

**Parent Handbook**

Tilsunup 24hr Daycare

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**Welcome**

Welcome to Tilsunup24hour Daycare. We are licensed by the State of Missouri Department of Health & Senior Services to serve children from the ages of 6 weeks to 5 years of age at any given time.

**Our Philosophy**

Tilsunup24hrdaycare believes that children learn and gain knowledge through, “Play.” Children are given the basic tools and supplies that catapult them into becoming advanced within every developmental domain. Teaching and encouraging children to become the best in life and to live a life happy and healthy. We are dedicated at being effective and nurturing educators to lead and guide children in an effort that is beneficial to first the families that we serve and the community as a whole.

**Mission Statement**

Tilsunup24hrdaycare is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through play, they are building social and emotional skills which are needed to succeed in all areas of life. We believe, “Every moment is a teachable moment.”

**Open Door Policy**

We carry an open door policy in which parents are welcomed to stop by at any given time to observe your child (Ren). Parents with court orders access may be denied or restricted until appropriate documentation is presented to the center’s director.

**Waiver**

“Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect.” If we do not exercise a right that is provided by this agreement that does not mean that we have given up that right. And failure to enforce one or more terms of the contract does not waive the right to enforce any other terms of the contract. Tilsunup24hrdaycare reserves the right to make any policy or financial change at any time when it is in the best interest of the center and will not compromise the quality of the children’s care. Any changes will be given a two-week notice.

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**Discipline & Guidance**

We believe discipline should be used to teach a child. Rules and expectations are implemented on a daily basis here at Tilsunup24hrdaycare frequently so that children will follow and understand classroom rules.

Consequences for obscene behaviors are as follows  Child will be removed from classroom or given thinking/reading time  If problems cannot be resolved, parents are contacted and child must be picked up within an hour.  If a child’s behavior continues to be obscene after three incidents, the child’s enrollment will be terminated by Tilsunup24hr Daycare.

Positive Guidance Techniques

1. Redirection: We offer alternatives to children engaged in undesirable behavior by presenting a different activity. 2. Verbal Intervention: WE explain to the child that inappropriate behavior is not acceptable and show him/her the appropriate way to handle the situation with words. 3. Logical Consequences: WE help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged. 4. Calm Time: The child is separated from the group to allow him/her time to relax, calm down and to not be easily influenced by peers. The child will have access to limited activities and be closely monitored. The child may return to the group as soon as the negative behavior stops or is significantly reduced.

By giving the child positive verbal rewards encourages acceptable behavior. This reinforces a child’s good feelings about his/her behavior and serves as an example to the children to act in such a way as to receive the praise. Asking a child to stop and think about their behavior enables the child to work at self- control.

Tilsunup24hrdaycare DOES NOT USE TIME OUT; CHILDREN ARE TAUGHT TO USE SELF-CALMING METHODS AND GIVEN CALM TIME.

PUNISHMENT THAT IS HUMILIATING, FRIGHTENING TO A CHILD, SUCH AS HITTING, SPANKING, SHAKING, VERBAL OR SEXUAL ABUSE, WITHHOLDING OR FORCING FOOD, PUNISHMENTS FOR LAPSES IN TOILET TRAINING AND OTHER FORMS OF PHYSICAL PUNISHMENT ARE PROHIBITED.

**Daily Activities**

Our day will consist of one or more of the following: Use and develop of language skills, use of large and small muscles, use of materials that encourage creativity and imaginary play, daily indoor and outdoor activities, active and quite play, individual and group activities.

The value of play is learning for life. Almost everything that children learn during their first six years is learned through play, and they work very hard at it! From the time they are born, without anyone telling them how, children stretch, pull, push, and move from place to place. Play develops children’s

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skills, teaches them to relate to their peers, and develops their own personality. Children have a profound need to play, climb, run, use their imagination, test themselves, challenge others, and above all enjoy themselves.

**Outdoor Play**

Children will be allowed outdoors based on the temperature, including the wind chill and heat index. Children will not be exposed to extreme elements but, will need to be dressed appropriately for spending time outdoors in both cold and hot weather. Tilsunup24hrdaycare feels that it is important for children to be active inside and outside on a daily basis for gross motor activities. Parents should be aware of weather conditions and dress children accordingly, as outdoor play is an integral part of the daily schedule. It is the expectation of children who are well enough to be in attendance are well enough to be outdoors.

**Nutrition**

Food for the children is more than just balanced meals and nutritious snacks; it’s a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Each meal served will meet 1/3 of the nutritional requirements and snacks will include two items from the four food groups. Tilsunup24hrdaycare participates in the CACFP food program which Is approved by the state of Missouri and the “Eat Smart” program. Being a participant in the CACFP program allows us to serve two meals: breakfast, lunch, and a snack per day. NO outside food are allowed or permitted due to being a participant in the CACFP and the possibility of food allergies. Monthly menus are posted on the parent board and sent via email upon request. If your child has any food allergies PLEASE make sure to put this on the child’s enrollment form, substitute food are given to children with special allergies. A meal substitution form must be complete and signed by a doctor and kept on file.

**Daily Meal Schedule**

All daily meals, times and menus are in each classroom

**Napping/Rest Time/Safe Sleep**

It’s required that all children under the age of 5 and in care for more than 4 hours have a rest time. We will provide children over the age of 1 with a cot for naps; Infants are supplied with individual playpen for sleeping requirements. A non-school age child can bring a small blanket from home to have at naptime. Children that are not sleeping after ½ hour rest can get up to have quiet play with books, puzzles, coloring, etc. If the child falls asleep, they will be allowed to sleep for the entire nap time. In order to reduce the risk of SIDS the following rules will be applied:

1. All Infants under one year of age will be placed on their backs to sleep. 2. NO PILLOWS, BLANKETS, TOYS OR OTHER OBJECTS ARE ALLOWED IN THE playpens. 3. NO CHILD SHALL HAVE THEIR HEAD COVERED

When an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleep position they prefer. The purpose of the Safe Sleep Policy is to maintain a safe

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sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS) in children less than one year of age. Missouri law (§ 210.223.1, RSMo.) requires all licensed child care facilities that provide care for children less than one year of age to implement and maintain a written safe sleep policy in accordance with the most recent safe sleep recommendations of the American Academy of Pediatrics (AAP). Missouri child care licensing rules require licensed child care facilities to provide parent(s) and/or guardians(s) who have infants in care be provided a copy of the facility’s safe sleep policy.

Sudden infant death syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of the clinical history. Sudden unexpected infant death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death are not immediately obvious prior to investigation. Causes of sudden unexpected infant death include, but are not limited to, metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation.

Child care providers can maintain safer sleep environments for infants that help lower the chances of SIDS. Our goal is to take proactive steps to reduce the risk of SIDS in child care and to work with parents to keep infants safer while they sleep. To do so, this facility will practice the following safe sleep policy: Infants (any child less than one 1) must sleep in an approved playpen with a tight-fitting sheet only. All infants must sleep on his/her back to sleep without any toys, bumper pads, blankets or other objects in the playpen.

 Infants are not allowed to sleep in swings, bassinets, cradles, bouncers or any related objects in a child care setting. Only one infant may occupy a playpen at one time.

* Infants that are sleeping in car seats during drop off must be moved to a playpen.

 All children who are less than 12 months old must be placed on their backs to nap/sleep. Once infants can easily roll over from their stomachs to their backs and from their backs to their stomach, the infant must initially be placed on their back, but can be allowed to adopt whatever position they prefer for sleep. However, infants who are unable to roll from their stomachs to their backs and from their backs to their stomach must be placed on their backs when found face down.

 Parents are not allowed to bring any special toy such as stuffed animals, sleeping toys, bibs, pillow like toys, sleep positioning devices, special mattresses or other similar items. Parents are given a copy of the SAFE SLEEP POLICY.  Use of a pacifier can help reduce the risk of Sudden Infant Death Syndrome (SIDS). Infants are allowed to have the pacifiers if proper documentation is specified on the Toddler Feeding and Care Plan. The pacifier should not have any cords or attachments for it can cause strangulation risk.

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1. Infants that are outside and have fallen asleep should be placed in a playpen. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, Tilsunup24hr Daycare must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.

2. Sleeping infants shall have a supervised nap period which is inside of the Infant Toddler classroom. Tilsunup24hr daycare staff shall check on the infants frequently doing close cot and play pin walk through every 20 minutes during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them and ensure child is not overheated or in distress. No Sound Machines or equipment that will or may interfere with the care givers ability to see or hear a child in distress. Children 2 years old through 5 years of age will nap within their classroom on cots

 Section For Child Care Regulation has aligning rules with the latest research and recommendations of the American Academy of Pediatrics, which recommend children be placed in a playpen free of loose bedding. Blankets or other soft or loose bedding may not be hung on the sides of playpens or put under fitted sheets. Only sleep clothing that is designed to keep an infant warm without the possible hazard of covering the head or face may be used during sleep or naptime. Heads are to be uncovered at all times. Covering playpens with blankets or any kind of bedding is PROHIBITED!

 During nap time lighting in the facility will be turned off and natural lighting along with night lights will be used. Smoking is not permitted at Tilsunup24hr Daycare.

 Only sleep sacks (wearable blankets) are to be used if parents desire to have their child swaddled or to keep w Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled arm.  All employees at Tilsunup24hrdaycare are required to obtain the Safe Sleep Training. Tilsunup24hr Daycare is familiar with the Missouri Workshop Calendar which has specific Safe Sleep Trainings for ECE professionals, therefore the staff are required to take this training every 3 years and or when new updates are available and new employees are to take this training within 30 days of hire. I have read the following Safe Sleep Policy and adhere to the following.

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

* Please sign the last three pages of this handbook and return to center.

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**Immunizations**

On August 28, 2015, a new law regarding immunizations went into effect. Section 210.003.7, RSMo. states, “All public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child at the time of initial enrollment in or attendance at the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Any public, private, or parochial day care center, preschool, or nursery school shall notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Tilsunup24hrdaycare may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the center’s director Janine Sanders and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

I have read the following Immunization Policy and adhere to the following.

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

**Medications**

Before we can administer any prescription or non-prescription medications to your child, you will need to do the following: 1. Keep the child home for 24hours after the first dose ~ for possible allergic reactions. 2. Sign a Medication Authorization Form. ALL MEDICATIONS MUST BE BROUGHT IN THE ORIGINAL CONTAINER WITH THE FOLLOWING INFORMATION ON THE LABEL: CHILD’S NAME, PRESCRIPTION NAME, DOCTOR’S NAME, DOSAGE, PHARMACY NAME AND PHONE NUMBER, INSTRUCTONS FOR ADMINISTERING, AND DATES THE MEDICATION IS TO BE USED FOR. NON PRESCRIBED MEDICATONS MAY INCLUDE BUT ARE NOT LIMITED TO:  ANTIHISTAMINES  NON-ASPIRIN FEVER REDUCING/PAIN RELIEVER

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 DECONGESTANTS  ANTI-ITCHING OINTMENT OR LOTIONS  SUN SCREEN  COUGH SYRUP  TEETHING GELS  INSECT REPELLANT

Items that are listed must be sent in original containers. If any items will be taken differently than indicated on the labels of for more than five days a physician note may be required. Medical authorization forms can be reviewed at any time to see when your child was given his/her medications. If a child will be on long term meds, or as needed medications like asthma inhalers, a physician note and asthma action plan must be kept on file. Medications that are not being used must be sent home.

**Illness Guidelines**

Promoting good health and safety is a goal, here at Tilsunup24hrdaycare to prevent the spread of childhood diseases and illness, please do not bring your child that is ill to daycare. Each child is required BY STATE to have on file a health statement signed by a doctor, and immunizations all updated. Tilsunup24hrdaycare requires that all children have updated immunizations and physicals within thirty days of enrollment. If your child comes down with a communicable disease, parents are strongly encouraged to notify the center’s director and in turn the Tilsunup24hrdaycare must notify other parents and St. Louis County Health Department. Children with a contagious illness may not return to daycare without authorization from a medical physician.

Tilsunup24hrdaycare will not accept any child who exhibits any of the following: 1. Fever of 100 degrees or higher. Child needs to be fever free for 24 hours without the use of a fever reducing medicine. 2. Diarrhea (2 or more stools with an hour period that differ from a normal BM) 3. Vomiting (2 or more times with an hour period) 4. Eye discharge- Pink Eye . When a child is sick we will make every effort to contact you and we ask that you pick your child up within an hour unless you have spoken to someone in management to arrange a different time. Any child that is sent home due to an illness must stay home for 24 hours symptom free.

**COVID-19 Policy**

**In order to keep all children and staff safe we are implementing a policy strictly for COVID-19. All children will have their temperature checked upon arrival. If a child has a temp of 100.1 and above they will not be able to attend childcare and must be able to submit negative results of COVID-19. If any child shows flu/cold like symptoms they will not be allowed to stay at the center and must be clear of all symptoms before returning. If you or your child has been exposed to COVID-19 or have any symptoms they cannot attend childcare and must QUARANTINE for 14 days or more until symptom free.**

**Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have Covid-19:**

**Fever or Chills, Cough, Shortness of breath or difficulty breathing, fatigue, muscle or body aches headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, Diarrhea.**

**If your child shows any of these symptoms you will be called to come pick up your child immediately. In order to return you would need a negative covid reading or quarantine for 14 days.**

**Influence of Drugs/Alcohol**

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child. If you refuse a ride and leave with your child, Tilsunup24hrdaycare will notify the police department and child protection services with all information required.

**Communication**

Lesson Plans, News Letters, Menus and Important Information will be posted on the parent board, in your child’s cubby or sent via email. Daily reports are sent home at the end of each day. Conferences

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can be scheduled at any time by the provider or parent. Letting each other know important information about your child and family is essential to us providing the best possible care for them. Please contact Jessica Tilson with any concerns or comments, we will at all times keep the lines of communication open.

**Emergency Preparedness**

Tilsunup24hrdaycare is required by state regulation to assist and incorporate emergency preparedness drill on a monthly and quarterly basis. Children and staff will reenact different style emergencies to ensure readiness and safety while in the custody of Tilsunup24hrdaycare staff. The following schedule will be used tentatively. Parents are encouraged to understand the Tilsunup24hrdaycare emergency preparedness plans which are centrally located throughout the building. At enrollment parent will receive a condensed emergency preparedness plan so that you are aware of the emergency locations, contacts, and communications procedures.

Fire Drills --------- Each month the week of the 15th

Tornado Drills ---- Every 3rd month the week of the 5th

Intruder Drills ---- Every 3rd month on the 1st Earthquake Drills - Every 3rd month on the 25th

**Termination**

Tilsunup24hrdaycare requires a 2 week written notice prior to termination. At this time, your last 2 weeks tuition payment will be due whether your child attends or not. Terminations will not be accepted during a family or a provider’s vacation time. We also reserve the right to terminate immediately or at any time for, but not limited to: 1. Failure to pay fees on time 2. Failure to comply with policies 3. Failure to attend regular hours as scheduled per signed contract 4. Lack of parental co-operation, communication, or respect for Tilsunup24hrdaycare. We will work diligently with you and your child as much as possible but, ultimately we cannot put our business, employees, or the children in our care in a comprising situation.

**Holidays & Vacations**

Tilsunup24hrdaycare will be closed for all major holidays (please refer to Center Contract Form and Parent Board). Each family is encouraged to take one week for vacation without paid tuition. We reserve the right to consider a discount or rate adjustment made to your account for certain family emergencies or illnesses involving either party. Please keep in mind that whether or not your child is in attendance full tuition is always required. In the event that you want to take your 1 week vacation we ask that you give a one week’s notice to inform us of the date you will be taking your vacation week otherwise full tuition is expected.

**New Years Eve, New Years Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Day After, Christmas Eve & Christmas Day, Good Friday , Easter**

**Please keep in mind depending on how the holiday fall the center may be subject to close for other days as well in regards to the holiday.**

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**Alternate Care**

In the event that daycare is closed, it will be your responsibility to find alternate care. It is also a good idea to have alternate care for your child in case they are too ill and cannot attend daycare.

**Arrivals and Departures**

Tilsunup24hrdaycare assumes full responsibility for your child once they are dropped off and signed in until they are signed out. Please make sure that we are aware that your child is being dropped off or picked up. Do not just leave without someone acknowledging you. Please call us if your child will be late or not attending for that day, otherwise we will call you within one hour of your regular drop off time. We will keep a log of the calls we have to make to you and if this becomes a problem it will result in termination. Children should arrive at daycare with clean clothes (no pajamas), diapers, hair, face and hands clean including fingernails cut and ready for the day. No child will be permitted in the center after an hour of their designated drop off time. Arrival and departure times must be submitted to the Director or management every Sunday before the start of the week or provided on the enrollment form.

**\*\*WHEN DROPPING OFF OR PICKING UP CHILDREN, REMEMBER TO SIGN THEM IN OR OUT USING THE TABLETS AND PUT THEIR BELONGINGS AWAY! WE CANNOT RELEASE YOUR CHILD TO ANYONE NOT LISTED ON THE ENROLLMENT FORM WITHOUT PRIOR APPROVAL FROM YOU. PLEASE CONTACT THE CENTER DIRECTOR IF SOMEONE OTHER THAN YOU WILL BE PICKING UP, AND THEY NEED TO HAVE A PICTURE ID WITH THEM. \*\***

**Weekend Care**

Weekend care is available. When needing weekend care it is **Mandatory**  you sign the weekend care list or you will not be eligible for weekend care for the week.

**Enrollments**

Enrollments are based on space available. The following forms will need to be returned prior to the first day of attendance or brought with you on the first day. 1. Enrollments Forms 2. Immunization Forms 3. Parent & Provider Contract signed and dated 4. Verification of policy handbook initialed and dated 5. Transportation authorization 6. Permission to photograph 7. Food program enrollment form 8. Enrollment fee due with packet 9. Health check form signed by child’s doctor within 30 days of enrollment . If the child hasn’t been in attendance for two weeks are more we reserve the right to terminate your childcare agreement with no refund whatsoever. Please remember that parents are responsible for weekly tuition no matter what.

**Trial Period**

There is a two-week trial period for each family. Either party may terminate this agreement within this period via phone, in person, or letter with or without cause. NO REFUNDS will be given during this time. After the initial trial period a two week written notice with pay will be required to terminate care.

**Confidentiality**

All of the above information will be kept confidential and will only be released to Authorized persons such as but not limited to State Licenser, police department, Health and Social Services.

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**Transportation/Field Trips**

By signing the contract and enrollment form you are giving your child permission to be transported as needed in case of an emergency only and allowing them to participate in all activities at the daycare whether on or off of the premises.

**Transportation for Field Trip Policy**

Children must be secured in seat belts or the appropriate booster seat that is supplied by the parents: Tilsunup24hrdaycare will supply car or booster seats for Tilsunup24hrdaycare use only. A first-aid kit and the emergency release cards for that particular group must accompany each group that travels in the vehicle. The driver must be certified with a chauffeur’s license (Class E or above). All children must have a permission slip signed by a parent or guardian in order to participate in a field trip. Attendance rooster is taken on every field trip. Name-Face counts will be done throughout the field trip, before departure and upon arrival to the building. As mandated by licensing, staff/child ratios will be maintained on all field trips. The vehicle is fully insured and has comprehensive insurance coverage and has been inspected by a licensed auto technician.

 Calm or quiet voices at all times  Seat Belts must be worn at all times and remain seated  No food or drinks allowed inside of the vehicle  Please keep hands and feet off of peers  Be respectful and kind to others

**Potty Training**

No kids will be potty trained in the infant/toddler room. Once in 2yr old room per parent request we can assist with potty training needs.

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

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**Supplied by the Parents**

Breast Milk, Formula, Bottles, Diapers, wipes, Pull Ups, and Small Blanket for 2 years and older, Pacifiers and weather appropriate clothing are to be supplied by the parents. Please refer to the classroom supply list for additional items or information. These items are to remain at the daycare inside the child’s cubby.

**Hours of Operation**

Hours of operation are 24hours Monday thru Sunday, January thru December. Please be aware that children are only allowed to be in our care for no more than 10 hours per day. Parents will be notified by phone call if the child has surpassed the ten hour rule and the parent will be given one hour after the call is made to pick up their child (ren) from care and receive a late payment notice. In the event of the child not being picked up the local law enforcement agency will be notified.

**Tuition Payments**

Tuition payments are due every Monday and late by the end of the business day. A $15 late payment fee will be added to the parents account on Tuesday if payment has not been received on Monday. All parents are required to make payments weekly whether the child is present or not. If payment is not fully made by Friday your child will not be admitted for the next week and could possibly lose their childcare slot. If payments are not current your child will not be eligible for weekend care. All payments must be current for the week in order to receive weekend care. Parents may choose to pay monthly, weekly or bi-weekly according to Tilsunup24hrdaycare parent contract. Cash, money orders or debit/credit cards will be acceptable methods of payment. There is a $3.00 service fee for card payment and $35.00 fee for returned checks. See attached rate sheet, increases will be made yearly and families will also be given a one month notification of the rate increase and the percentage.

**Parents after your one year anniversary with Tilsunup24hr Daycare you will be eligible for one week free tuition which can be used for medical purposes or vacation. Prior to obtaining your one week free tuition it has to be communicated and requested two weeks in advance for approval. If proper protocols are not followed in order to receive your free tuition then unfortunately it will not be approved and you will be responsible to pay full tuition for that week.**

**Late Pick up Fee**

**All parents are given a 15 minute grace period to pick up their child. All pick up times are based off the times indicated on the child’s enrollment forms. If children remain in care after their designated pick up time there is a late fee of $1 per minute per child that is expected to be paid upon the child’s return to daycare. We do understand that emergencies may happen so we ask that you give us a call as soon as possible so we can make proper arrangements however late fees will still apply.**

**Emergency Care**

**Tilsunup24hr Daycare does offer Emergency care for up to two hours if needed at $10 per hour per kid. If Emergency care is needed the parent must inform management and have it approved by 12pm the day emergency care is needed or earlier. If we are nit aware that emergency care is needed then the original late fee will apply.**

**Taxes**

A W-10 form will be given to you by January 31.

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**Insurance**

Tilsunup24hrdaycare carry renters and daycare liability insurance.

**Smoking Policy**

Smoking is not permitted at Tilsunup 24 Hour Daycare.

Tilsunup24hrdaycare Pricing Form

Daytime/Evening

Infant 6weeks-23 months …………………………….. $205/230

Toddler 24months-47months ………..………… $185/200

Preschooler 4yr-6yr old ……………………….. $175/190

Daily Weekend Care

Infant/Toddler…………………………….. $46 per day

2-3years…………………………………. $40 per day

4-6 years…………………………….. $38

Enrollment Fee $25.00

Weekly tuition rates are due every Monday by the close of the business day. Please see parent handbook for additional information.

Discounted rates are given to families with more than one child. (See Director for details)

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Parent

I have received and signed Tilsunup24hrdaycare Parent Handbook and Handouts.

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

Disclaimer

No enrolled child or their family will be discriminated against on the basis of Age, Race, Color, Sex, Creed, Disability, Handicap, National Origin or Ancestry.

**\*Information and fees are subject to change\***

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**Napping/Resting time/SAFE SLEEP**

It’s required that all children under the age of 5 and in care for more than 4 hours have a rest time. We will provide children over the age of 1 with a cot for naps; Infants are supplied with individual playpen for sleeping requirements. A non-school age child can bring a small blanket from home to have at naptime. Children that are not sleeping after ½ hour rest can get up to have quiet play with books, puzzles, coloring, etc. If the child falls asleep, they will be allowed to sleep for the entire nap time. In order to reduce the risk of SIDS the following rules will be applied:

1. All Infants under one year of age will be placed on their backs to sleep. 2. NO PILLOWS, BLANKETS, TOYS OR OTHER OBJECTS ARE ALLOWED IN THE playpens. 3. NO CHILD SHALL HAVE THEIR HEAD COVERED

When an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleep position they prefer. The purpose of the Safe Sleep Policy is to maintain a safe

sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS) in children less than one year of age. Missouri law (§ 210.223.1, RSMo.) requires all licensed child care facilities that provide care for children less than one year of age to implement and maintain a written safe sleep policy in accordance with the most recent safe sleep recommendations of the American Academy of Pediatrics (AAP). Missouri child care licensing rules require licensed child care facilities to provide parent(s) and/or guardians(s) who have infants in care be provided a copy of the facility’s safe sleep policy.

Sudden infant death syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of the clinical history. Sudden unexpected infant death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death are not immediately obvious prior to investigation. Causes of sudden unexpected infant death include, but are not limited to, metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation.

Child care providers can maintain safer sleep environments for infants that help lower the chances of SIDS. Our goal is to take proactive steps to reduce the risk of SIDS in child care and to work with parents to keep infants safer while they sleep. To do so, this facility will practice the following safe sleep policy: Infants (any child less than one 1) must sleep in an approved playpen with a tight-fitting sheet only. All infants must sleep on his/her back to sleep without any toys, bumper pads, blankets or other objects in the playpen.

 Infants are not allowed to sleep in swings, bassinets, cradles, bouncers or any related objects in a child care setting. Only one infant may occupy a playpen at one time.

* Infants that are sleeping in car seats during drop off must be moved to a playpen.

 All children who are less than 12 months old must be placed on their backs to nap/sleep. Once infants can easily roll over from their stomachs to their backs and from their backs to their stomach, the infant must initially be placed on their back, but can be allowed to adopt whatever position they prefer for sleep. However, infants who are unable to roll from their stomachs to their backs and from their backs to their stomach must be placed on their backs when found face down.

 Parents are not allowed to bring any special toy such as stuffed animals, sleeping toys, bibs, pillow like toys, sleep positioning devices, special mattresses or other similar items. Parents are given a copy of the SAFE SLEEP POLICY.  Use of a pacifier can help reduce the risk of Sudden Infant Death Syndrome (SIDS). Infants are allowed to have the pacifiers if proper documentation is specified on the Toddler Feeding and Care Plan. The pacifier should not have any cords or attachments for it can cause strangulation risk.

1. Infants that are outside and have fallen asleep should be placed in a playpen. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, Tilsunup24hr Daycare must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.

2. Sleeping infants shall have a supervised nap period which is inside of the Infant Toddler classroom. Tilsunup24hr daycare staff shall check on the infants frequently doing close cot and play pin walk through every 20 minutes during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them and ensure child is not overheated or in distress. No Sound Machines or equipment that will or may interfere with the care givers ability to see or hear a child in distress. Children 2 years old through 5 years of age will nap within their classroom on cots

 Section For Child Care Regulation has aligning rules with the latest research and recommendations of the American Academy of Pediatrics, which recommend children be placed in a playpen free of loose bedding. Blankets or other soft or loose bedding may not be hung on the sides of playpens or put under fitted sheets. Only sleep clothing that is designed to keep an infant warm without the possible hazard of covering the head or face may be used during sleep or naptime. Heads are to be uncovered at all times. Covering playpens with blankets or any kind of bedding is PROHIBITED!

 During nap time lighting in the facility will be turned off and natural lighting along with night lights will be used.Smoking is not permitted at Tilsunup24hr Daycare.

 Only sleep sacks (wearable blankets) are to be used if parents desire to have their child swaddled or to keep w Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled arm.  All employees at Tilsunup24hrdaycare are required to obtain the Safe Sleep Training. Tilsunup24hr Daycare is familiar with the Missouri Workshop Calendar which has specific Safe Sleep Trainings for ECE professionals, therefore the staff are required to take this training every 3 years and or when new updates are available and new employees are to take this training within 30 days of hire. I have read the following Safe Sleep Policy and adhere to the following.

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