PARENT HANDBOOK

Thank you for choosing us for your Day-Care needs

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## REQUIREMENTS FOR ENROLLMENT

During the intake you receive a checklist which covers paperwork requirements for enrollment. This must be followed in order to enroll your child. All paperwork must be received before your child may start. One week of payment is required before children start childcare.

# MY PHILOSOPHY OF MY DAY CARE

I believe children should have fun! After all, even the experts agree that infant and preschool age children learn most through play. These carefree years are so short, and soon the children will be exposed to a much more structured form of learning. During the month, many activities take place which help promote basic skills (letter & number recognition, color & shape recognition, large motor skills, small motor skills, etc.).

**INDOOR PLAY**

Indoor Play constitutes the majority of our play time (when the entire year is averaged). I provide a variety of age-appropriate toys for your child to play with. Since the ages of the children I watch vary, all the toys I have are safe for even the youngest. It is preferred that no toys be brought from home, I will not be responsible for toys from home that get broken or lost at day care. The responsibility remains with the child and the parents.

# OUTDOOR PLAY

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled -- tennis shoes are a good choice). When the weather cooperates we will spend time outdoors, ranging from a walk to more time spent outside as the weather permits.

**NAPS**

All children under the age of five are required by state law to have a rest time (and I haven't met one yet who doesn't need it!). I will provide a safe, warm, quiet place for your child to rest. Children two and older will sleep on a mat or sleeping bag in the quiet room. Children under the age of two will always be in a crib or playpen. Children who wake up before the rest will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children.

I do not wake a sleeping child during naps; if they are sleeping I feel they need to sleep.

Overnight children will be put down to sleep no later than 9pm and woke between 6- 6:30 Am. An air mattress will be used for overnight sleepers unless they are still in a crib, then a crib or playpen will be used.

**CURRICULUM**

For children ages Infant to age 2 I will do a lot of sing along songs. For children 2 to 5 they will do preschool curriculum, possible work with ABC MOUSE on computer. For children 5 and up we will work on homework, learning to read and more.

**HOURS OF OPERATION:**

These are the Days the Daycare will be closed

|  |  |  |
| --- | --- | --- |
| **MONTH** | **DATE** | **HOLIDAY** |
| **January** | **1** | **New years Day** |
| **April** | **Easter** | **Easter Vacation** |
| **May** | **2nd Sunday** | **Mother’s Day** |
| **May** | **Last Monday in May** | **Memorial Day** |
| **July** | **4th**  | **Independence Day** |
| **September** | **First Monday in September** | **Labor Day** |
| **November** | **25** | **Thanksgiving Eve** |
| **November** | **26** | **Thanksgiving** |
| **December** | **24** | **Christmas Eve** |
| **December** | **25** | **Christmas Day** |
| **December** | **31** | **New years eve** |
|  |  |  |

Calendars are given out 2 Weeks before the following month.

If something should change with the dates notice will be given. Of course sick days cannot be scheduled but I will try to give you as much notice as possible.

If an extended illness or an unforeseen situation causes me to close other than the above mentioned, there will be no charges for those days.

You are required to find alternate care for these days.

RATES

ALL PRICES ARE DAILY RATES:

Part-Time Care 1-4 Hours 1- Child $25.00, 2-Children $40.00, 3-Children $65.00

Full Time Care 4-12 Hours 1-Child $40.00, 2-Children $75.00, 3-Children $100.00

Late Pick Up/ Early Drop Off $5.00 for every hour after schedule.

EXTRA CHARGE FOR DRIVING EACH DAY NEEDED $10.00

RATES PAID WEEKLY ON FRIDAY FOR THE FOLLOWING WEEK

RETURN CHECK FEES $40.00

**WE HAVE A STRICT NO PAY-NO PLAY POLICY**

### REGISTATION FEE/ DEPOSIT

At the time of acceptance into KWZ-GILES BABYSITTING and signing of the contract there will be a non refundable deposit payment equivalent to ONE WEEK of care. This payment is to lock in your family spot at the day care.

**PAYMENT PROCEDURES**

You may pay by Cash, Credit card, or by using the Day Care website at [www.kwzgilesbabysitting.com](http://www.kwzgilesbabysitting.com). All DHS Recipients makes payments in full until Childcare is APPROVED. Once childcare is approved parent pays co-pay, which is the difference; DHS childcare is designed to help with payments not pay it in full. If you get paid every other week and it is easier to pay every two weeks, talk to me and we will work it out.

Day care fees are daily rates paid weekly, on Fridays for the following week.

You are required to pay the weekly fee whenever the center is open. If you have your child scheduled for a certain date and your child does not attend the fee will be half of your normal rate. This fee is charged to ensure that the child's spot is held for him/her.

If you do not pay at drop off on Friday there is $20 FEE WILL BE ADDED, AND $10 ADDED EACH DAY AFTER.

**LATE CHARGES**

## My time is very valuable to me, as is yours to you and I expect that you follow your payment schedule, if you are late, fees will be charged.

**I HAVE A STRICT NO PAY-NO PLAY POLICY.**

 Care cannot be given if payments are not being made. I will give you a two-week notice of any changes in my fees or policies. At the end of each calendar year I will give you an itemized receipt, upon request.

**TERMINATION OF CARE**

If for some reason you decide you want to stop bringing your child I require a two-week written notice. This will give me time to find a child to fill your child's spot. Payment is due for the two-week notice period whether or not the child is brought to daycare. Any outstanding fees must be paid on or before the child's last day.

If it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred on my part.

If I can no longer watch your child for one reason or another, I will give you a two-week notice, if possible. There might be a time when immediate termination could be warranted, and as we both understand it is not easy to find day care, it is important for policies to be understood and abided by.

Examples of why I would terminate your child's care with or without notice include (but may not be limited to):

\*\*Lack of parental cooperation.

\*\*Failure of child to adjust to the center after a reasonable amount of time.

\*\*Lack of payment

\*\*Lack of respect for the provider or other children, by the parent or child

\*\* Violence upon any person or child

**RELEASING YOUR CHILD**

My normal procedure is to release the child only to his or her parents or someone else the parents designate. If someone other than the parent is to pick the child up, please notify me ahead of time. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If the person is not on that list, I must have written permission to release your child.

One of the forms you are required to complete designates who may pick the child up if there is an emergency and you cannot contact me. Please make sure those listed are persons with whom you would allow your child to leave if that person showed up at my door and said, "I need to take Johnny with me." Those on the list should also be people I could call in the event something happened and you did not show up to pick up your child.

Please inform your emergency contacts that if I do not know them and the child is too young to recognize them ("Hi, Grandma!"), that I will ask for identification. I do not mean to offend them. This is simply a measure taken for the child's protection.

**MEALS AND SNACKS**

Morning Children receive Breakfast, Lunch, and Snack. Afternoon children will receive Snack, Dinner and bedtime snack. This is included in my program.

Breakfast: 9:00-10:00 am, Lunch: 12:00-1:00 pm Dinner: 4:30 pm

Bedtime snack: 8:30 pm

Breakfast is a bread product, fruit, and milk. Lunch or Dinner consists of a meat, bread product, vegetable, fruit, and milk. Each snack includes food or drink from two of the above mentioned groups. Sweets may be included occasionally. You can send food or snacks with your child to day care. If your child is not here at these times, meals or snacks can be altering.

If your child has an allergy to a specific food, please let me know.

I never force a child to finish what is on their plate, but I do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like!

**DISCIPLINE**

I try to stress two main patterns of behavior: respect for other people, and respect for property.

As a result I don't allow children to hit or shove other children or verbally abuse them.

I also stress that they treat material possessions (mine or theirs) with respect.

There is a difference between playing hard, and using a toy for a purpose for which it was not intended. For example, books are for looking at, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen set with.

 Occasionally children do not behave in respectful ways.

I first remind them of the proper behavior. If the behavior is repeated, a quiet area is used.

The amount of time a child sits in quiet time will be no more than 2mins. Most experts agree that one minute per year of age is the most effective length of time, but this amount could be extended under certain circumstances, then I will talk to the child (by now they should have calmed down) and try to explain why that behavior was inappropriate. I might ask, "What might happen if we continue to throw toys?" The appropriate answers usually come out: something might get broken, the toy might break, and someone might get hit by the toy. If a child still has not calmed down or is really belligerent at this point I will separate him from the other children.

I skip the "reminder" and go straight to "time out" if the offense involves hitting or otherwise physically abusing another child.

If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away from him for a period of several minutes up to the rest of the day.

 If the whole group of children is engaged in this, the toy will be considered "closed" for a while.

 For example, one day I catch the children throwing the tools and climbing on the workbench. I remind them that the workbench was not to be played with in this way, and they continue by turning it upside down and climbing on it that way. The workbench will be "closed" for the rest of the day, and the next day we hopefully have no problems with it. If a child continues to behave inappropriately, I will talk to you about it.

Hopefully these types of behaviors are ones you want your child to adopt, too, so they will be reinforced at home.

If that is the case, we shouldn't have any major problems!

Children are never punished for lapses in toilet training or for accidents (spilled milk, for example). In the case of the latter, I will have the child help me clean up, if possible, not for punishment, but to help teach responsibility.

This statement sums up my policy: "Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, or verbal abuse, withholding or forcing food or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms of punishment will never be used, even at the request of the parent.

I will treat your child, as they were my own; I feel it is important for the child to feel love as well as discipline.

Please also understand that I am a mandated abuse reporter and if I suspect there is an abusive situation I am required by law to report it.

I document all things that are out of the ordinary, either in daycare or out.

**RELIGIOUS PRACTICES**

I feel that religious teachings should be left up to the parents. That does not mean that God never is mentioned. If you have any restrictions or concerns, please feel free to address them to me. We also usually have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let me know.

**DAILY SCHEDULES**

Toddlers will not necessarily follow a set schedule. They are not capable of sitting still for circle time, may need a morning nap, etc. This is one reason our daily schedule is not "set in stone".

Children develop differently, and activities will be done at their own pace. We will remain flexible thoughout the day and adjust as the children’s needs change.

# TOLIET TRAINNING

When you feel your child is ready for toilet teaching, I ask that you begin this teaching at home. I will follow through and encourage your child while in my care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, I will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used.

When accidents are only happening once every other week, 5-ply training pants will be used without plastic pants. Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

I also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

## ILLNESS

I ask that you have a back-up (someone you can call if I am sick or if your child is sick). If I get sick I will let you know as quickly as possible so that you can make other arrangements for your child. I try to call the night before, but sometimes that's impossible. If I wake up sick, I usually call around 6:30 a.m.

I will not care for a child who is feverish. If he has thrown up or had diarrhea within the last 24 hours please keep him home. If he has a green discharge from his nose he must be on an antibiotic for 24 hours before he can attend. If your child is not feeling well, do not give him Tylenol to mask his symptoms. If your child throws up the night before and seems fine the next day, he is more than likely still contagious to the others.

**You must wait 24 hours**. All the children use the same toilet and washroom and they often "mouth" the same toys. They are often very affectionate with each other and it is very difficult to keep a sick child from infecting everyone else.

Illnesses are defined as:

\*\*Fever

\*\*Conjunctivitis (pink eye) or "cold in the eye"

\*\*Flu

\*\*Unusual rash

\*\*Severe cough

\*\*Rapid breathing or labored breathing

\*\*Severe cold

\*\*Vomiting

\*\*Yellowish skin or eyes

\*\*Diarrhea

\*\*Head lice

\*\*Contagious illness of any sort which results in child being too ill to participate in daily activities.

**I will not accept** the child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, I will remove him from the group and notify the parent or authorized adult to pick up the child.

Parents have **one hour** from time of notification to pick up the child.

The child may return 24 hours after a temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of an antibiotic. If a child receives an antibiotic for an ear infection he may return to day care immediately if he has been free of other symptoms mentioned for at least 24 hours.

The child is welcome when he has only a mild cold (e.g. runny nose or mild cough), but is able to participate in the day's activities.

## MEDICATION

If your child is on medication and it needs to be administered while he is at day care, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. Medication will be administered at the time or with the meal you specify and a written record kept.

### INJURIES AND OTHER EMERGENCIES

Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and I will tell you how and when the injury occurred. I also am required to log any injuries I observe on your child which have occurred outside of my care, and I am required by law to report any possible abuse situations.

If a medical emergency arises, I will try to contact a parent first, unless doing so endangers the child's life. In that case I will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc.). If need be, I will take your child to the nearest hospital via ambulance. Then try to call you when we arrive. If a parent is unable to be reached, I will keep trying until he or she is available.

In the event of a fire, we would evacuate the house immediately (3 exits are available) and gather outside. This will be practiced monthly so the children are familiar with what to do.

ITEMS TO BE BROUGHT

Complete change of clothes (under age of 5), Diapers (you will be notified when supplies are low), Wipes, Pajamas for overnight care, Washcloths for overnight care, Toothbrush for overnight care, Hairbrush and/or comb for overnight care, Pillow, blanket for overnight care

 Swim suit & Bath towel (in the summer)

# POTTY TRAINERS: Pull-ups

All items must be labeled in permanent marker. Each child will have their own cubby or bin for items, and you will be notified when replacement items are needed.

Any questions or concerns feel free to contact me and set up a appointment to talk.

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