

## **Welcome to Little Lovebugs Daycare!**

We are delighted to welcome you and your family to our community. This Parent Handbook is designed to provide an overview of our policies and procedures, ensuring a nurturing and safe environment for your child.

# **Little Lovebugs Daycare Parent Handbook & Policies**

### **State Licensing Requirements**

Little Lovebugs Daycare is a licensed childcare provider, adhering to all relevant regulations and standards. These guidelines pertain to our facility, staff qualifications, health and safety procedures, nutrition, child-to-caregiver ratios, and record-keeping practices. We believe that these standards prioritize your child's well-being. Our home is subject to inspections by state and local health, fire, and licensing officials.

### **Termination Policy**

The first two weeks of enrollment serve as a trial period. During this time, either party may terminate the agreement without notice. After this period, a written notice of two weeks is required from either the parent or the provider to terminate the contract. Exceptions to this policy include family emergencies, gross misconduct by the parent or child, or failure to adhere to the guidelines outlined in this handbook. In such cases, services may be discontinued immediately. If written notice is not provided, two weeks' payment may be required to terminate the contract. In cases of non-payment, legal action may be pursued, with parents responsible for all legal fees incurred.

### **Application/Enrollment Fee**

A non-refundable setup fee of \$125.00 is required at the time of registration for each child.

### **Payment**

Weekly payments are due regardless of attendance and should be submitted by Friday at drop-off or the last day of care for the following week. If payment is not received by this deadline without prior arrangements, a late fee of \$50.00 will be applied. Late payments must be made by the following Monday at drop-off, or childcare services may be suspended until payment is received. Payments can be made by cash, Zelle, or through our website.

**Daycare Holidays/Closures**

We understand the importance of reliable childcare and strive to provide advance notice for any closures. To allow for family time, Little Lovebugs Daycare will be closed for the following holidays:

- New Year's Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- The Day After Thanksgiving
- Winter/Holiday Break

If a holiday falls on a Saturday, we may close on the preceding Friday. If a holiday falls on a Sunday, we may close on the following Monday.

Additionally, I will take up to two weeks (10 days) of paid personal leave each year, which will be taken in one- or two-day increments, spread across the spring, summer, and winter seasons. You will receive a minimum of two weeks' notice for any planned closures.

Due to the nature of our work, I may occasionally take up to five paid sick days per calendar year. These days may also be used to attend continuing education classes required to maintain our childcare license.

**Child's Absences and/or Vacations**

If your child will be absent due to illness or other reasons, please inform us as soon as possible. This helps us plan our activities and meal preparations accordingly. Please note that no discounts are provided for absences; payment is still required regardless of attendance.

**Diaper Policy**

Parents are responsible for supplying diapers, wipes, and diaper cream for their child. Please check your child's supplies regularly. Each child will have their items clearly labeled with their name. Diapers will be checked frequently and changed every two hours or more often if necessary. Immediate changes will occur for soiled diapers. Our changing tables will be cleaned and disinfected between each use, and proper handwashing protocols will be followed.

**Toilet Training**

We support potty training as long as the child is ready (typically between 2 and 3 years old). The initial training should be started at home for at least two weeks before beginning at daycare. Parents will need to provide pull-ups and wipes. Children may wear cotton training pants/underwear once they have been accident-free in pull-ups for two weeks. Open communication between parents and providers is crucial for a successful transition.

**Arrival and Departure**

Please ensure your child arrives clean, dressed (in appropriate clothing, not pajamas unless preferred), and fed if arriving after meal times. Please avoid sending food or gum with your child. When saying goodbye, keep it brief to help your child transition smoothly.

**Supplies Needed at Daycare**

Parents are responsible for providing the following items:

- Diapers/Pull-ups
- Wipes
- Diaper creams
- Weather-appropriate clothing and a change of clothes
- A jacket and shoes that fasten securely (no flip-flops, please)
- A pacifier (if needed)
- For older children, a blanket for naptime

Your child may get dirty during playtime, so please dress them accordingly. If a change of clothes is needed, we will send the soiled items home for you to replace. We recommend labeling your child's clothing to avoid mix-ups.

**Meals/Snacks**

We provide three nutritious meals daily: breakfast at 8:00 am, lunch at 12:00 pm, and an afternoon snack at 3:00 pm. If your child arrives after a mealtime, please ensure they have been fed. Infants will always be fed on demand.

**Referrals**

For our current and past clients, referrals are the highest compliment we can receive! As a thank you, we offer one week of free childcare for each referred child who successfully enrolls in our daycare after completing the two-week trial period. If we are full at the time of the referral, the family may choose to be placed on a waiting list. Once a spot becomes available, we will honor the referral discount at that time.

**Signature Verification**

By signing below, you acknowledge that you have read and understood the policies and procedures outlined in the Little Lovebugs Daycare Parent Handbook. You agree to abide by these guidelines for the benefit of your child and our daycare community.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**A Final Note**

Thank you for trusting Little Lovebugs Daycare with your child's care. While I cherish my work and the opportunity to nurture your little one, it is also my profession. I kindly ask for timely payments, adherence to drop-off and pick-up times, and consideration of my personal time and your child's health. I am dedicated to providing exceptional care, and I appreciate your cooperation in making this a positive experience for everyone involved.

If you have any questions or concerns regarding our policies, please do not hesitate to reach out. Open communication is vital, and I welcome your feedback.

We look forward to creating a joyful and safe environment for your child!

Warm regards,  
Erica Johnson  
Little Lovebugs Daycare