

ALL POLICIES SHALL REMAIN ON EFFECT AS STATED HERE UNLESS PROVIDER GIVES NOTICE OF CHANGE OF ANY SAID POLICY IN WRITING. PROVIDER RETAINS THE RIGHT TO ENFORCE THESE POLICIES AT WILL. LACK OF ENFORCEMENT OF A CERTAIN POLICY AT ANY TIME DOES NOT INDICATE THAT PARTICULAR POLICY IS NO LONGER IN EFFECT.

A. AGES SERVED & HOURS OF OPERATION:

Rosa's Child Care serves children from 6 weeks through school age and is open 7:00 a.m. to 4:30 p.m. Monday through Friday. There is a T alley around the house for parking/front parking. Please use the back door when entering my home at all times. Please removes your shoes at all time

B. PHILOSOPHY:

My Childcare is intended to be a loving setting for your child. The concept of interacting with peers may be relatively new to a child. It is an important skill to learn. Your child's growth and development is at the heart of our child-focused philosophy. I Believe children deserve a safe, positive and supportive atmosphere where they can play, learn, grow and be the best they can be at this fascinating stage of life. I hope to do this by focusing on these areas.

SOCIAL DEVELOPMENT – My goal is to provide an environment in which communication and positive interaction are encouraged and modeled. Sharing problem solving, and showing respect to peer and adults will be a part of this important goal.

MOTOR DEVELOPMENT-I will provide many opportunities throughout the day to build on both gross and fine motor skills. Our play outside will help your child build large-muscle coordination with running, jumping, and climbing. Creative art activities, manipulative toys and puzzles will develop hand-coordination.

COGNITIVE LANGUAGE DEVELOPMENT-My objective is to teach concepts of shapes, color, and counting. I also hope to teach the importance of using words phrases and sentences to express feelings, desires, and needs.

C. ENROLLMENT PROCEDURE:

Before your child is enrolled, several forms including medical and emergency information, Must be completed before I assume responsibility of caring for your child. **NO EXCEPTION**, Upon receive of these forms and the last week payment, your child may be enrolled.

1. Immunization Record:

THE CHILD MUST HAVE ALL IMMUNIZATION REQUIRED BY STATE LAW (AS APPROPRIATE FOR THE CHILD AGE). A CHILD'S IMMUNIZATION RECORD MUST BE PROVIDED TO ME BEFORE YOUR CHILD CAN ATTEND. WHEN NEW IMMUNIZATIONS ARE GIVEN TO YOUR CHILD THAT INFORMATION MUST BE PROVIDED TO THE CHILD CARE.

D. WHAT YOUR CHILD SHOULD BRING:

1. Preschool & School Ages:

- * Complete change of clothing (if training, 2-4 extra training pants each day).
- * Small blankets and special sleeping toys (if needed as part of the napping routine).
- * Blankets need to be taken home weekly for washing.

2. Toddlers: All of the above, plus:

- * Disposable diapers and other diapering products if used (lotions, creams, wipes etc).
- * For health and safety reasons, I do not use powders for diapering.

3. Infants: All of the above, plus:

- * Pacifier (if used, only at nap time due to health reasons)
 - * 3-4 Clean bottles (Formula and Breast Milk Only).
 - * 2-3 Additional changes of clothing are strongly recommended
- A permission slip must be signed by the parent to apply any diapering creams or ointment to infants and toddlers.

4. What Needs to Remain at Home:

Please leave toys at home, they will create problems with sharing as well as broken hearts when that toys gets lost or broken. I cannot assume responsibilities for toys or other material brought from home. I have enough equipment to meet the children's needs. **ALSO BOTTLES CANNOT BE GIVEN TO CHILDREN (OTHER THAN INFANTS) WHILE THEY ARE IN MY CARE.**

E. WHAT YOUR CHILD SHOULD WEAR:

The children play actively and need durable clothing. Child's play is messy work. Your child will be painting, playing on the grass, playing with chalk, and other various activities. Although I take precaution to prevent clothing from getting damaged, accidents do happen. Therefore, I recommend clothing that will not present a problem to you or your child. The children will participate in all activities regardless of their dress. Please label your child's possessions with their name.

F. ARRIVE & DEPARTURE:

1. Arrival:

For your child's safety, I require that you or an authorized adult bring your child to the childcare each morning and get him/her settled. Be sure that you sign your child in upon arrived. Be sure to leave a phone number where you can be reached in the event that I need you in an emergency. In the event that you will be **LATE**; let me know before 7:00 a.m.

2. Departure:

When picking up your child, be sure that your child is signed out for the day. If you are picking your child at anytime other than the usual departure time please let me know. This will help to have your child ready for you and please be on time.

3. Person Authorized to Pick Up Your Child:

At the time of enrollment, I will ask you to provide me with the names of persons authorized to pick up your child and the names not authorized. It is the parent's responsibility to inform me of any changes in the names of persons authorized/ not authorized. If someone other than an authorized person is to pick up your child for the day please notifies me by phone or in writing. **(ID WILL BE NEEDED)**

4. Closing Time:

Late Fee and Procedures for contacting parents and other responsible parties:

A late fee is charged after closing time and is assessed for all late pick up situations. The late fee will be as follows: I will charge an overtime rate of \$1.00 per minute this is to ensure that children are picked up on time. Late drop-off does not constitute late pick-up. Please remember there are times I have places to go or appointments that I have to meet at the end of the day, for this reason, do not be late to avoid late charges. Sometimes at pick-up, the children may get rowdy because someone else is here. Your child has listened to my rules all day; please show your child that you respect me and my rules by reminding them and enforcing them while you are here. In the event that your child/children is still at childcare after closing and I have not heard from you, I will take the following steps:

*Attempt to reach you at work, school or home

*Call the peoples listed on the admission sheet as persons to contact when it is after closing time and I have not received a phone call from you

*Call the authorities

MN WEATHER/MN WISE

We are all aware of how unpredictable Minnesota winters can be. I know that weather and driving condition can cause late pick-ups. This is unavoidable, but please try to remember that I have a family and my time with them is very precious. Please pay close attention to the weather to help avoid late pick-ups.

G. TUITION POLICIES:

Rosa's Child Care operates primarily on fee from each child. Therefore, it is essential that your fees are paid promptly and regularly. All fees must be paid for the day and hours your child is registered to attend. **Absence due to maternity or extended leave from employment or leave of absence;** If an opening becomes available and you would like to secure the time slot for your child, Rosa's Childcare will require weekly payments equal to one-half of your weekly-enrolled childcare fee. Should your child require a leave of absence from Rosa's childcare weekly payments equal to one –half of your child absence will be required.

****IF YOUR CHILD IS ABSENT, THE FEES ARE STILL DUE IN FULL**

1. Method of Payment:

Childcare payment is paid weekly or bi-weekly (the beginning of the week services). Your check or money order should be payable to Rosa Wood. **Childcare Assisted:** The parents is responsible for any tuition charges not paid by the Childcare assisted, this will include the pre-arranged monthly co-pay, and weekly payment of the difference amount or any other charges not paid by the assistance. Your Childcare payment is eligible for a tax credit. I will give you a statement of what you have paid for the year.

2. Late Payment/NSF Checks:

Payment is due every beginning of the week. (**Monday**) Fees must be paid promptly. If payment is not received by Monday morning a late fee of \$10.00 per day will be charged. I will charge a \$30.00 fee for any checks returned to me due to insufficient funds. Upon receiving a second NSF check all future child care fee payment must be paid in cash. **When fees are not current your children will not be admitted.** Remember, your late payment is an inconvenience to the provider just as it would inconvenience you if your employer held your check.

3. Holidays & Child Care Closing:

Scheduled Days Child Care will be closed

New Year's Day	Memorial Day	Columbus Day
Martin Luther King	4th of July	Thanksgiving Day/And Day after
President's Day	Labor Day	1/2 Christmas Eve/Christmas Day
Provider Appreciation Day		

4. Vacation Policy:

I will be taking 2-week paid vacation per calendar year, one week during the Month of July and the other week will be open. If vacation time changes you will be notified in writing. I receive 6 paid sick/emergency/personal days per calendar year. If you are planning a vacation for two or more consecutive weeks please notify me two weeks written notice. One-half advance payment of your regular fee will be due to hold your child's place. If the one-half regular fee is not paid, your child will be withdrawn from the childcare.

H. HOLDLING FEE:

\$145.00 Fee per child due at time of enrollment and will be add at the end of your 2 week withdrawn, if you decide to withdrawn care or don't show up at agree day your payment will be forfeit. (Non refundable)

I. TERMINATION POLICY:

By the parent:

When parents decide to end this childcare arrangement, a two-week written notice to the provider is required. However, I also recognize that not every situation is appropriate for every child. If for any reason, this program is found to be unsatisfactory for any particular child, I will make every effort to discuss this with the parents in order to determine the cause. If this is not possible, the parents may choose to end the arrangement on a timeline that is in the child's best interest.

By the Provider:

As stated above, the child's adjustment to the childcare and the appropriateness of this particular care arrangement for an individual child may cause concern for the child's well being. If the provider does not feel that it is meeting the child's needs, I reserve the right to end the care arrangement on a timeline that is the child's best interest. (Two weeks written notice) payment is due for that period whether or not the child/ren attend. If it becomes necessary for me to resort to legal action to collect fees, the parents will be responsible for all legal fees incurred on my behalf. Other reasons that may result in the provider ending a specific care are as follows:

- 1.** Failure to Non-payment for Childcare
- 2.** Failure to complete require forms
- 3.** Lack of parental cooperation
- 4.** If a child's behaviors threaten the physical or emotional well being of one or more children, or provider while at the childcare. (Effective immediately)
- 5.** If a parents is verbally or physically abusive, or threatening to the provider, 911 may be called if the situation places children at risk.
- 6.** Child exhibits special needs related to a serious illness that is not possible for me to meet.

J. THE CHALLENGE OF SEPARATION:

Many children enter a childcare readily, eager to enjoy the activities. For some children, however, separation from parent is more difficult. New situations are hard for many people. Even adults may feel uneasy upon beginning a new job or moving to a new home. I understand, I have seen many children overcome their hesitation and become a real part of the group. Yet, until the new caregivers and daycare environment become familiar, it is not uncommon for a child to cry or indicate that he/she does not want to stay at the childcare.

This will probably be difficult for both you and your child. You should know that your child can handle this separation and that the crying usually stops shortly after you leave, the best way to prepare your child for separation is to tell the truth. The child who honestly expects his/her parent to be “right back” is unfairly burdened. Facing the reality of being away from the parent seems hard at first but in the long run it is always easier. Your child may continue to have some anxiety for a few weeks over leaving. Rest assured that your child would not be expected to participate in activities until ready to do so.

Here are some tips to help your child prepare for spending the day at the Daycare

1. Try to follow the same routine each morning.
2. Be casual and matter-of-fact about leaving.
3. Reassure your child that you will pick him/her up at a specific time.
4. Show confidence in your child’s ability to cope successfully with separation.

I understand that separation anxiety is part of the process of development. I also know that your child is able to cope. I will be sensitive, aware and quick to give you and your child whatever help or information you need.

MEDICAL INFORMATION & PROCEDURES

A. ILLNESS AND PREVENTION OF ILLNESS:

Your child will be playing, eating, and learning with other children. The health and well being of all the children here are of the utmost importance to me. It is for the protection of the children that I must insist on a strict adherence to my Health Policy. **PLEASE READ IT CAREFULLY.** If you have any questions regarding the statement it contains, please discuss them with me.

Do not wait until your child is sick to think about what would be best. At this point you may be making decisions based on emotion instead of logic. Even with all of our precautions, children do get sick. Due to my concern for all of the children enrolled in my Childcare, there are certain guidelines.

Careful attention to good hygiene can help keep you and your child healthy. This includes careful hand washing before eating and after toileting, diapering, wiping running noses, touching your child's hands that have been in his/her mouth. Proper and frequent hand washing by the children and me is a very important part of disease prevention and are encouraged to the maximum. Having an alternate childcare plan to use when your child is too ill to come to childcare is a solution to the problem of having to make last minute arrangements or miss work or school.

All children when first exposed to a group of children will be exposed to a number of bacteria and viruses. This naturally will result in more illnesses during the first couple of months of attendance. In time, the children will build up a certain amount of resistance to these infections.

Children with minor illnesses may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, we both agree, it is more appropriate for the child to be with the parents for both physical and emotional comfort.

If your child is diagnosed as having a contagious disease, or lice, scabies, impetigo, ringworm or chicken pox by your source of medical care, you must notify me within 24 hours (excluding weekends and holidays).

If another child in the childcare is diagnosed as having a contagious disease you will be notified of exposure to these illnesses in writing (or posted) the same day as I am informed.

B. EXCLUSION OF SICK CHILDREN:

My childcare is not licensed to provide care to sick children. I understand that this can be an inconvenience for parents, and encourage you to have a backup source of care for your sick child whenever possible. I exclude children who are not able to participate in the childcare activities with reasonable comfort and who may require more care than I can provide without the health and safety of myself and the other children. Any child who has uncontrolled diarrhea while at the childcare must be excluded. (Uncontrolled diarrhea is defined as an increased number of stools, compared with a Person's normal pattern, along with watery stools or decreased stool form that cannot be contained by a diaper or use of the toilet).

The importance of a raised temperature depends on what is causing the fever. A temp of 101 degrees or higher means a child should stay home. In the event of this type of temperature, the child should not come to childcare until the temp has been down for 24 hours without the aid of a fever-reducing medication. If your child wakes up with a high temp and you administer fever reducer, this generally only lasts a few hours and I will have to call you at work to come pick up your child. A fever is a sign that the body is fighting some problem. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

If your child vomits while at childcare, you will be expected to come immediately to remove your child from childcare. If you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home until the full 24 hours have passed with no vomiting episodes.

Children with constant runny nose that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands then rub them on other children, toys and on surfaces. This is a difficult one to call. Please keep in mind how you would feel if another parent brought their child to care and exposed your healthy child.

These cases will be handled on a case-by-case basis. It is important that I know where to contact you at all times and that you have the emergency up to date, so I can contact the persons listed if I am unable to reach you.

C. MEDICATIONS:

I can administer medications only when the following specific requirement is met.

Prescription Medications:

- a. Parent Permission in writing
- b. The medication is current and not outdated
- c. Physician, permission and directions in writing or complete prescription label
- d. The medication is in a labeled pharmacy bottle and states the following

- | | |
|------------------------|---------------------------------------|
| *Prescription number | *Child's Name |
| *Name of medication | *Physician's Name |
| *Strength and Quantity | *Date of issues |
| *Expiration date | *Name and address of pharmacy issuing |
| *Directions for use | Medication |

A medication container having a detached or excessively soiled or damaged label shall be returned to the parent for a new label from the pharmacy.

Unused portions of any medication will be returned to the parent or emptied down the toilet. All medication will be stored in a container in the closet shelf out of reach and inaccessible to children.

Diapering Products (over the counter, for external use only)

- a. Parental permission in writing
- b. The medication is current and not outdated
- c. The medication is in the original labeled container, which gives manufacturer's instruction for use.
- d. All products must be labeled with the child's name and used only for the child whose name appears on the label.
- f. The product is appropriate for use in children and is thus indicated by the manufacturer on the label.

D. EMERGENCY MEDICAL CARE:

My daughter, Jennifer and I have completed first aid training and will administer First Aid and / or CPR as identified in the licensing rule. You will notice any first aid given to your child in the Minor Accident Report. In the event that emergency medical care is necessary; I will take whatever steps are necessary to obtain needed care. These steps may include, but are not limited to the following. (My husband Mike also helps me in the afternoon if an appointment that not be schedule after care).

1. Attempt to contact a parent or guardian (I prefer, whenever feasible that the parent or guardian accepts responsibility for seeking medical care).
2. If I cannot contact the parent, I will do any of the following:
3. Take the child to the source of emergency medical care.
4. Call paramedics or police (if your child needs to be transported to the hospital designated on your emergency card, you will be responsible for the cost of the ambulance.

GENERAL INFORMATION

A. MEALS:

Nutritious meals (breakfast, lunch, and snacks) are carefully planned, prepared and served to your child each day. I am in the food Program, Which is funded through the Provider Choice program and meet's the State's requirements on the health and nutrition. The children are offered the food, not forced to eat. Children who do not choose to eat will not be served food until next scheduled meal or snack. Meals served only at announced hour. If you wish for your child to be included for any of these meal you need to be here by the set times. **If a parent misses the mealtime, feeding the child is the parent's responsibility.** Please note that all children need to arrive by no later **7:15** in order to be served breakfast. No discrimination because of race, color, sex, age, handicap or national origin.

Breakfast: 7:00 to 7:30

Lunch: 11:00 to 12:00

Snack: 3:00 to 3:15

These meals will be served daily:

1. Prescribed diets:

If for medical reason, your child should require a special diet, please let me know. A signed statement from your physician is require (for example, milk or infant formula without iron).

2. Food Allergies:

If your child has a food allergy, please inform me. Food allergies, such as milk allergies, are avoidable; I can handle one or two food items. More complex diets

may require prescription. **The parents are responsible for the child's food.**

3. Special Diets (non-medical):

Because I must conform to USDA Child Care Program Requirement, my ability to individualize diets is limited. If your child needs a special diet, **the parent is responsible for the child's food.**

4. Infant Diets:

The food (formula and solids fed to your child will be determined by the parent and will need to conform to Childcare Program guideline whenever possible. You will need to tell me which foods, quantities, and schedule you wish for child. Only formula, breast milk, milk or water may be fed from a bottle.

Breakfast: milk, fruit, vegetable, or juice, bread cereal or bread alternative

Lunch: meat or meat alternative, two servings of vegetables and /or fruit, bread or bread alternative

Snack: two of the four food groups, fruits, vegetable,, juice, bread cereal, bread alternative, meat or meat alternative

Availability of Drinking Water:

Drinking water will be offered at frequent intervals throughout the day.

B. DISCIPLINE:

My guidance and discipline are preventative, not punishing. There is no physical punishment in my childcare; unacceptable behavior will be handled by first redirecting your child. If your child is unable to respond, I may remove your child for a short time. Courtesy and respect for the property of others are values that I believe in and will teach to children. If your child's day seems to be out of sync, I may ask your child to play alone for while. This usually breaks the cycle.

C. NAP AND REST TIME:

All children are to lie down for nap or rest period in the afternoon. Even older children will benefit from a short period of "Quite time." Naptime is my only time to take a break, clean up after lunch, do paper work, and do activity planning. I provide cots for children and cribs for infants (placed away from areas of activity). generally, rest time is one to two hours. I ask that you please avoid picking up your child during naptime as it's disturb the other children quiet time. Please come before nap at 1:00 o'clock or after nap 3:00 o'clock.

D. INSURANCE:

Rosa's Child Care carries general liability insurance.

E. FIELD TRIPS:

At the time a child is enrolled, written permission is obtained to take him/her on supervised walks. Parents receive advanced notice on forthcoming field trips.

F. HOLIDAYS AND BIRTHDAYS:

I celebrate holidays with the children by making holiday crafts, if there is a particular holiday you do not want your child to participate in, please make other arrangements for that day. I celebrate each child's birthday with a small party in the morning follow by cake /muffin during snack time. If their birthday falls on the weekend, I will celebrate on Friday. Parents are welcome to bring treats for that day (muffins are easy to handle).

G. PRESCHOOL PROGRAM:

Rosa's Child Care offered a Preschool Program and now PEK-Project Early Kindergarten Which is children entering kindergarten be ready for school they will be learning to write read and rhyme. I also incorporate weekly themes such as the ABC, cutting, coloring, pasting, shapes, counting and Spanish. The age and ability of the children determines the activities and the 3 and 4 yrs old that are learning to rhyme write and read in a fun way. All activities the children complete for each theme is sent home in a folder at the end of the week Please return the folder on Monday morning. Children actively learn while playing also.

H. OUTDOORS PLAY:

Outdoor play is an important part of your child's day and total health. Weather permitting; the children will play outdoors each day. (All children who are well enough to be at childcare will be expected to participate in this activity). You can help your child enjoy this time outdoors by making sure he/she is properly dressed for the existing weather condition. In winter this includes boots, warm coat, sweater, snow pants, mittens and caps. If they are not prepare no one will be able to go outside that day. In the summer this includes hats and sunscreen, parents please apply sun screen in the morning to your child.

I. PETS:

I have one dog a, yorkiepoo. Rabies shot are up to date

J. COMMUNICATIONS SUGGESTIONS:

Communication is very important to me, and for this reason I welcome comments and suggestions to improve the quality of care for your child. When areas of concern arise the problems should be brought to my attention, and I will work through the problem. If the concern is about a child's development, we can set aside a time for a conference and discuss the child's development area.

K. TOUCH POLICIES:

It is the policy of Rosa's Child Care to inform parents of the nature and type of routine physical contact their children will experience in my care. There is no physical punishment at my childcare at any time. It is my belief and practice that children need nurturing, adult physical contact for their care, and healthy

development. This contact can be described in three ways.

Nurturing: This includes hugs and non-intimate kisses, handholding, gentle tickling, caring and cuddling. The type of contact is never made against the expressed of the children.

Safety and guidance: This includes restraining children from harmful situations, separating physically conflicting children, directing by gently leading or guiding them and administrating 1st aid to injuries.

Hygiene: This includes face and hand- washing, assisting with duties (As appropriate to age of child), diaper changes, extreme rashes or unusual marks, nose blowing and assisting with or conducting necessary clothes changes. It is normal and healthy for children to express affection with their peers. This includes hugs and non-intimate kisses and handholding. This type of contract is never made against the express wishes of the children.

L. POLICES AND PROCEDURES FOR SUSPECTED CHILD MALTREATMENT AND COMPLAINTS ABOUT A CHILD CARE PROGRAM:

Child Maltreatment

Section 9502.0375 Subparts 1 of the Department of Human Service Licensing of Day Care Facilities Chapter 9502 (Day Care Rule) states that: “All caregivers (provider, Substitute, helper, or another adult giving care in the residence) shall report any suspected physical abuse, sexual, or neglect of a child to the agency or police as required by Minnesota Statutes, section 626.556. If a caregiver has reasonable cause to believe a child has died as a result of physical or sexual abuse or neglect, the caregiver shall report this information to the county medical examiner or coroner.

Therefore, when I, or one of my substitutes, helpers, or another adult giving cares, know or have reason to suspect maltreatment has occurred, a report will immediately (meaning as soon as possible, but in no event longer than 24 hours) be made to one or more of the following:

Ramsey County Human Services Child Protection Intake	651 266-4500
Local Law Enforcement (police or sheriff)	911
Ramsey County Human Services Family Child Care Licensing Unit	
My licensior’s name <u>Becky Ouimet-Lewis</u>	
Her telephone	651 266-3777
Ramsey County Medical Examiner	651 224-7627

**Concerns/Complaints About a Child Program:
GRIEVANCE POLICY:**

Good communication between parents and the provider is an essential part of any successful childcare arrangement. Each party should feel free to share concerns and ask questions. I welcome your question and feedback so that together we can assure a happy, safe, and nurturing childcare environment for your child/ren.

An applicant or license or license holder must have a program grievance procedure that permits persons served by the program and their authorized representatives to bring a grievance to the highest level of authority in the program. Communication is very important to me, and for this reason I welcome comments and suggestions to improve the quality of care for your child. When areas of concern arise, the problem should be brought to my attention, and I will hear your suggestion and /or grievance and attempt to work through the problem together. If your concern cannot be satisfactorily resolved between us, you have the right to contract Ramsey County Human Services Family Child Care Licensing**Becky Ouimet-Lewis 651 266-3777**

Ramsey County Licensors are available to insure that licensed homes are following the minimum state guidelines. This includes but not limited to: licensed capacity, sleep arrangements, proper disciplines, nutritious meals, require training, safety and supervision.

Ramsey County and the State of Minnesota do not have delegation over many of the Contractual agreements including fees charged, vacations, sick days, etc. These are important issues to discuss with your provider prior to signing any agreement. Your signed contract is a legal and binding document.

By signing below, I have read this policy and understand all the terms.

_____	_____
Parent Signature	Date
_____	_____
Provider Signature	Date

M. CHEMICAL / SUBSTANCE ABUSE POLICY:

An applicant or license holder must have a policy that prohibits license holders, employees, subcontractors, and volunteers, when directly responsible for persons served by the program, from abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or cares The license holder must train employees, subcontractor, and volunteers about the program's drug and alcohol policy. Therefore any employee, helper, subcontractor or volunteer who used drugs or abuses prescription medication or alcohol during working hours will be terminated on the spots.

N. KEEP ME INFORMED:

All information in the Emergency Card and Authorization Card must be kept current. It is your responsibility to inform me of any changes in the following information:

- Home address and phone number of the parents
- School or work and phone number of the parents
- Name of child's physician, address and phone number
- Persons authorized to pick up your child: persons not authorized
- Person to be contacted in a medical emergency if you cannot be reached
- Persons to call pick up your child when it is after closing time and I have not received a phone call from you
- When the above information is kept current, I will be able to most effectively meet the needs of your child.

O. SUMMARY OF PARENT RESPONSIBILITIES:

1. Submit your child's health record within 30 days after enrollment.
2. Update your child's health record every year until the child is 24 months old or whenever your child moves to an older age category.
3. Notify me if your child has received another immunization.
4. Inform me of any changes in the names of the persons authorized to pick up your child
5. Notify me if someone other than an authorized person stated in the child's record would be picking up your child.
6. Call me if you will be late picking up your child.
7. Follow the arrival and departure procedures.
8. Follow the medication policy as set forth in this handbook.
9. Dress your child for existing weather conditions, send extra clothes.
10. Inform me of schedule changes as soon as possible. Give a two-week notice of withdrawal.
11. Keep the current information provided in the Emergency and Authorization Card.
12. If a child or parent is ill, or for any other reason the child will not be here for the day, please call me in the morning to let me know. If you know the night before please call before 8:00 p.m. I would appreciate this courtesy. The main reason childcare providers charge for absent days is to provide stability in their budgets.
13. Parents do not wear your shoes when inside my home they must be taken off at the entrance. This helps to keep floor and carpets more sanitary for crawling infant.
14. Please respect my profession, my home and me. The respect that you show me including my home; furnishing, equipment and yard will communicate itself to your child and will make for a better relationship.

INFANTS

A. Communication Between Parents and Provider:

Infants grow and change quickly, so do their schedules and their needs. Parents and provide will work together to meet the changing needs of the infants. Information will be exchanged in two main ways:

Daily- Each day you will complete a brief information form, which will include any special instructions for the day. I, in turn, will report in writing such things as amount of formula or food consumed, times of sleep, bowel moments, and health observations general mood and play activities.

Weekly-Each week you will be able to review your baby's basic schedule, (time of feeding, naps, etc.). You and I will work together to revise the schedule as needed.

Unique Needs- Each infant is unique and each child develops in his or her own way. Differences are seen in all areas of development. Sometime special needs require special attention, such as an unusual diet, a health problem, a physical disability or an emotional concern, I will do my best to understand and respond to those needs.

B. Diapers and Clothes:

Diapers and extra changes of clothing are to be provided by parents. I strongly recommend and encourage the use of disposable diapers, as handling and storage of soiled cloth diapers present some very real problems and possible health risks. I am able to make exception to this rule only in extreme or unusual circumstances. All ointment and creams for use during diapering must be provided by the parents and your written permission is necessary. These supplies need to be labeled with your child's name (including diaper wipes).

Your baby will be cleaned with a diaper wipes at each diaper change. No other product will be applied to the diaper areas unless I have your permission. (Baby powder is not to be used at my home). Please bring two changes of clothing for your baby to be kept at my home. "Favorite" toys or blankets, which children seem to need for a sense of Well-being, can be brought each day.

C. MEALS AND FEEDING:

SCHEDULE:

I understand that each baby will have a very personal time schedule. Infants will be fed according to these personal schedules, and parents will provide this information to me. Feeding is viewed as relationship building opportunities between infants and myself. Therefore, I do not “prop” bottle or allow infants to feed themselves from bottles.

Baby Food:

Solid foods are not offered until at least 4 months of age. I will provide commercial baby food. Food will be served according to parent’s instructions. Each child’s portion of food will be removed from the jar and put in a serving bowl. Leftover food in the bowl will be discarded after 48 hours.

Snacks and Water: Appropriate snacks will be offered including juices served from cup (at appropriate age). Water will also be offered regularly.

Food For The Older Infants:

If your child is able to eat table food, I will provide approximately the same menu prepared for the other children. The food will be cut and mashed as necessary for each infant, depending on his or her ability to handle the food. Children are served foods that normally do not present a choking hazard. I will provide formula for the infants. If you’re infant is on breast milk please bring it frozen and dated. Bottle will be used only for feeding formula, breast milk, milk or water. I will not permitted to served juice from a bottle at my home. This is a prevention effort against possible future tooth decay.

Bottle Preparation Guidelines for Parents:

Parents Bringing Breast Milk to my Home

Wash hands, breast pump. Express milk

Use a clean bottle or disposable bag

Freeze breast milk in the bottle or disposable bag, until ready to use

Label with date, time removed from freezer and child’s name.

Bring breast milk to my home in an insulated bag.

Be sure milk is refrigerated as soon as you get to my home.

A bottle is never refrigerated or reheated after the baby has nursed from it.

ON THE JOB

A happy child is one whose family childcare arrangement is stable and secure. Avoid these common mistakes to keep it that way

HOW TO PREVENT A DAY-CARE DILEMMA

When Joan first brought her 3 children to my house, she agreed to pick them up at 5:30 each evening, say Sue M. who cared for 6 children in her home. All went well for the first 3 weeks, and then Joan started coming late. She always had an excuse. She stopped at the grocery store or dropped off clothes before the cleaner closed. Soon she stopped offering apologies all together and started coming late all the time. One evening when I reminded Joan of the agreed upon time, she brushed me off. I can understand being late once in a while, but she didn't care she disrupting my life. After 2 more weeks of disregarding her agreement, I recommended her to another provider. Divorce, daycare style can mean not only a loss of income to both providers and working mother, but also a loss security to your child. If he is under 3, an abrupt change in the daycare situation can affect his emotional, physical, intellectual and physical development. Here are the most common problems between parents and providers:

NOT PICKING UP YOUR CHILD ON TIME

Usually the provider's fee is based upon specific hours. If you change without her consent, you are taking advantage.

FAILURE TO PAY

Providers only need the money they earn, but they depend on being paid regularly, just as you do. If you want to keep your provider, pay her bills first.

FREQUENT UNPAID ABSENCES

Some childcare providers avoid this problem by insisting that a weekly fee be paid whether the child is there are not.

DROPPING OFF A CHILD WHO IS SICK

Obtain clear guidelines to what kinds of illnesses the provider will care for. This will depend on the needs of the majority of her clients and any regulations she must abide by. Avoiding these problems will maintain a friendly, stable relationship with your provider. You can work more productively if you have complete confidence in your provider. She can provide quality child care if she trusts you. And best of all, your child will be able to thrive in an emotionally supportive environment.(re-printed from an article in family circle)

DAILY SCHEDULE

Children arrive

7:00 to 7:30

Greet Children -Breakfast being served

Your child must arrive here by 7:15 to allow time to eat. If your child will be arriving after this time, please be sure they are fed. This will help our day run smoothly.

7:35 to 8:00

Clean up and toileting

8:00 to 8:30

Active Play

8:45 to 9:00

Diaper changes /Infants put down for a nap

9:00 to 9:45

Good Morning song / Morning Meeting/ small group

9:45 to 11:00

Large-muscle play outside/walk around the block (weather permitting)

11:15 to 11:30

Diaper changes & toileting/clean up

11:30 to 12:00

Lunch

12:45 to 1:00

Diaper changes and toileting

1:00 to 3:00

Naptime

3:00 to 3:15

Diaper change and toileting

3:15 to 3:30

Snack

3:30 to 4:00

Tabletop activities (Legos, puzzles, etc.)/Clean up

4:00 to 4:30

Large-muscle play outside/ready for home

Please keep in mind that meals, diapering, and cleaning up do take time to accomplish throughout the day. Also, in the summer time we spend more time outside to enjoy the weather.

HOUSE RULES

Please go over this section with your child so they may know what is expected of them while at childcare. I expect all children (age taken into consideration), to know the rules of the house. These I assume are quite similar to the ones you have in your own home. but I feel it is important with the number of children in a childcare to follow these rules to insure safety of the children.

*No Hitting, biting, pushing, kicking, etc.

*No throwing or intentionally breaking anything.

(Parent will be responsible to replace anything Broken intentionally.)

*No running or jumping in the house.

*No picking up babies or Toddlers.

*No name calling, teasing, etc. Everyone is treated with respect.

*No food or drink brought into the home. (Unless prearranged)

*No toys brought from home.

*No leaving the house or the yard.