The enrollment packet must be completed and in our possession before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify your childcare provider to update your records.

If you have any questions regarding the completion of these forms, please feel free to ask your provider.

Registration Fee: There is a \$30 Non-Refundable registration fee per family at time of enrollment. If you terminate childcare services and are gone more than 30 days and wish to return to Kidz 1st Choice Daycare you must pay a \$15 re- application fee.

Last week security deposit: Each parent when enrolling must pay an amount equal to one week's childcare as a last week of care security deposit. This payment may be made in installments but must be paid in full within 30 days of enrolling.

Tuition / Payment Procedures



Your specific rates will be outlined in your Contract and Rate Agreement. Repeated late payments may be grounds for termination and parents who are more than 1 week late on payment will be denied childcare until account is made current. We ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed?

The success of our center depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses that are encountered. Tuition and fees are computed with the following factors in mind:

- Food, health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children
- Outside play equipment
- Owner & Employees' continuing education
- Employee wages and benefits
- Building rent, heat, electricity, telephone, maintenance, and liability insurance
- Additional time spent daily on Record Keeping, Parent-Provider communication; Maintenance & Cleaning, and Shopping trips for food and supplies

**** Parents** receive one vacation week per year with no payment required (MUST GIVE 2 WEEK NOTICE)

****Provider** receives one vacation week per year; full payment is still required to hold your spot. For the benefit of the parents, the provider will give at least a 30 day notice, if not more.

Arrival and Departures



Children are to arrive clean and fed (unless arriving just before a meal time). We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is usually all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Pick-up time: This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Please leave your cell phones in your car so that the director, teachers and your child will have your undivided attention at pick up or drop off time.

Sign In / Out



It is required by state law that all parents sign their child in and out each day. For your convenience, a sign in/out sheet, pen, and a clock are located by the door, this gives us a written record of the child's attendance, hours, and the person who dropped off/picked up the child each day.

Medications



Parents will need to administer all medications before dropoff. The Provider **Does Not** administer prescription or over-the-counter medications.

Illness



Kidz 1st Choice Daycare is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

Sick Child Policy: Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness (see [SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE](#)), or is unable to participate in the normal routine and regular day care program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see [Cleanliness and Hygiene](#)).

If your child is unable to participate in the normal activities of the daycare (including being able to play outside), then your child MUST stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within 30 minutes. If the parent(s) cannot be reached, or have not arrived within 30 minutes, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

Symptoms requiring removal of child from day care:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; ***(a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)***
- Fever AND sore throat, rash, vomiting, diarrhea, earache, pink eye, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Just a note: Many times our child care may get blamed for the illness of a child, meaning that we have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to our center, our entire staff is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child?

We STRESS this again -- if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We **may** require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter.

Holidays / Vacations



The following is a list of the holidays that Kidz 1st Choice Daycare will be closed:

- Christmas Eve - New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Thanksgiving Day (and the Day after)

Clothing / Attire



Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, socks, and coats for cold weather. **(Children must wear close toe shoes; Velcro preferred over shoe strings)**

Personal Belongings



We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. We are **not** responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

Supplies



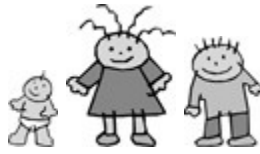
Parents must supply the following items to be kept in their cubby:

Diapers, wipes, pull-ups, powders/ointments, binkie, bottles, crib sheet for rest time, and a complete change of clothes (replace when soiled), sunscreen and bug spray (all-natural preferred).

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children. Donations help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Kleenex, Sanitizer, Rubbing Alcohol
- Dress up clothing, costumes, jewelry, hats, etc.
- Paper of any kind, brown, white, colored, waxed, foil, etc.
- Crayons, water color paints, or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- IDEAS! We welcome any ideas that you may have for fun activities or crafts!!!

Infants and Toddlers



Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need

to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.

A report will be prepared for each infant/toddler each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day.

Preschool Schedule



Preschoolers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

Information you provide regarding your preschooler's individual needs and schedule, will greatly help us get to know your child better.

Our daily schedule, while very flexible, is as follows:

- 7:00 a.m. - Center opens - free play
- 8:45 a.m. - Breakfast
- 9:15 a.m. - Circle time
- 9:30 a.m. - Structured activities (preschool program)
- 10:30a.m. - Gross motor play (outside weather permitting)
- 11:30 a.m. - Story time/wash-up for lunch
- 11:45 p.m. - Lunchtime
- 12:00 p.m. - Naptime
- 3:00 p.m. - Afternoon snack
- 3:30 p.m. - Gross motor play (outside weather permitting)
- 5:00 p.m. - Tv time (30mins) / Free Play
- 5:30 p.m. – Clean up; Pick-up
- 6:00 p.m. – Dinner
- 6:30 p.m. - Learning Centers
- 7:00 p.m. - Free Play
- 7:30 p.m. - Story time
- 8:00 p.m. - Wash hands/Evening snack
- 8:30 p.m. - Tv Time
- 9:00 p.m. - Sleep Music & Rest until Picked Up

Meals



We participate in the U.S.D.A. Food Program and all meals will be provided at no cost to parents. All parents will be required to fill out the USDA Eligibility Form regardless of eligibility. Any parents who refuse to participate must provide all meals, snacks and drinks.

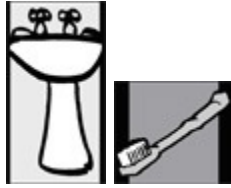
As long as Kidz 1st Choice Daycare participates in the USDA Food Program, all meals will be provided at no extra cost. Meals will consist of breakfast, lunch and afternoon snack. Children who arrive after meal times should be fed before they arrive. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home.

It is our belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. **We will need to have a physician's written instructions describing any foods the child is not permitted to eat.** An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! All eating patterns will be communicated to the parents.

Cleanliness / Hygiene



We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently.

Infants sleep in separate cribs or pack and plays, with clean sheets used only by them. Beginning at toddler age, washable nap mats are used. Mats are wiped with disinfectant daily.

Children use separate cups, plates, bowls and eating utensils that have been thoroughly washed. High chair trays, etc. are disinfected after each use. We disinfect toilet seats and clean potty chairs between each use.

Fire Drills



We are required by state law to do 1 fire drill per month at each location. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 40 degrees or above 90 degrees. Evacuation cribs with wheels may be used to transport infants and non-walking toddlers to the emergency meeting area.

Activities / Curriculum



Our main objective is to have fun, improve social skills, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, computer programs, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos are just some of the activities we will be doing. The title of our curriculum is "FrogStreet."

Music helps to develop young brains and will play a strong role in day-to-day activities. Some of the music we will be using may include, classical, children's songs (by a variety of artists), curriculum based audios, and others.

Television will be used as a tool to help children unwind and relax. We usually watch no more than one hour of television per day. The exception may be on rainy days, or if we are having a particularly difficult day. Viewing will be limited to PBS and child-friendly, educational-style videos, such as Coco'melon, Dave & Ava, Circle Time w/ Ms. Rachel , etc. We carefully screen everything the children watch and watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, or anything of that nature, as we believe that young children are extremely impressionable.

Center Rules

As a child care center we are mandated reporters to the Department of Human Services if we feel a child is being abused or neglected. Always be sure to let your director know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to daycare with injuries have them logged into the child's file.

If you ever feel that Kidz 1st Choice Daycare is not operating in a safe manner, please bring the matter to our attention. If you desire a copy of the state licensing guidelines, we will be happy to supply you one. We are proud to say we do our best to follow state licensing guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable state and local laws.