

PARENT HANDBOOK

Introduction

Welcome to Aspire 2 Inspire Family Childcare. To help ease the transition into our childcare program, the following policies are provided. I hope these policies will help to avoid any misunderstandings between the Child Care Program and the parent/guardian. If you have any questions or concerns, please don't hesitate to ask us.

Provider Philosophy

We provide Quality childcare in a safe and healthy environment with an emphasis on gaining essential skills for entrance into kindergarten for 12 months to children aged 5.

- * We will be responsive to the needs of each child in our care
- * We will provide learning opportunities that are fun, developmentally appropriate and interactive
- * We will provide love, respect, and a safe environment
- * We will encourage families to participate in their children's program
- * We will provide homework help and enrichments for After school care (6 yrs. – 12 yrs.)

The early years in a child's life prior to kindergarten build the foundation for success in school. During this time, we will work with each child to develop independence while learning new skills at age appropriate intervals. We will develop these skills and character building through the arts (music and drawing); exploration (nature, science). Children also learn through play; therefore, we will create an appropriate environment that encourages children's curiosity and creative play. We will provide a variety of experiences to expand their cognitive and motor skills.

The following is a list of rules and regulations governing our childcare agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing. The contents of this contract and all forms required for enrollment are non-negotiable.

ENROLLMENT PROCEDURES

An enrollment/registration packet will be prepared for each child enrolled in the program. A registration fee of \$60 is required for each family. The registration packet will include the following. COMAR 13A.15.03.04: All necessary forms must be completed and returned to me before I assume the responsibility of caring for your child. All forms must be updated at least every year, sometimes sooner according to need. Please inform me immediately of any changes.

Listed below you will find the list of forms that you will need to return to Aspire2Inspire Daycare and Learning Center before or on your child's 1st day.

- *Receipt of Parent Handbook
- *Enrollment Contract
- *About Your Child
- *Information Card
- *Permission Form
- *Receipt of Health Exclusion Policy
- *Receipt of Billing Policy
- *Recent Health Appraisal/Physical
- *A color photograph of each child and a photograph of each responsible adult authorized to pick up the child.
- * Emergency information for each child

Print Parent Name: _____ **Parent Signature:** _____ **Parent Initial:** _____

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- * Current phone numbers and address
- * Health inventory, immunizations, allergies, acute illness while in our care
- * Any information provided by the parent about the child's individual needs

AGES SERVED

The ages of the children I serve are 12 months up to 12 years old.

COMMUNICATION

You will receive important information via email, Bright wheel, and/or in the Parent Communication area. It is your responsibility to check for updates, changes, notices etc. It is imperative that during Sign-in and Sign-out you check for any letters or notices hanging with your Child's name.

DAYS AND HOURS OF OPERATION

Aspire2Inspire Daycare and Learning Center has the Hours of operation of M-F 6:30 a.m. – 5:30 p.m.

These hours are available for the care of children but are not the hours that are allotted to the client for childcare. The client's allotted time is listed in your enrollment contract.

ATTENDANCE

- No child will be accepted earlier or later than the scheduled hours of care unless prior arrangements have been made and agreed upon by the provider. Late arrivals do not allow for late pickups and scheduled missed days cannot be switched for unscheduled days.
- Absences / early departures do not change your contracted rate or days.
- Aspire2Inspire Daycare and Learning Center is open year-round, except for the holidays, days and vacations as stipulated in this contract, the Aspire2Inspire Daycare and Learning Center Calendar and in the Parent Handbook.
- The client (parent) will notify the provider two (2) weeks in advance and in writing of any changes such as working hours, changes in employment, changes in residence etc. so that the child's files will always be updated and current
- Any time more than your contracted hours will be \$10/hour added to your invoice which will be billed in hour increments. Exp: 10hrs 10 minutes will be billed 1 full hour.
- You are contracted for the contracted days and times only. Any day outside of your contracted schedule, if approved, you will be billed an additional \$80 for that day.

DROP OFF TIME

The drop-off time is 6:30am - 9:00am.

SERVICES

Full-Time: Full-time care is defined as 4 or 5 days a week with a maximum of ten (10) hours per day and a maximum of fifty (50) hours a week.

Part-Time: Part-time is defined as three (3) or less days a week, a maximum of thirty (30) hours per week and a maximum of ten (10) hours per day. Time beyond this will be charged the full-time rate for that week.

Before & Aftercare: Before & aftercare is defined as five (5) or less days a week for kids in kindergarten – 12 yrs. of age, for a maximum of 20 hours per week and a maximum of four (4) hours per day. If your child will attend full-time during summer break, your rate will be the same as Full-Time rate during those weeks. If your child will attend for a school closing, you will be billed \$80 for that day. If your child attends for a full week during a school closure, you will be billed for the Full-Time weekly rate.

SIGN-IN/ SIGN-OUT

You are required to sign your child in and out each day via Bright wheel using your phone or the sign-in/sign-out sheet located at the parent communication area.

ABSENCES / LATE ARRIVALS

Print Parent Name: _____ **Parent Signature:** _____ **Parent Initial:** _____

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If your child will be absent, please call or text 443-390-2880 to let me know. This will help us plan our day and is especially helpful in planning meals. Your child's absence will **NOT** reduce your weekly fee. Habitual no call no show's will be grounds for termination.

NO CALL / NO SHOW

If your child is absent and I have not received a call or text by 9:30am I will send you a text message asking if your child will be attending for the day. After 2 consecutive no call no shows with no response to my texts, it will be assumed that your child will no longer be attending Aspire2Inspire Daycare and Learning Center, and your Child's spot will be terminated. You are still responsible for your weekly fee and any unpaid balances.

AUTHORIZED PICK-UP PERSON

In the event that you use a backup person to pick up your child, please call me in advance and instruct this person to show me their photo ID upon arrival.

HOLIDAYS

Aspire2Inspire Daycare and Learning Center is closed on major holidays. The following are observed holidays:

January <ul style="list-style-type: none">• New Year Eve• New Year's Day• Dr. Martin Luther King, Jr. Day
February <ul style="list-style-type: none">• Presidents Day
March/April <ul style="list-style-type: none">• Good Friday• Easter Day (Monday)
May <ul style="list-style-type: none">• Memorial Day
June <ul style="list-style-type: none">• Juneteenth
July <ul style="list-style-type: none">• Independence Day
September <ul style="list-style-type: none">• Labor Day
October <ul style="list-style-type: none">• Columbus Day
November <ul style="list-style-type: none">• Veterans Day• Thanksgiving Day• Day after Thanksgiving
December <ul style="list-style-type: none">• Christmas Eve• Christmas Day• Kwanzaa (December 26)

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Please arrange for back-up care if needed. These are paid holidays, and your fee will not reduce during daycare closure. Depending on the day of the week that certain holidays fall, I may close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, I will take off the Friday before or the Monday after. Generally, this would be the same day that most businesses observe. In the event of an emergency and I must leave, my substitute will take over. In the event this happens, I will do my best to let everyone know that I will be absent for a short period of time and who will be in my place.

BILLING

Because services are PREPAID, your **full week's tuition is due at drop off on your child's 1st day** regardless of the day you choose to start your child. This covers that week's services. All future payments will be due starting that Friday and every Friday thereafter by 5:30 pm for the upcoming week.

Your contracted rates are for ***a maximum of 10 hours a day for full time*** and ***4 hours a day for before and aftercare***. Any time over those hours will be billed \$10/hr. in 1-hour increments.

You may pay your tuition in cash.

Payments must be made each Friday by 5:30 p.m. If payment is not received by 5:30 p.m., this will result in a late fee. Suspension will occur the following Tuesday if fees are not paid in full. Continuing to pay your tuition late will result in termination of your contract and you will lose your spot at Aspire2Inspire Daycare and Learning Center. Please see Billing Policy for complete details.

LATE FEES

Late pick-up fees are \$10 for the first ten minutes past 5:30 PM and \$1 each additional minute late past 5:40 pm.

ENROLLMENT FEE / HOLDING FEE

Before your child is admitted into Aspire2Inspire Daycare and Learning Center a ***NON-Refundable*** Enrollment fee of \$60 must be paid.

A ***NON-refundable*** deposit of \$80 will need to be paid to hold a child's spot that will not start by that upcoming Monday after submitting an application **and** paying your enrollment fee. The deposit will hold your child's spot for up to 2 weeks. After 2 weeks, your full tuition rate is required to continue to hold your child's spot. The holding fee does NOT go towards your tuition.

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ASPIRE2INSPIRE DAYCARE AND LEARNING CENTER

DAILY SCHEDULE.

6:30 - 8:15 a.m.	Arrival / Health Check / Free Choice in Activity Areas
8:20 - 8:30 a.m.	Breakfast
8:35 - 8:45 a.m.	Children engage in free choice activity areas after finishing
8:50 - 9:00 a.m.	Clean-up, toileting
9:05 - 9:15 a.m.	Group Time: Action songs ~ singing time ~ finger plays ~ hello songs ~ concept games ~ discussion of daily activities ~ Story
9:20 - 10:10 a.m.	Activity Areas <ul style="list-style-type: none"> Children are allowed to select their activities from standard equipment and a changing variety of teacher provided materials. Some teacher-directed activities as well as some self-directed activities are included. Example of activities: creative art, cooking, science/discovery, block building, dramatic play, language art/listening, sand and water play, dramatic role play, fine motor manipulatives, gross motor skills.
10:15 - 10:30 a.m.	Clean-up, Toileting & handwashing
10:35 - 10:45 a.m.	AM Snack
10:50 - 11:40 a.m.	Outdoor play or vigorous indoor activity (including teacher and child directed games)
11:45 - 11:55 a.m.	Toileting & handwashing
12:00 - 12:15 p.m.	Lunch
12:20 - 12:30 p.m.	Toileting & handwashing Preparation for nap
12:35- 2:35 p.m.	Naptime <ul style="list-style-type: none"> Children are required to rest for a reasonable period but not required to sleep. Quiet activities are available for those who are awake before others, i.e., quiet books, puzzles done while sitting on cots.
2:40 - 2:50 p.m.	Clean-up, Toileting & handwashing
2:55 - 3:10 p.m.	PM Snack
3:15 - 3:45 p.m.	Language & Literacy: Phonological awareness, phonics & letter recognition, communication, grammar and vocabulary.
3:50 - 4:00 p.m.	Toileting and preparation for outside play
4:05 - 5:00 p.m.	Outdoor play or vigorous indoor play
5:05 - 5:30 p.m.	Free choice in activity areas Preparations for departure Children leaving

Our daily schedule is responsive to the children's needs to rest or be active and includes at minimum a total of **15 minutes of reading** opportunities.

- No screen time for children under two years of age.
- Diapering is done on as needed basis.
- We follow the infants own schedule for napping.

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Breakfast example: 1/2c whole milk, 1/2 c apple sauce, 1/4c cheerios

Lunch example: 1/2c whole milk, 1/4c green beans, 1oz chicken breast, 1/4c macaroni pasta & 1/4c apple juice

Snack example: 1/2c grape juice, 1/2c peaches

All meals are nutritious and are served according to federal nutrition guidelines. Children are never expected to clean their plate but are asked to try everything just once. If your child has any allergies, please let me know. If your child has a special diet, you will need to provide food for your child. **PEANUT PRODUCTS ARE NOT PERMITTED IN THE DAYCARE OR MY HOME – we have a severe peanut allergy so please do not feed your child peanut products before arrival or bring any food containing peanuts. There will be ZERO tolerance. Habitual offenders will be terminated.**

INFANT FORMULA, BABY FOOD & SPECIAL DIETS

Infant formula, baby food & special diet meals will be provided by you. If your child is taking breast milk, there are a few extra steps that you will need to follow.

- *Please make sure your child has made the transition to a bottle prior to their first day.
- *Send more than enough breast milk for us each day.
- *All breast milk should come in tightly sealed bottles.
- *All breast milk/supple bottles will be sent home with you each evening.

BREAKING THE BOTTLE HABIT

I attempt to have children off the bottle around 15 months as recommended by pediatricians. If they can successfully drink from a cup they have no need for a bottle beyond this age. This helps to ensure healthy teeth and gums by not allowing them to continue to suck on a nipple when it is no longer needed. I encourage you to break the habit at home at the same time. Of course, you may have a few days (most likely nights) of hassle but it usually only last 2-3 days if you are consistent.

SAFETY

I will always provide a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety are:

Inside:

- *Adequate ventilation throughout the home
- *No guns or firearms in the daycare
- *Gates are used on stairways when infants under 18 months are present
- *Fire extinguishers are maintained properly
- *Toys are age appropriate and in safe manner.
- *Electrical outlets are covered
- *Pens, pencils and office supplies are out of reach
- *Knives and scissors are kept out of reach
- *Cleaners and chemicals are out of reach
- *The hot water heater is regulated at 120 degrees
- *Medications are out of reach
- *A well-stocked first aid kit is kept near, and expiration dates are observed.
- *Animals are child friendly and properly immunized and in good health
- *Provider is CPR and First Aid certified
- *Provider is Certified in Administration of Medication

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Outside:

Safe grassy areas to play

- *Playground free of splinters and harmful objects
- *Safety approved play equipment and toys
- *Yard routinely treated to prevent insects
- *Entire back yard is fenced, and gate is locked
- *Children do not play outside unsupervised

EMERGENCIES

In the event of an emergency with your child, you will be called and if necessary, the child will be transported by ambulance to the nearest hospital. You will be responsible for all medical treatment necessary for your child's well-being. This is not limited to emergency room care, ambulance visits and co-pays to your insurance company.

ACCIDENTS AND INJURIES

If your child becomes injured while in care, emergency action will be taken to protect your child from further harm, and you will be notified.

*If your child receives a serious injury, you will be notified immediately and a accident/injury report will be completed and kept in your child's file.

*You will be notified of less serious accidents or injuries before your child is released at the end of the day.

*Parent/guardian signature will be required for documentation of notification of the accident/injury

MANDATED REPORTING

I am required to report suspected child maltreatment and abuse to an appropriate agency, such as child protective services, a law enforcement agency or a state's toll-free child abuse reporting hotline.

RELEASE OF CHILD

*Your child will only be released to the people you authorized

*Children are to be signed in and out daily on the attendance sheet or app (Bright wheel).

*Authorized people not known to Aspire2Inspire Daycare and Learning Center will be required to show a State issued ID.

*Children will be released to only custodial parents unless previous arrangements have been made.

*Court documents detailing custody arrangements are to be provided

*If an authorized person appears intoxicated or under the influence of drugs or alcohol an emergency contact will be called. The police will be notified if the person departs with the child.

ILLNESS AND SICK CARE

The health and wellbeing of all children are of utmost importance. It is for the protection of the children that if you present your child with any of the conditions listed below, they will not be admitted for care. Please read it carefully. If you have any questions or doubts regarding the statements it contains, please discuss them with me now. If your child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, the child must stay home.

There are a number of immunizations required by law before your child may attend childcare. Upon application for enrollment, you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.

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Children with minor illness may attend childcare at the provider's discretion.

COMMUNICABLE DISEASE POLICY / HEALTH EXCLUSION POLICY

By Law, you child will **NOT** be permitted to attend if they have any of these symptoms or illnesses until the proper time has passed or a Dr's note is obtained as shown below:

<ul style="list-style-type: none"> • Temperature of 100°F or higher without medication even if there has not been a change in behavior. Cannot return for 48 hours after fever has resolved without medication.
<ul style="list-style-type: none"> • Uncontrolled or Excessive coughing; Exp: coughing multiple times within 15-30 minutes. Cannot return until cough has been controlled and accompanied with doctors note.
<ul style="list-style-type: none"> • Symptoms of possible severe illness, such as unusual tiredness, uncontrolled or excessive coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;
<ul style="list-style-type: none"> • Diarrhea; two or more times of loose stool during the past 24 hours, OR One Loose stool if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;
<ul style="list-style-type: none"> • Blood in stools not due to change in diet, medication, or hard stools;
<ul style="list-style-type: none"> • Vomiting; two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end Or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration;
<ul style="list-style-type: none"> • Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom;
<ul style="list-style-type: none"> • Mouth sores with drooling; Cannot return until sores have completely healed and accompanied by a Doctor's note.
<ul style="list-style-type: none"> • Rash with fever or behavior change;
<ul style="list-style-type: none"> • Pink eye (with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;
<ul style="list-style-type: none"> • Scabies, until 24 hours after starting treatment;
<ul style="list-style-type: none"> • Head lice, until 24 hours after starting treatment;
<ul style="list-style-type: none"> • Tuberculosis, as directed by DPH;
<ul style="list-style-type: none"> • Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;
<ul style="list-style-type: none"> • Strep throat, until 24 hours after starting antibiotic treatment;
<ul style="list-style-type: none"> • Chickenpox, until all sores have crusted and are dry (usually six days);
<ul style="list-style-type: none"> • Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry;
<ul style="list-style-type: none"> • Pertussis, until completing five days of antibiotic treatment;
<ul style="list-style-type: none"> • Mumps, until five days after onset of glandular swelling;
<ul style="list-style-type: none"> • Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;
<ul style="list-style-type: none"> • Measles, until four days after arrival of rash;
<p>Rubella, until seven days after arrival of rash;</p>

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- **Cold sores, until sores have completely healed.**
- Unspecified illness: if the child is unable to participate in activities or the facility cannot provide care for this child and the other children.

This is a ZERO tolerance policy. If you are required to have your child seen by a doctor, you must submit a signed note from their doctor before your child can return to childcare. This is to ensure that a child does not return to childcare when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours. DO NOT attempt to cover up your Childs fever with Motrin or Tylenol so that they can receive care, as you will still get a call to immediately pick your child up as soon as I become aware of a fever of 100°F or higher. While having to take off work may be an inconvenience to you or your employer, it will be an even more inconvenience to everyone if I have to close for an unknown amount of time due to not following this policy. Habitual disregard of this policy will result in termination.

Children with a reportable communicable disease as listed on Maryland Department of Public Health's website will **NOT** be admitted for care unless written documentation from the child's health care provider states the child has been evaluated and presents no risk to the child or others or the Maryland Department of Public Health has advised me that the child presents no risk to others. If your child is exposed to a communicable disease while in care, you will be notified and given information on the symptoms of the disease.

POSITIVE BEHAVIOR MANAGEMENT

Aspire2Inspire Daycare and Learning Center uses positive reinforcement and role modeling techniques to reinforce positive behavior. We encourage the use of re-direction and child-initiated dialogue as a means of settling issues. It is not the child, but the child's actions that are given attention. No child will be denied food as a form of punishment. No child will be punished for not using the toilet. No force-feeding, threatening or physically striking a child. No child will be punished in a cruel, humiliating or abusive manner.

If a child's behavior poses a continual threat to him/herself or the rest of the children, a consultation with the parents to recommend appropriate support services that will aid the child. If issues do not resolve after a reasonable time, termination will occur.

PETS

Aspire2Inspire Daycare and Learning Center has a cat. SHE has been vaccinated as prescribed by law. Documentation of these vaccinations is available upon request. Children are not allowed to play with pets.

TRANSPORTATION

Transportation to and from Aspire2Inspire Daycare and Learning Center WILL NOT be provided.

MEDICATIONS

If your child is on medication and it must be administered at childcare, the medicine must be in the original container and labeled with the child's name, doctor, name of medicine, dosage and when it is to be taken. I will also have a form for you to sign giving me permission to administer the medication to your child. Medication will be given at the time or with the meal you specify, and a written record kept. *Diaper rash cream & Sunscreen is a form of medication and will need a signed medication form.

DIAPERING

The diapering surface is waterproof and free of cracks. After use, the changing table is cleaned and sprayed with bleach and water solution for disinfecting and cleaning. Soiled diapers and wipes are immediately thrown away. The hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. We very seldom have a problem

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with diaper rash. Most cases occur because of the child having been on certain medications. **Cloth diapers are not permitted at Aspire2Inspire Daycare and Learning Center**

HANDWASHING

Children's hands are washed before eating, after diapering or use of toilet, when coming in from outside, after encountering a sick child and/or runny nose, after completing messy crafts or projects.

Providers hands are washed before preparing food, feeding an infant or giving a bottle, before and after giving medication, after diapering or assisting a child using the toilet, after touching body secretions and hands are always dried with a single use paper towel.

REST TIME

Infants nap at varying times and their personal schedules take precedence. By the time a child reaches one year of age, they are generally into the same nap routine as the rest of the childcare group. We have rest time each afternoon. No child is allowed to be excluded from rest time. Quiet activities are provided for those that wake early from rest time. Cots/mats are supplied for the children, as well as pack-n-play for those that still require them. Blankets may be brought for rest time. If you arrive during rest time, please quietly enter and keep your child quiet on your way out so as not disturb the other children.

INFANT SLEEP ARRANGEMENTS

In order to reduce the likelihood of sudden infant death syndrome (SIDS) the following practices are used and required by the State Child Care Regulations:

- *Infants must sleep on their back
- *Soft mattresses, pillows, sofas and water beds are prohibited as sleep surfaces
- *Crib slats are no more than 2 3/8 inches apart
- *Mattresses are firm and tight-fitting, covered with a non-absorbent cleanable cover directly on top of the mattress or pad along with a tight-fitting sheet.
- *Blankets, comforters, quilts, pillows or stuffed animals are not allowed in crib
- *Swaddling requires written parent/guardian permission. Blankets are prohibited for swaddling when laying an infant down to sleep, however a swaddle-blanket sleeper may be used.
- *Infants shall sleep only in cribs, pack-n-plays and playpens.

SCREEN-TIME POLICY

Children are only permitted to watch TV with written parent/guardian permission, shows will be age appropriate, educational and fun. Video viewing will be limited to no more than 30 minutes per day. Children will not be permitted to use gaming devices or my computer.

SUPPLIES NEEDED FOR YOUR CHILD

- *Bottles and/or pacifiers
- *Diapers / pull-ups & wipes
- *A COMPLETE change of clothing for each child (please label all clothing that will be kept in your child's bin)

PROPER ATTIRE

Child's play is messy. Your child will be painting, playing on the grass and doing various other activities. Please do not expect me to keep your child's clothes clean and free from stains. The children will participate in all activities regardless of their dress. Please remember to replace your child's clothing in their bins at least every 6 months to assure we have a garment that fits. Children do not wear shoes when inside the home. They must take them off and keep them in their bins along with their coats. This helps keep carpets clean and the floors more sanitary for crawling infants and children.

BOTTLES, DIAPERS AND TOILETRIES

Print Parent Name: _____ **Parent Signature:** _____ **Parent Initial:** _____

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For infants, you must furnish bottles. If your baby requires a special formula or must be on formula past one year of age, you must also provide that.

TOYS AND PERSONAL ARTICLES FROM HOME

No toys should be brought from home. They create problems with sharing and well as broken hearts when that toy gets lost or broken. Small toys also create a hazard for our smaller children. I am NOT responsible for lost, broken or stolen objects that are brought from home.

VACATIONS

Each year I will take 1-week **paid** vacation. You will be notified at least 2 weeks in advance as to which weeks I will be closed. Childcare payments are to be paid either before closure or online by the due date to not incur late fees. You are required to arrange back-up care during this time. If your child is absent due to a family vacation, please pay tuition prior to leaving or online by the due date to avoid late fees.

PROVIDER ILLNESS AND EMERGENCY TIME OFF

Please have back-up care available to you. I can never know when to expect an emergency or when I may become ill. The moment of notice I can give is never known. Please be prepared so less conflicts occur. You are not charged due to this type of closing. Your fee will be pro-rated.

POTTY TRAINING

I am willing to assist a child with potty training if you are actively doing so at home. Potty training must first begin at home. Only once your child has shown enough readiness and willingness, we will begin the training at daycare as well.

OUTSIDE PLAY

When the weather permits, we will play outside. Please send appropriate clothing. When the weather is below 32 degrees in the winter children will not play outside.

OPEN DOOR POLICY

Please feel free to drop in and check on your child, however, keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit which may cause even more distress to your child. You are invited to call and check on your child. I may not always be able to get to the phone (i.e. diaper changing, bottle feeding) but will return your call as soon as possible.

TRIAL PERIOD

The first 2 weeks of your child's enrollment are on a trial basis. During those first 2 weeks either party may terminate this agreement at a moment's notice. After the initial 2 weeks, a 2-week written notice by either party is required to terminate this agreement unless there is a violation of this Parent Handbook or other required forms. ***See below***

TERMINATION

Parents: If you decide to remove your child, I require a two-week written notice. You are required to pay for these 2 weeks. If I decide I can no longer provide care for your family, I will also provide you with a two-week written notice.

If violation of this agreement occurs, you may be given immediate termination from Aspire2Inspire Daycare and Learning Center and all fees will be forfeited by you. Examples of why I would terminate your child's care include but are not limited to:

- *Failure of parents to pay fee or are consistently late
- *Failure to complete and sign the required forms
- *Lack of parental cooperation
- *Failure of child to adjust after a reasonable amount of time
- *My inability to meet the child's needs without additional staff
- *Gross misconduct on the part of the parent or child

Print Parent Name: _____ **Parent Signature:** _____ **Parent Initial:** _____

Print Parent Name: _____ **Parent Signature:** _____ **Parent Initial:** _____

ASPIRE2INSPIRE DAYCARE AND LEARNING CENTER

GOALS

The primary goal of my daycare program is to provide a loving, safe and stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child's needs. I look forward to a long and rewarding friendship with your child and family. As a provider, I reserve the right to make changes in the childcare environment without advance notice to parents, if any change remains within state licensing requirements and regulations. There may be updates to this parent handbook occasionally. I will give you a separate addendum as the deed arises. Communication is the key. Please feel free to discuss your concerns with me.

Welcome to Aspire2Inspire Daycare and Learning Center!

Print Parent Name: _____ **Parent Signature:** _____ **Parent Initial:** _____

Print Parent Name: _____ **Parent Signature:** _____ **Parent Initial:** _____